



Northwest Private Industry Council

February 2017 Board Meeting

Thursday, February 2, 2017 9:00 AM (CST)

1301 Hwy 1 East Northland Community & Technical College Thief River Falls Minnesota 56701
Room 662 Northland Community and Technical College
Regular Workforce Development Board Meeting

- I. Introduction of Members & Guests - 5 minutes
- II. Review of November Meeting Minutes
- III. Board Max Training - Samantha Ferrara - 15 minutes
We will have a short, live training on the basic functions of the Board Max Software portal.
- IV. Financial Reports - Kiki Anderson - 5 minutes
Attached for your review is a balance sheet with detailed information on current grant activity with NWPIC.
- V. Program Related - 10 minutes
 - A. Program Provider Quarterly Report - Kiki Anderson
 - B. Incumbent Worker Grant Program Update - Kiki Anderson
 - C. Youth Reports - Kiki Anderson - 5 minutes
Included for your review are performance reports from the state related to the Youth programs. This information includes data from both WIOA youth programs, as well as the Minnesota Youth Program (MYP). As a reminder, the MYP program is directly granted to ICCC for administration and program delivery, while the WIOA funds are administered by NWPIC and contracted to ICCC for program delivery.
- VI. Reemployment and Eligibility Assessment (REA) Initiative - Jim Hegman and Gerald Mulhern - 30 minutes
*Our guests from DEED will include:
Jim Hegman, Unemployment Insurance Program Director
Gerald Mulhern, UI Program Manager
David Nierman, Job Seeker Services Director*

Jim and Gerald will discuss the REA program within the Unemployment Insurance division of DEED. REA is designed to ensure that 1) UI applicants are meeting the eligibility provisions of state laws and 2) are exposed to reemployment services, including job search assistance and placement services, so they may return to employment as quickly as possible. From a broader perspective, the REA program promotes the stability of the UI Trust Fund by encouraging reemployment and reducing the UI costs for employers.

Participants in REA are scheduled to meet with UI staff to review their eligibility for UI, provide labor market information, develop an individual reemployment plan, and referrals to reemployment services. In Minnesota, there are currently 31 UI Staff working in the Reemployment Eligibility Assessment (REA) program and they are located throughout the state in 48 Workforce Centers.
- VII. Adult Basic Education Plan Review - Kiki Anderson - 10 minutes
One of the new requirements and responsibilities of the local Workforce Development Board is to provide feedback to the Minnesota Department of Education (MDE) on re-compete applications from local ABE (Adult Basic Education) providers operating in the local service area. This is a new process and a task which must be completed within a short timeline. There

are currently two ABE providers operating in our service area. We will expect to have additional information and guidance from MDE on this process by the time of our Board meeting. This agenda item will include discussion of the "why" behind the review process, and at our March meeting we can discuss the "how" of how the review will take place. There are several options provided for the review and our Board's input will be a consideration in the award process, but a full review and final decision on the award will be done by a team of reviewers at MDE.

VIII. Update on NonProfit Center Study - Catherine Johnson - 5 minutes

On January 11, 2017, a Town Hall meeting was convened by the ICCC and NWPIC with the participation of over 45 concerned residents and constituents representing many nonprofit, public, and business organizations serving the Thief River Falls and surrounding communities. The Town Hall was followed by a focus group with 10 respondents. On January 12th a second focus group was conducted with 7 additional respondents, the majority of whom attended the Town Hall meeting. The ICCC and NWPIC also met with an Advisory Committee to further discuss the strategic goals and statement of purpose for a potential local nonprofit center.

IX. Director's Report - Kiki Anderson - 10 minutes

A. Regional Planning Update - Kiki Anderson

As we continue to move through the requirements for Regional Planning as directed by WIOA and the State Plan, a group called the Regional Workforce Alliance met on January 18th in Mahanomen to draft out the elements of the Work Plan. The NWPIC Board Members on the RWA include: Leo Olson, Michael Moore, Kirsten Fugleseth, Bonny Stechman, Catherine Johnson, and Randy Rakosnik. Attached is the working document that we started with. Information and discussion from that meeting will be added, as well as information gleaned from the event with Marnita's Table on February 9, 2017 in Bemidji (Invitation attached). A more complete draft will be available for the Board to review at the WDB meeting on March 2, 2017. The completed workplan is due to the state on March 31, 2017.

B. One-Stop Operator Procurement Process - Kiki Anderson - 10 minutes

This memo is to summarize and clarify the WIOA-mandated One-Stop Operator Procurement process. Although the WIOA regulations may seem incomplete, they represent the final rules that Local Boards must adopt in order to have One-Stop Operators in place by July 1, 2017. Included in this memo is the following:

- An overview addressing key questions related to the One-Stop Operator Procurement process, which reflect relevant WIOA regulations.
- Suggestions for addressing conflict of interest and maintaining of a required firewall.
- Recommended time frame to have One-Stop Operators functioning by July 1, 2017.

C. Local MOU Process and Overview

This policy advises all Local Workforce Development Boards (LWDBs) that:

- Each LWDB must negotiate a Memorandum of Understanding (MOU) with all required one-stop partners. Each MOU must include the standard elements in this policy and in effect no later than July 1, 2017;
- The standard elements of an MOU in this policy are required under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and must be included in the MOU;
- All agreements are signed and otherwise compliant with the provisions of WIOA as the regulations and other guidance are issued;
- MOUs and/or Cost Allocation Plans following the requirements in place prior to the passage of WIOA may be submitted for time periods up to June 30, 2017.

Background

WIOA Sec.121 (a) (1) requires that each LWDB enter into an MOU with all required one-stop partners

D. Northwest MN Women's Fund Grant.

The grant application submitted in November for a weekend intensive for non-profit professionals was awarded in the amount of \$2,400. Preliminary details have been set as outlined in the attached flyer. It is anticipated that the cost per participant will cover any additional expenses and the grant will be used to pay the speaker fee.

X. Board Roundtable - 30 minutes

This time in the meeting is available for members to share events, trends, and other items for other board members.

XI. Adjourn