



# NORTHWEST PRIVATE INDUSTRY COUNCIL, INC. WORKFORCE COUNCIL

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Date: May 3, 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, July 16, 2015 at 5:30 PM at NCTC, TRF Campus, Room #635**. Please notify Kristine by e-mail at [kanderson@nwpic.net](mailto:kanderson@nwpic.net) or by phone at 218-683-8074 by **July 14<sup>th</sup>** if you are unable to attend this meeting. Pizza and beverages will be provided.

## AGENDA

1. Call to Order & Introductions (5 minutes)
2. Minutes of June 18, 2015 Meeting (5 Minutes) – See attached
3. Board Member Applications and Vacancies (10 minutes)
4. Program Update (45 - 60 minutes)
  - a. History and Background of Program Delivery by NWPIC – presentation/discussion
  - b. Recommendation by Executive Director to Issue a Request for Proposals (RFP) for Program Delivery for WIOA Adult, WIOA Dislocated Worker, State Dislocated Worker grants.
5. Adjourn

**NORTHWEST PRIVATE INDUSTRY COUNCIL  
FULL WORKFORCE INVESTMENT BOARD MEETING  
June 18, 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, June 18, 2015.

**Attendance**

Northwest Private Industry Council WIB members present were Dave Rock, Bob Evans, Catherine Johnson, Sue Johnson, Kirsten Fuglseth, Mary Larson, Mike Moore, Amber Hawkins, and Leo Olson.

Guests included: Vanessa Anderson, Edward Jones, and Kristine Anderson, NWPIC Executive Director.

**Minutes**

The minutes of the May 7, 2015, meeting were reviewed and approved. A motion to approve these minutes was made by Catherine Johnson, with a second to this motion being made by Bob Evans. Motion carried with all Board members in attendance approving the motion.

**Guest Presentation**

Kristine has been looking into options to add retirement benefits to the Employee Benefits Package. She completed an organization questionnaire and has looked at a couple different options for plans. She asked Vanessa Martell to come and present on recommended options for retirement plans.

**Vanessa Martell, Edward Jones** – It is recommended that the organization use a Simple Plan. Handouts were provided and are attached. A Simple IRA plan is recommended for small organizations with fewer than 20 employees. Employees become eligible once they have earned \$5,000 or more in any two years and expect to earn \$5,000 in the current year. Employer contributions are required and limited to either 2% of the compensation paid to each employee, or Dollar-for dollar match up to 3% of a participant's compensation. The deadline to set up the plan is by October 1, and there is a \$40 per plan annual administrative fee. Contributions for the employee are immediately 100% vested. Mike Moore asked if there was any potential liability to the NWPIC if we could not provide the match due to budget constraints. Vanessa explained that the employer could not contribute for two of those years, if a third year prevented contributions the plans would be rolled into traditional IRAs.

Bob Evans made a motion that if the budget allows, that NWPIC would provide the Simple IRA with the up to 3% match by the employer, and that the NWPIC would pay the up to \$40 administrative fee. Amber Hawkins seconded the motion. Discussion was held regarding other options that have been considered. Kristine explained that she looked at the Plan offered by ICC. Kristine stated that she would work with Janet (our fiscal agent) to determine what other type of procurement issues need to be considered. Motion carried with all Board members in attendance approving the motion.

## **Senior Employment Program Provider Application**

Catherine explained that InterCounty Community Council has again applied to MN Deed to be the program provider for Senior Employment programs for our region. ICCC has been the grant recipient of this program for more than 30 years. Copies of the program application were distributed to Board members. Mary Jo Larson made a motion to support and approve ICCC application. Seconded by Mike Moore. Motion carried with all Board members in attendance approving the motion. Catherine Johnson abstained from voting.

## **Program Updates**

Kristine explained that staff have just completed a period of intensive training with Rural Minnesota Concentrated Employment Program (CEP). This training is being funded out of our PY2013 State Dislocated Worker grant as technical assistance and approved by the State Monitors and Fiscal department. Kristine explained that the training was five full days over two weeks and covered everything from outreach and recruitment strategies, state policy, service delivery and state performance standards. Very intensive, but important work and provides a solid baseline of information for us to improve client service delivery.

Kristine noted that she followed up on suggestions from Ardell and Pam regarding local suggestions for Website Design. She has made contact with Katie from Sandpiper Designs and she will be able to do the work in August for a cost of \$1,500. (Compared to previous bid from West Fargo firm at more than \$4,000).

## **Financial Report**

Kristine directed Board members to the attached Funds Available Report. There are three PY13 funds that need to be spent by June 30. Kristine explained that this is expected to happen. Noted that we just recently received the final budget numbers from the State. Our allocations for State Dislocated worker funding was approximately \$10,000 more than our budget worksheet from last month.

## **WIOA Transition**

Kristine informed WIB members that there is a need for each local area to engage in regional planning. This will happen later this fall after the State develops their plan. We will plan to have the September meeting in September in Warroad with Bob Evans at Marvin Window's training center. Details and dates to be determined at a later date. We also hope that state DEED officials will make the trip and join us for that meeting.

We discussed the need for further Board development and training. Leo will attend the Summer MWCA state wide meeting in Duluth August 4-5. Kristine will begin planning for a board retreat and training session.

We will need to make changes to the Board by the end of the year to ensure compliance with WIOA. More details at the September Meeting.

## **Legislative Update**

The state jobs bill was one of the bills that was considered during a special legislative session. All in all, it was a good bill. There is the addition of dedicated funding for Rural Career Counseling Coordinators. Details to be worked out in the coming months in conjunction with Regional Planning.

## **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