# Regional and Local Plans

## 7/1/2021 – 6/30/2024

RWDA:

Regional Workforce Development Area 4

LWDA:

Dakota-Scott WDA 14

## REGIONAL PLAN

*Local Elected Officials and Local Workforce Development Boards within each Regional Workforce Development Area must participate in a planning process to address the following-*

1. Describe the region's economic conditions including existing and emerging in-demand industry sectors and occupations and also the employment needs of employers in these sectors and occupations. Attach a copy of an analysis addressing these factors. It is acceptable and recommended to use the regional analysis and other information if desired that is available from DEED's Labor Market Information Division.

> Prior to the economic and social fallout of the Covid-19 pandemic, the Metro Workforce Development Region #4, was experiencing steady increases year-over-year in job growth, with just over 2million jobs in early March 2020. This jobs outlook for our region was heavily hit by economic impact of the pandemic and the subsequent state lockdown. Within a month of Covid 19 becoming part of our economic, social, and health landscape, the region lost nearly 270,000 jobs (graph 1). While jobs rebounded since April, the metro is still below the depths of the great recession of 2008-2010 (graph 2). For the first time on over 5 years, the metro region ended 2020 with far more job seekers than employment opportunities (graph 3). This trend is consistent with the unemployment insurance claims made in the metro over the last year. At peak, the metro experienced 190,483 Initial UI claims in April 2020, this was on top of 168,704 in March 2020, and while this number has decreased each month since April, November 2020 still saw 38,777 initial claims made (Graph 4).
>
> The economic toll of Covid 19 is not being shared evenly across all industries in our region, nor all people, age groups, and demographics. The full extent of the economic loss during this recession is not yet known, but the trends show clearly what industries and which residents of the region are hardest hit.
>
> The health crisis nature of this pandemic-induced recession produced an uneven economic downturn, hitting industries and occupations that rely heavily on person-to-person contact or those that demand high volumes of in-person activity for sustained economic growth. Not surprisingly, industries and occupations hardest hit on the metro included hospitality/accomodations and food service; arts, entertainment, and recreation; retail trade; and health care. Combined, these four industries accounted for over half of our regions job losses early in the pandemic (Graph 5 and 6). While each of these industries and most industries overall have added jobs back, the impact on our region cannot be overstated. This region relies heavily on our hospitality and tourism sector, arts and entertainment, and health care for economic stability, but also are in-part responsible of the vitality and dynamism of the Twin Cities.
>
> While the distibution of job loss is uneven, the regional trend concerning many is the high percentage of UI claims from occupations paying $15.00 or less (Graph 6). The impact on this wage strata is concerning to the region as these workers, while many are able to access unemployment insurance as the graphy shows, many of the metro's low wage workers lost work and their economic stability was further jeapordized. In the metro, while numerically white workers were greatly impacted, our Black, Indigeneous, People of Color (BIPOC) workers, were disproportionately impacted by these job losses. In a region and state where disparities in income and jobs between BIPOC communities and whites is so great, this trend that emerged out of the pandemic recession could

potentially deepen those disparities and have longterm impacts on the economic and social health of our BIPOC communities.

While the impacts of the Covid 19 economy will weigh heavily on our metro area for some time, bright spots remain. The metro area is home to an estimated 3,100,000 people, comprising 55.2 percent of the state's total population. The region's population grew by 17.3 percent over the past 18 years, adding approximately 457,000 people. Much of this growth comes from the Twin Cities' 353,000 foreign born residents, making up about 11.7 percent of the region's total population. As such, the region accounts for 78.8 percent of Minnesota's total foreign-born population. Further, the metro area is the most racially and ethnically diverse region of the state; leading the way with a young, large, diverse workforce, and ultimately changing the face of business and industry.

As we look beyond the recession and pivot to recovery in the near future, the metro region will rely heavily on the traditionally strong metro industries and occupations. Looking at December 2020 industry and occupation demand data produced by DEED Labor Market Information, demand is beginning to take shape in the following economic spaces:

**Job Postings by Industry – 51,720 total new job postings**

- Health Care & Social Assistance: 4,700
- Finance & Insurance: 4,500
- Retail Trade: 4,100
- Transportation & Warehousing: 2,900
- Prof., Sci., & Technical Services: 2,600
- Manufacturing: 2,600
- Wholesale Trade: 2,500
- Administrative & Support Services: 2,000
- Other Service: 1,400
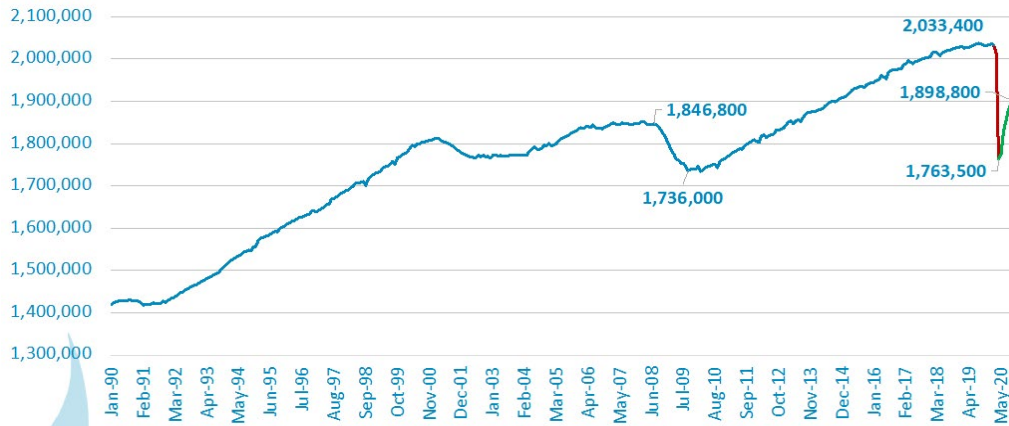- Accommodation & Food Services: 1,200

**Job Postings by Occupation**

- Heavy & Tractor-Trailer Truck Drivers: 4,520
- Registered Nurses: 2,870
- Software Developers, Applications: 2,030
- Computer Occupations, All Other: 1,330
- Marketing Managers: 1,060
- First-Line Supervisors of Retail Sales Worker: 1,050
- Customer Service Representatives: 1,010
- Retail Salespersons: 970
- Management Analysts: 970
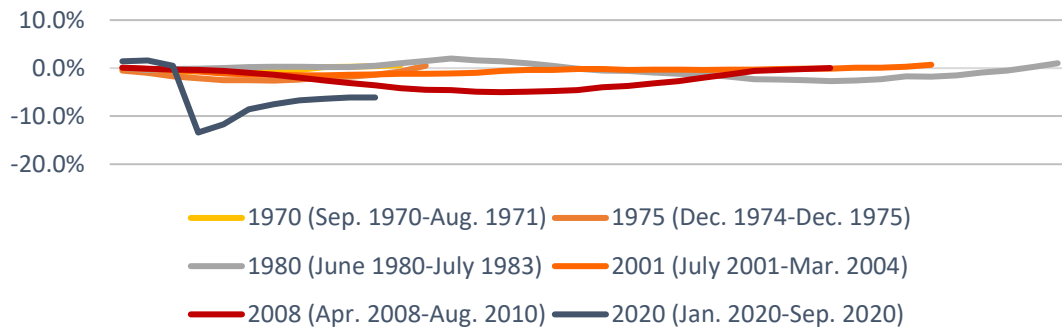- Laborers & Freight, Stock, & Material Movers: 850

Graph 1:

## Minneapolis-St. Paul Metropolitan Statistical Area (MSA)
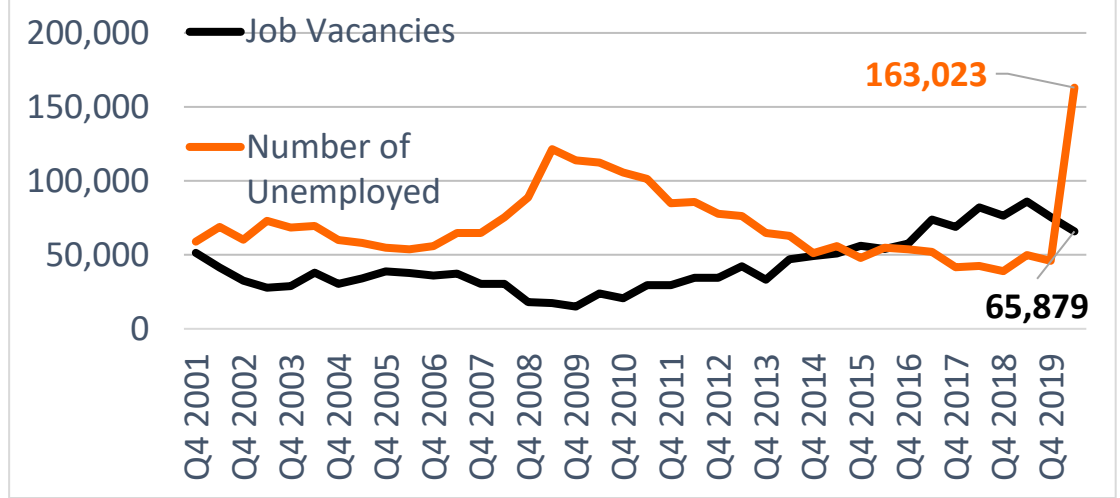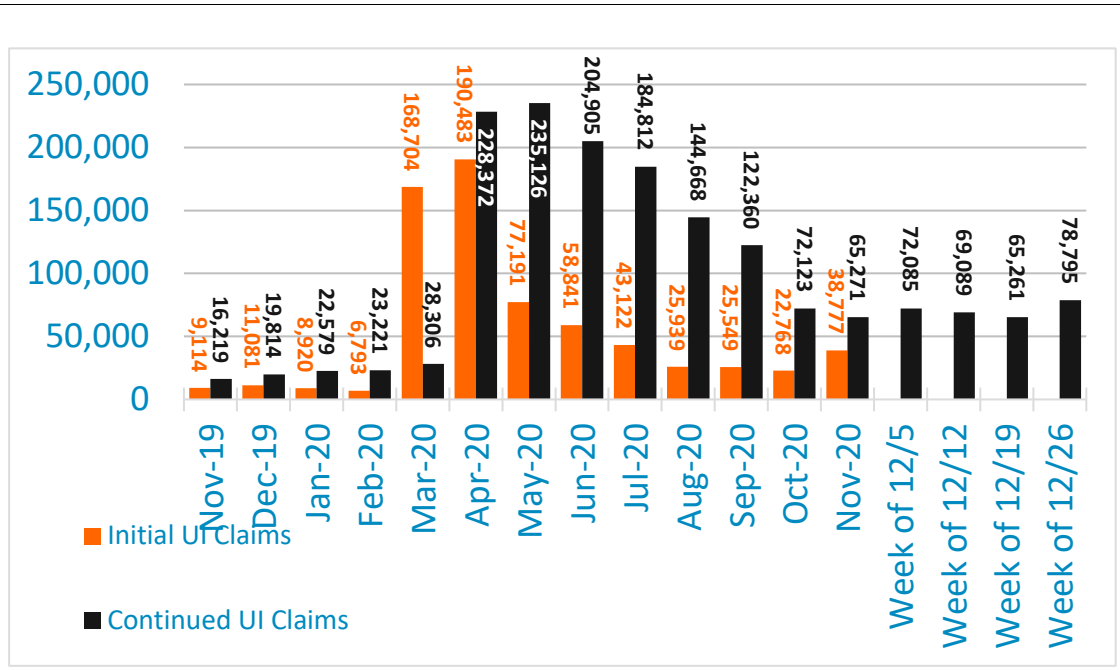Current Employment Statistics (CES) Employment Trends

2,033,400
1,898,800
1,846,800
1,763,500
1,736,000

| 2,100,000 |
| 2,000,000 |
| 1,900,000 |
| 1,800,000 |
| 1,700,000 |
| 1,600,000 |
| 1,500,000 |
| 1,400,000 |
| 1,300,000 |

Jan-90 Feb-91 Mar-92 Apr-93 May-94 Jun-95 Jul-96 Aug-97 Sep-98 Oct-99 Nov-00 Dec-01 Jan-03 Feb-04 Mar-05 Apr-06 May-07 Jun-08 Jul-09 Aug-10 Sep-11 Oct-12 Nov-13 Dec-14 Jan-16 Feb-17 Mar-18 Apr-19 May-20

Graph 2:

## Year-Over-Year Employment Loss by Month During U.S. Recessions, 1970-2020

| 10.0% |
| 0.0% |
| -10.0% |
| -20.0% |

— 1970 (Sep. 1970-Aug. 1971)    — 1975 (Dec. 1974-Dec. 1975)
— 1980 (June 1980-July 1983)    — 2001 (July 2001-Mar. 2004)
— 2008 (Apr. 2008-Aug. 2010)    — 2020 (Jan. 2020-Sep. 2020)

Graph 3:



Graph 4:

Graph 5:

| Seasonally-Adjusted | February – April 2020 Change | | April – November 2020 Change | |
|---|---|---|---|---|
| **Total** | **-248,736** | **-12.4%** | **+162,532** | **+9.3%** |
| Mining & Logging & Construction | -4,995 | -6.8% | +10,007 | +14.5% |
| Manufacturing | -9,579 | -4.8% | +952 | +0.5% |
| Wholesale Trade | -3,324 | -3.7% | -3,316 | -3.8% |
| Retail Trade | -18,816 | -10.4% | +26,829 | +16.5% |
| Transportation, Warehousing, & Utilities | -6,650 | -8.8% | +5,659 | +8.2% |
| Information | -3,051 | -8.6% | -1,008 | -3.1% |
| Financial Activities | -3,868 | -2.5% | +2,478 | +1.6% |
| Professional and Business Services | -18,407 | -5.7% | +21,365 | +7.0% |
| Educational Services | -10,750 | -21.6% | +6,971 | +17.8% |
| Health Care and Social Assistance | -29,497 | -10.1% | +19,827 | +7.6% |
| Arts, Entertainment, & Recreation | -21,713 | -61.7% | +7,171 | +53.3% |
| Accommodation & Food Services | -78,500 | -52.8% | +50,317 | +71.8% |
| Other Services | -21,230 | -26.5% | +17,343 | +29.4% |
| Government | -18,356 | -7.2% | -2,063 | -0.9% |

Graph 6:
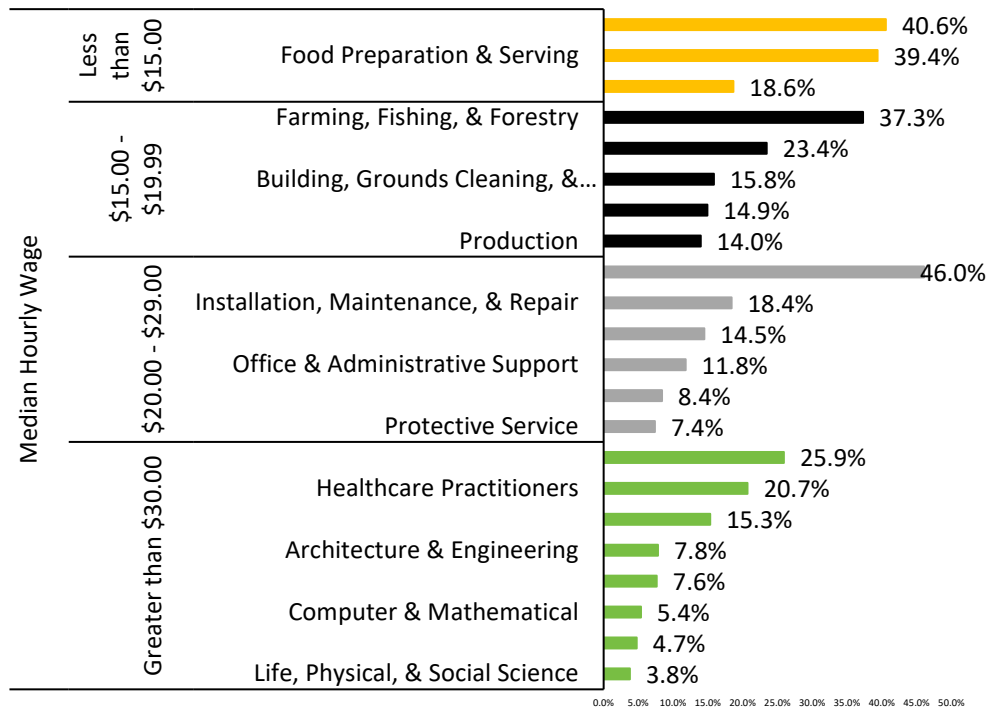
| Median Hourly Wage | Occupation | Percent |
|---|---|---|
| Less than $15.00 | Food Preparation & Serving | 40.6% |
| | | 39.4% |
| | | 18.6% |
| $15.00 - $19.99 | Farming, Fishing, & Forestry | 37.3% |
| | | 23.4% |
| | Building, Grounds Cleaning, &… | 15.8% |
| | | 14.9% |
| | Production | 14.0% |
| $20.00 - $29.00 | | 46.0% |
| | Installation, Maintenance, & Repair | 18.4% |
| | | 14.5% |
| | Office & Administrative Support | 11.8% |
| | | 8.4% |
| | Protective Service | 7.4% |
| Greater than $30.00 | Healthcare Practitioners | 25.9% |
| | | 20.7% |
| | | 15.3% |
| | Architecture & Engineering | 7.8% |
| | | 7.6% |
| | Computer & Mathematical | 5.4% |
| | | 4.7% |
| | Life, Physical, & Social Science | 3.8% |

0.0%  5.0%  10.0%  15.0%  20.0%  25.0%  30.0%  35.0%  40.0%  45.0%  50.0%

2. What is the regional strategy to coordinate efforts to address existing and in-demand industry sector and occupations workforce needs? Describe the methodology for outreach to these industry sectors and how they will be connected with the workforce system in the region.

The regional strategy to coordinate efforts to address in-demand industry sectors and occupations is multifaceted including leveraging sector supply-demand analysis; organizing industries, occupations, and employers around regional and more geographic-specific demand-side career pathway projects in partnerships with community-based providers, trainers, education entities, and economic development specialists, and others that support regional coordination efforts; and create a platform for regional virtual career fairs. The strategy to coordinate efforts is best thought of as a collection of localized initiatives that level up to a regional framework through the efforts of the metro directors and elected officials in those various municipalities. Looking specifically at each of these efforts, the methodology used for outreach will become clear.

Throughout the metro, the labor market information provided by DEED offers both access to the seven-county metro area's labor force and economic data, while localized drill-downs into the diverse spaces within the region, allow for a more tailored approach when needed. Further, while not each municipality within the regional, a number of the workforce boards are working with Real Time Talent (RTT), a demand-driven, employer-led approach to close

the skills gap that builds talent supply chains aligned to dynamic business needs. The data that RTT can and does provide can drill into a specific city or look metro-wide for trends and opportunities for business engagement and demand-side program design.

During the near decade long economic expansion and the growing demand, the model of demand-driven career pathways became a space for continued regional strategy building. The career pathways approach allows for an examination of demand-side need, either at a local level or regional scale. Career pathway design, putting business and industry at the center of the workforce solution gave the metro a platform to reach into community to design the best possible path to the jobs in demand.

While we must constantly consider the local demand economy, as well as issues of transit and mobility of job seekers, using a regional lens to construct career pathways projects and programs and understanding the regional economy is paramount. With a regional focus on Construction, Health Care, Manufacturing, Information Technology, the Public Sector, and Business and Professional Services, as laid out in the metro's previous regional plan, the region works specifically in the areas. Examples of regional sector efforts include Health Hire and MSP TechHire. Further, through ongoing work, a regional public sector hiring project continues to gain momentum. The alignment strategy is as follows:

- Regionally align our public sector workforce development area efforts and funding to support public pathways through supporting each organizations HR teams to support work they are doing to align hiring practices, recruitment, and retention efforts. There is currently a regional group of HR representatives that meet regularly; this effort is ongoing.
- Annually designate one WDA director and corresponding HR Rep to connect on our separate but aligned work.
- In addition, we intend to bring our two groups together once a year to share best practices and talk about how we can close gaps and identify shared opportunities.

Finally, the metro region's Workforce Development Areas are working collaboratively in response to the unprecedented economic conditions resulting from the COVID-19 pandemic. Our region's rapidly shifting labor market requires our local Workforce Development Areas to act in collaboration and to bring the best strategies of our local areas forward. Our joint goal is to connect metro residents to critical employment opportunities, and to support our region's businesses as they return to prosperity. To meet this challenge, WDR 4 formed a new Virtual Services – Employer Response Team in April 2020.

This Employer Response Team elevates outreach for essential and high-demand workers, engages and serves employers and industries, and expands access to hiring opportunities. Employer of the Day spotlights, information sessions, meet-and-greets with employers, and career and resource fairs have evolved and transformed to regional, virtual experiences.

When work began, the team immediately began assessing available technology solutions, identifying enhancements to existing systems, and establishing goals and priorities for a virtual job fair tool. The metro group formed a committee to create a vision for our virtual events. This group conducted research and evaluation during April and May, and subsequently recommended a virtual career fair platform to be used in WDR 4. Using regional planning funds, a one-year license for a virtual platform was secured in September 2020.  This interactive platform is accessible by mobile phone, mobile device or computer

with internet access. It provides accessible features and functionality, and it can be translated into over 100 languages.

An important benefit of regional work is sharing learnings as work progresses. Since mid-April, regional collaborators have assisted each other to learn new technology platforms, developed and cross-promoted messages to market events, created communications checklists, developed a career seeker presentation on "how to prepare for a virtual career fair," shared knowledge on the use of "in-event polls and surveys," created event work plans, shared industry networks, recruited collectively for industry events, and coordinated a regional calendar. The team recently hired a Virtual Event Manager who will work to further develop content and technical support for the metro region interactive virtual career fairs.

**Results, to date:**
- Since April 2020, collectively across the metro, more than 65 virtual events, connecting approximately 250 employers with 2000+ career seekers, have been delivered. Regional partners host events on Interactive Virtual Career Fair platforms (including the metro-funded Easy Virtual Fair platform), TEAMS, Web Ex, Adobe Live, Google Meet, and more.

- On November 9, 2020, the first Regional Interactive Virtual Career Fair was launched on the newly funded, interactive regional platform. This event focused attention on apprenticeship and on-the-job training opportunities and welcomed 25 employers and 200 career seekers. Exhibitors and guests interacted directly inside of the virtual event using live chat and video, webcasts, e-mail messaging, and resume exchange. Metro staff provide career seekers with a welcome message and offer assistance with event management and navigation.

- On January 26, 2021, the second WDR 4 Interactive Virtual Career Fair, focused on health care careers, drew 350 new platform users and 30 employers. 174 individuals logged in to the live event, and many more visited the event page to view employer booths, search jobs, and more.

**2021 Continued Work:**
In 2021, our work plan focuses on delivering interactive virtual career fairs focused on our region's highest- demand sectors, including the escalating demand for health care workers. Targeted outreach to those impacted by COVID-19 in the hospitality, retail, and restaurant industries, heavily impacted by the COVID pandemic, will continue to be a priority. In February,
- A transportation sector event will be held on February 23
- A Women in Construction event is slated for March 11
- In recognition of April's Minnesota Tech Month, MSP TechHire will team up with MN Technology Association and Minnesota's Department of Employment and Economic Development for two events on the interactive platform: one will be a region-wide interactive career fair, and the other a "deep dive" into training opportunities for aspiring technologists.
- A regional construction sector hiring event is planned for May
- A youth-focused hiring event will be held in May

In addition to sector-focused events, the interactive platform will host population-specific events in 2021: these include individuals who speak English as a second language, individuals with disabilities, and an LGBTQ+ hiring fair. Additional opportunities include recruiting

> partnerships with Hennepin County libraries, events teamed with the metro region Chambers of Commerce, a Financial Services event, and more.

3. Describe how the local boards will direct regional workforce system alignment through shared policies and practices. In this description include any cooperative service arrangements being planned for the region and how they will promote consistency within the regional workforce development area and with state policy.

> As part of the regional coordination done by the six metro directors, encompassing the seven-country metro area, deliberate and proactive alignment of policies and practices is a high priority. While local decisions and actions that meet the policies and practices of locally elected officials and local jurisdictions to meet specific geographic need is required of each local area and board, cooperation across the region is necessary to create a system that is uniform and consistent for job seekers and businesses.
>
> The method the metro uses to create the alignment through shared policy and practice is twofold; the first is through shared best practices via the metro directors bi-weekly meetings, the second comes from a dedicated work group of metro program managers from the six service areas that meet monthly just prior to the state's job seeker services meeting.
>
> Out of these two strategies comes a series of shared policies and practices:
> 1. Priority of Service policies that allow the metro to consistently and clearly recruit and enroll individuals into programs. A recent example includes documenting eligibility into the CLIMB program. Further, currently, the metro managers are determining eligibility for the Dislocated Worker programs, operating under the assumption that the post-Covid economy will produce a high demand for such services.
> 2. Consistency in forms and intake processes that create similar practices across the region, though each area can tweak and adjust intake and forms to meet local requirements.
> 3. Technology as a support service became an important discussion beginning in spring 2020 as Covid 19 forced systems to move virtual and remote.
> 4. Coordination in policies and practices concerning the increased homeless populations due to Covid 19. The core cities and the surrounding suburbs saw a marked increase in the number of homeless populations, both existing and new program participants. This work was often done in partnership within workforce development, but also, public health and human services departments within government.
> 5. Over the course of the last number of years, a key practice is the meeting and sharing of expertise amongst finance staff from all service areas of the metro and key finance staff at community-based providers who work on federal and state workforce grants as sub-recipients in local areas.

4. Describe how the regional approaches used will ensure that it includes diverse representation, specifically among populations experiencing the greatest barriers to employment or communities facing the greatest levels of economic disparities?

> While each government entity, that makes up the metro region, approaches diversity and inclusion through their own tailored and geographically specific way, the metro

workforce development area approach diversity and inclusion, specifically among those with greatest barriers to employment, through a shared understanding and concerted effort to recruit diversity for open board positions.

Lead by our locally elected officials, diverse representation amongst boards remains an important component of the regional plan, specifically among populations experiencing the greatest barriers to employment or communities facing the greatest levels of economic disparities. Throughout the metro, each local area will be approaching this topic using local priorities and demographic profiles of their communities. Similar to how best practices are shared in the alignment of policy and practice, best practices of recruitment of diverse representation to boards is also shared amongst the metro. For example, the City of Minneapolis examines diversity of representation on all City boards and commissions, then uses this data to deliberately reach back into community to attempt to find voices that are missing and communities not or underrepresented. While this alone does not guarantee success, it is an important part of inclusion of diverse voices in any and all processes and a practice that can be shared across the metro area.

5. Describe how performance negotiations will be managed among the local workforce development areas within the region.

The local workforce development areas of the metro work collaboratively with each other prior to the negotiation process with DEED. As part of this collaborative work is the analysis of regional economic data, both from DEED and, for some local areas, Real Time Talent. This helps to serve as a baseline for understanding the economic conditions which will weigh heavily on ability to meet newly negotiated performance. Following collective research and regional directors' discussions, DEED then works individually with each local area to set the performance.

6. Describe how the region's workforce development efforts will be coordinated with economic development services and providers.

Throughout the metro area, workforce development is tied closely to the work of our economic development counterparts. Central to the metro regionals alignment of career pathways initiatives is the work of business development specialists. These economic development specialists range from colleagues within our governmental units to regional experts on supply-side talent and business attractions, such as Greater MSP or regional chambers of commerce to regional data experts at Real Time Talent.

Beyond these relationships to economic development entities, strategies such as *Open To Business*, a business advising network in the suburban metro and the *Elevate Business* initiative, a public-private venture of the Hennepin County and the Minneapolis Regional Chamber of Commerce, offering pro-bono services to business located in Hennepin County. Again, while specific to the westside of the metro region, this type of initiative, highlights the need for any region to be nimble, adaptive, and pragmatic around the way a region's work can be conceptualized and acted upon.

Finally, coordination between workforce development and economic development can be seen through the work the region does around transportation, specifically the light rail construction project to the southwest metro and in the planning process for the

> Bottineau Light Rail Line. While these are infrastructure initiatives, the proactive planning for both business development along these lines and the opening of access for workers to existing and new created jobs, requires coordination.

7. Describe any regional coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate. Also, please describe regional coordination of transportation and other supportive services.

> Emerging out of need to cooperate on regional federal and potential state grant opportunities, the metro region agreed to the following coordination of administrative costs:
>
> 1. When pursuing a federal or state grant, one local workforce development area will become the designated applicant and fiscal agent. The designation of one area is strategic in nature, as the lead entity should have a close connection to and ongoing work in the program area of the grant. For example, on a recent federal grant application for H1B funding, the program design was in Information Technology pathways for adults. This program area falls closely in line with the City of Minneapolis' MSP TechHire initiative; therefore, the City of Minneapolis was the lead entity and fiscal agent. This design allows for cooperation across the metro, yet allows for local area expertise to drive project towards success.
> 2. Regional coordination of supportive services, including transportation supports comes through the alignment and coordination approach described in question 3, the metro managers group. This group shares supportive services policies and aligns when necessary, including policies concerning public transportation vouchers/bus cards and gas cards. This is not limited to transit, but can include housing/rent assistance, car repair, technology needs, etc.

## LOCAL PLAN- STRATEGIC OPERATIONS

***Strategic Operations****: The core elements of strategic operations focuses on operating policies and procedures related to the one-stop system and physical locations of service delivery.*

1. Describe how local area boards will work with each other, core title providers and available data to designate at least one CareerForce Center per local workforce development area as comprehensive and make recommendations on recognizing affiliate and standalone partner sites.

> These discussions will occur at multiple levels with the core philosophy of looking at how partners can best work together and leverage resources to effectively serve employers and job seekers while meeting community needs.  Developing these strategies will be done collaboratively with local and the five other metro WDB directors.   With Covid-19's impact, many services are now offered virtually and as we enter the "new normal" one of our opportunities is determining how to best provide services to residents and employers. Aspects we'll need to consider include the digital divide and transit/transportation challenges.

2. Describe the strategies to ensure proper connectivity and coordination among the physical sites within the local workforce development area.

> Communications is the key component to this.  This is done via:
>
> - Monthly CareerForce Committee meetings. The committee includes WDB members and partner staff.
> - Close communications amongst the three site managers.

3. Describe the strategies to ensure proper connectivity and coordination among the service providers within the local workforce development area.

> Communications is also the key to this. This is done via:
>
> 1) Monthly CareerForce Committee meetings. The committee includes WDB members and partner staff.
>
> 2) Monthly program-specific meetings for dislocated worker and MFIP program management.
>
> 3) Additionally, West St. Paul will continue to hold "building meetings" for all employment-related program staff across all three areas.

4. Describe other strategies that will be used to maximize services and access to services, such as non-traditional hours or using partner facilities.

Key from the Dakota Scott WDB's Plan of Work (POW) are key strategies such as:

- Survey stakeholders to measure existing awareness: use survey results to identify gaps in making connections and increase awareness
- Bring education & businesses together to identify ways they can collaborate to benefit workforce.

Ultimately, working with partners/stakeholders to determine the best locations/methodology to provide services is the key. We already provide job related workshops at local churches, non-profits and schools and extensively use technology to connect job and training opportunities to an extensive network of folks across the two counties. In addition, Covid-19 has transitioned many of our services to virtual which allow additional opportunities and formats to provide service.

5. Describe the strategic approaches to ensure all elements of Career Services are available at service locations or online, including services for youth and individuals with barriers to employment or service access.

The strategic analysis is ongoing as we look the avenues for providing career services to clients. With Covid-19's impact, we quickly adjusted to have workshops, orientations and one-on-one meetings all held virtually. In many ways this improved access unless the client didn't have access to technology. As the area moves into re-opening phases, we'll continue to adjust our programs and program access to best meet client needs while adhering to health guidelines. Our area also has strong connections with area schools, churches and non-profits which further strengthens outreach strategies.

6. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

In conjunction with the analysis outlined above, recommendations for new or enhanced technology will be made to ensure that metro job seekers and employers have access to tools they need to enjoy successful labor exchange functions. Leveraging technology will take a multi-faceted approach and will rely in part on what DEED provides (e.g. Cybrarian). Clearly maximizing technology use and availability will be key but the alignment of technology development throughout the state is necessary.

All three CareerForce Centers are in compliance with accessibility standards.

7. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

- In conjunction with the analysis outlined above, recommendations for new or

> enhanced technology will be made to ensure that metro job seekers and
> employers have access to tools they need to enjoy successful labor
> exchange functions.
> • Additionally, The WDB's POW includes the strategy "Define other social
>   determinants related to workforce; Transportation, housing etc."  Practically,
>   in the eligibility programs counselors work closely with clients to ascertain the
>   specific transit/transportation, housing and other issues that they face.
>   Current supportive services (depending on the program) include gas cards,
>   car insurance, and auto repairs.
> • At a broader level, both counties are working to improve transit options -
>   especially across the east and west corridors as the overall transit issue is of
>   concern to many employers and job seekers.
> • In addition, in all programs counselors will work with individuals to try and
>   determine root causes.  Support services will then be used to support these
>   root causes and to encourage participation in activities that will move
>   individuals beyond just participation in the program but toward career
>   pathways and self-sufficiency.
> • Also, with the impact of COVID-19, Dakota and Scott County libraries and Adult
>   Basic Education providers are offering rental of hotspots and/or chromebooks
>   and laptops to help eliminate technology barriers.

8.  Describe how local area boards will ensure state policies on infrastructure funding
    requirements are adhered to and the process for addressing any discrepancies or
    disagreements.
T

> State policies on infrastructure funding agreement (IFA) requirements will be
> implemented and the completed and signed IFA will reflect the infrastructure costs
> across all programs and areas included in the One-Stop.  An IFA will be created for
> both West St. Paul and Burnsville, while Scott County will provide an itemized
> infrastructure cost document since no partners are housed in that location.  The
> WDB will weigh in should the local partners have issues which need assistance in
> resolving.

9.  Describe how local area boards, who contract out for provider services, will ensure that
    providers fully participate in infrastructure funding requirements and the alignment of service
    delivery within the local workforce development area.

> Expectations for vendors are included in the RFP process and in the annual
> contracts. Additionally, the expectations are outlined in the Memorandum of
> Understanding (MOU).

10. Describe how the Memorandum of Understanding will be developed when necessary and
    used to ensure commitment of resources from service providers and required partners.

> The MOU has been issued. Any further modifications will be developed with
> guidance from the state. Partners will engage in negotiation with staff regarding

> commitments of resources. Leaders of all organizations will review final MOUs prior to signing.

11. A.  Describe the local area board's strategic vision and how it aligns with the state priorities under WIOA.

> The WDB's vision is:
>
> To be an inclusive and equitable workforce development system that benefits both employers and job seekers, **so that:**
>
> - Residents have the competencies, employment skills and education to support themselves and their families, and
> - Employers will have access to the skilled and educated workforce necessary to remain competitive in a dynamic economy.
>
> In addition, in recent months the WDB has worked to revise the mission to include the importance of equity-informed workforce planning.
>
> There is alignment with the WDB vision and strategies with the state's identified priorities to reduce racial disparities and to build employer-led industry-sector partnerships.

B.  Describe the local area board's goals for preparing an educated and skilled workforce, including youth and individuals with structural barriers to employment.

> As outlined by the WDB Committees approved 2020-21 POW:
>
> **Goal 1: Effectively match employer needs with employee skills (for the economic vitality of the community)**
> 1. Develop tactics to create job awareness and experiential pipeline programs that address gaps identified in local and regional plans. (Youth)
> 2. Develop tactics to create job and experiential pipeline program awareness that address gaps identified in local and regional plans (Community Relations)
> 3. Establish sector focus by creating a sector analysis and plan including trend analysis. (Evaluation)
> 4. Conduct a labor market analysis of workforce supply.  (Evaluation)
> 5. Provide businesses with innovative business solutions. (Business Services)
> 6. Strenthen linkages between businesses, education (secondary and post-secondary).  (Business Services)
>
> **Goal 2: Convene business, community groups, and educators/trainers to facilitate collaboration between these groups to advance employment opportunities.**

1. Bring education & businesses together to find places they can collaborate to benefit workforce. Identify 3 key areas where collaboration can benefit the workforce.  (Youth, CareerForce)
2. Support and encourage "career pathways" for all K-12 students and out of school youth.  (Youth, Community Relations)

**Goal 3:  Be the recognized expert and voice on addressing local workforce solutions**
1. Create the opportunity to be innovative – try new programs/share successes. (Youth, Community Relations, CareerForce)
2. Create a PR toolbox to include outreach and advocacy (Community Relations)
3. Continually promote and focus on Inclusion, Diversity and Equity within workforce programs. (Community Relations, CareerForce)
4. Engage Community partners to accomplish WDB goals.  (Community Relations, CareerForce)

C.  Describe how these goals relate to the performance accountability measures based on the primary indicators in order to support regional economic growth and economic self-sufficiency.

The above goals are for the overall WDB.  The WDB's Evaluation committee is responsible for the facets of operations and strategies which relate to performance accountability measures.  These include: monitoring program outcomes and identifying opportunities for improvement; providing labor market information for the area and key industry sectors (which is important as we align job seekers and additional training with in-demand jobs); and collecting and disseminating program and aggregated results data, including return on investment information, to demonstrate effectiveness of programs.

D.  Describe the strategy to work with the entities that carry out the core programs to align resources available to the local workforce development area, to achieve the strategic vision and goals of the local area board.

The key strategy will be based on convening, collaboration and communications with partners to develop and implement the specific tactics. With the uncertainly in Wagner Peyser funding, the two-county area continues to look at staffing patterns and physical sites to best serve employers and job seekers.

12. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.

The WDB works Carl Perkins consortium partners, collectively, to identify appropriate Perkins-funded activities that support entry and advancement into the career

identified pathways. The WDB will pursue appropriate steps, with its own Perkins consortia members, to ensure program alignment within the Workforce Development Area.

13. A. Describe how the local area board, working with the entities carrying out core programs, will expand access to employment opportunities for eligible individuals, particularly eligible individuals with structural barriers to employment.

This falls within the scope of the WDB's Evaluation and CareerForce committees.

The Evaluation committee's goals include:

1) Assess employment outcomes of underserved populations. Address equity gaps; identify gaps and engage with WDB to develop solutions;
2) Explore role WDB can play in new program initiatives which lead to self-sufficiency, such as 2Gen, and family centered; and
3) Gather COVID-related metrics such as jobs lost permanently, employers who went out of business, and impacted occupations/industries.

Additionally, the CareerForce committee is has these goals:
1) Engage local community partners (including churches and non-profits) to learn more about the services and resources they provide and how we can collaborate.
2) Expand knowledge of each other's programs; how to triage; soft hand-offs
3) Pilot with Vocational Rehabilitation Services (VRS) to connect with people on the wait list – conversations and partnerships to broaden outreach and scope

B. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with structural barriers to employment.

The access to supportive services will align with the overall effort as describe in 13A.

C. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.

The WDB's POW includes this strategy:
1. K-12, support and encourage "career pathways" for all students served by the WDB. Beyond that, staff in the employment programs work closely with job seekers to determine the best career path for them based on experience, skill sets and transferable skills.

2. Additionally, the WDB anticipates aligning with the metro-wide sector approach described in the Twin Cities metro regional plan (Section A), The Workforce Boards of the Twin Cities will identify career pathways associated with identified priority sectors. As part of the career pathway development, metro Boards will detail training and credentialing opportunities, broker co-enrollment possibilities with area training providers, and work to identify financial resources and other supports to allow WIOA program participants to pursue these pathways.

14. A. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.

Some key components from the WDB's POW include:

**Goal 1: Effectively match employer needs with employee skills (for the economic vitality of the community)**

- Create Industry Boot Camps to provide experimental learning opportunities.
- Develop MN Pipeline Projects/Apprenticeships
- Support area businesses in advancing equity-minded hiring and retention practices and developing greater intercultural competency among employees.
- Maximize workforce resources alignment through better communication with businesses, including using social media to push out text messages to employers on hiring/retention ideas, and improving online resources (e.g., new MN Chamber workforce website)
- Compile and distribute materials that support career development and provide information on local resources and opportunities.
- Create job awareness and experiential programs in various sectors to meet the regional plan

**Goal 2: Convene business, community groups, and educators/trainers to facilitate collaboration between these groups to advance employment opportunities.**

- Bring education & businesses together to find places they can collaborate to benefit workforce
  - Identify 3 key areas where collaboration can benefit the workforce

**Goal 3: Be the recognized expert and voice on addressing local workforce Solutions**

- Advance programs like Employer of Excellence to demonstrate best practices of work force engagement and culture

Additionally, the WDB has key business leaders from across the two counties. Some of this facilitation and engagement already occurs via: -

- DEED's Industry Sector Consultants, Veterans Staff and VRS staff who meet with employers and provide reports to the WDB's business services committee
- Programs such as the "Employers of Excellence" survey.
- Being part of bi-monthly meetings hosted by the Dakota County Community Development Agency with area community development directors
- Regular communications with Chamber of Commerce Presidents across the two counties.
- Regular communications with Inver Hills Community College and Dakota County Technical College leadership, career counselors and customized training staff.

Complete attachment G - **Local Workforce Development Area Key Industries in Regional Economy**

B. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.

Much of this is described in the question above. Key to meeting the needs are being connected with the employers and having solutions for their workforce and training related problems. Such tools as incumbent worker training, job fairs, employer of the day events, on site hiring events, are tools providing the support.

C. Describe how the local area board will better coordinate programs and services with regional economic development providers.

The WDB already has a strong working relationship with the community economic development providers in the two counties and partners with DEED - Economic Development on initiatives when a workforce-related component is needed.

D. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).

The linkage between the UI and workforce programs is already strong and interconnected. Other resources/tools such as incumbent worker training and apprenticeships depend in large part on having available resources and the simplicity

of administration of the programs at the employer level. One of the key linkages for employers is via MJSP grants in partnership with the local colleges.

15. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

Our local area partners with three entities that are heavily involved with entrepreneurship. They include: the Dakota County Community Development Agency (CDA); Dakota County Technical College (DCTC); and Scott County's SCALE group. DCTC is one of the leading colleges in the country for working with entrepreneurs. Instructors from DCTC have provided workshops about starting a business at our CareerForce Centers.

Another resource is the "Open to Business" program which is geared towards entrepreneurs and early stage businesses. Both counties offer this at no cost to participants. Additionally, both counties are members of Greater MSP, a regional economic development agency which focuses on business attraction and expansion.

16. A. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.

This is done by first selecting providers through a rigorous RFP process. From there the WDB, through its evaluation committee, reviews performance outcomes, and internal and state monitoring reports along with customer satisfaction feedback - all with the goal of having optimum performance. Also, as a matter of policy, the WDB goes out for an RFP at least every 5 years to make sure the area is getting the best services to meet objectives at an efficient cost.

All providers are monitored routinely either annually or bi-annually both by the State and internally within Dakota County. Case reviews provide information that can identify trends, potential issues, and opportunities for growth. Identification of needs in the community and with local employers, and opportunities to provide additional services or enhance current services will be discussed with providers at regularly scheduled meetings throughout the year.

B. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

At a WDB level, this is done via committee work - primarily of the Evaluation and Business Services committees but also aligned with the work and initiatives of the

CareerForce and youth committees. Since many of the committees, have non-WDB members there is input from an expanded group of industry professionals.

C. Describe how the local area board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

Key to facilitating access is multi-faceted including: technology, transit/transportation and additional locations. This is an area of interest and opportunity for the WDB. Covid-19 has increased the need for development and use of technology for workshop delivery and are already currently being used for counselor/client interaction. In addition, this has allowed more flexibility in offering workshops in non-CFC locations such as non-profits, schools and libraries.

D. Describe how entities within the one-stop delivery system will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

Vocational Rehabilitation Services (VRS) is a Division of the State of Minnesota Department of Employment and Economic Development (DEED) and funded through WIOA.  VRS provides services to eligible students, youth and adults with disabilities that meet our priority for services. The services provided are focused on finding and maintaining employment. Example of services provided are vocational counseling, career exploration, work experience, job seeking skills, work evaluation, job placement services, assistance with transportation, ergonomic assessments, determining reasonable accommodations on the job, job training, internships and job matching.

Individuals with a disability in a secondary, postsecondary, or other recognized educational program, grade 9 through age 21 are eligible to receive Pre-Employment Transition Services.  The goal of VRS is to assist a participant in determining what job meets their interests, skills and abilities and what supports would be needed on the job to make the employment successful. Participants are met in the office or out in the community. All staff offices are accessible to individuals with disabilities. Numerous forms of communication are used to connect and collaborate with participants. We assist clients in connecting with other services such as case managers, the CareerForce Center, Independent Living, and State Services for the Blind to name a few. VRS participates in special projects such as the evidence based Individual Placement and Services program with Guild Inc. Each school and transition program in the County have a VRS liaison working with them to provide these same services to students along with the new WIOA requirements. In addition,

the Burnsville CareerForce site and two VRS standalone locations are either reviewed by County and/or state entities for compliance."

As of 2/22/2021, Vocational Rehabilitation Services offices are currently closed to the public in response to COVID-19.  At this time, staff are working remotely, but are still providing remote services, as possible.

In addition, all three sites are reviewed by state entities for compliance.

E.  Describe the roles and resource contributions of the one-stop partners, (you may attach your MOU and IFAs to this plan to answer this question if you wish).

The roles and resource contributions of the one-stop partners are outlined in our Partnership Agreement and Memorandum of Understanding which also includes the services and internal costs outlined in the Infrastructure Funding Agreements. Onsite core partners and roles of the one-stop includes:

1. Dakota-Scott Workforce Services: WIOA administrative entity and staff to the WDB; Diversionary Work Program (DWP) and Supplemental Nutrition Assistance Program (SNAP) E&T provider; Senior Community Services Employment Program (SCSEP) E&T provider (Scott County only).
2. Minnesota Department of Employment and Economic Development (DEED) – Wagner Peyser: Job Service/Business Services, Veteran Services, Unemployment Insurance, Re-Employment Assistance, Assist with Workshops (Creative Job Search); Labor Exchange, Title I Employment and Training Provider – Adult and Dislocated Worker; membership on the WDB and other WDB committees.
3. Vocational Rehabilitation Services: vocational counseling, career exploration, work experience, job seeking skills, work evaluation, job placement services, assistance with transportation, ergonomic assessments, determining reasonable accommodations on the job, job training, internships and job matching; and membership on the WDB and other WDB committees.

Other agencies include:

4. Dakota County Technical College and Inver Hills Community College: provide leadership in technical skill training and instruction and two-year degree programs; membership on WDB and other WDB committees.
5. Dakota County and Scott County Economic Assistance: provides cash assistance for TANF, SNAP, Medical Assistance and other waivered services.
6. HIRED: Title I Employment and Training Provider – Adult, Dislocated Worker, and Youth services.
7. Tree Trust: Minnesota Youth Program E&T provider
8. Avivo: Minnesota Family Investment Program (MFIP) – TANF E&T provider.
9. Minneapolis American Indian Center: E&T provider to American Indians, Alaskan Natives and Hawaiian Natives.
10. Experience Works, Inc. – SCSEP provider

11. Adult Basic Education providers – facilitate assessment and delivery of adult basic education, GED and adult diploma; membership on WDB and other WDB committees:
    a. South Suburban Adult Basic Education
    b. Great Rivers Adult Education Consortium
    c. ISD 191 Burnsville-Eagan-Savage Adult Basic Education
    d. Lakeville/Farmington Area Public Schools/Dakota Prairie Adult Basic Education
    e. ISD 194 Lakeville Adult Basic Education
    f. ISD 196 Rosemount-Apple Valley-Eagan Adult Basic Education
    g. Southwest Metro Adult Basic Education

17. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

Adult and dislocated worker activities are available at all three of our locations: West St. Paul, Burnsville, and Shakopee. These activities include, but are not limited to: workshops, computer classes, mock interviews, networking groups, and creative job search.

In addition, each area has a resource area with available references, computers, copiers, and faxes, to assist any universal customer with their job search needs.  Limited, appointment-only in-person options are available to assist individuals during Covid-19. Staff are also available remotely via phone, Skype, or Zoom to assist customers.

Program participants are assessed individually to determine appropriate employment and training services. Training services may include short-term, non-credentialed activities such as basic computer skills or career exploration/awareness skills. In some situations, training beyond these basics may be appropriate. These programs may include short or long term credential producing programs in industries including: healthcare, transportation, information technology, and manufacturing.

In instances where training is determined necessary, the participant is assisted by their employment counselor to identify appropriate training providers.

18. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.

We have a long and deep connection with providers of service to youth with disabilities. DEED Vocational Rehabilitation Services (VRS) has been a part of our Youth committee for many years. In addition, we maintain a connection with the Community Transition Interagency Committee (CTIC). Our community connections for this group are very well-established.

Vocational Rehabilitation Services, in collaboration with local educational agencies, are responsible for providing statewide access to Pre-Employment Transition Services for all students with disabilities who are between the ages of 14 through 21.  Pre-Employment Transition Services are intended to prepare students for life after high school by planning for postsecondary education or training, employment, and independent living.  Services are individualized and can include activities in 5 areas including: Job exploration counseling, Work-based learning experiences, Counseling on opportunities for enrollment in postsecondary education programs, Workplace readiness training, and Instruction in self-advocacy.   VRS has 2 staff assigned to each school in the state of Minnesota.

Scott and Dakota County uses the GAIN, TABE, or CASAS for pre and post testing of out of school youth. Results of these assessments are used in building their Individualized Service Strategy (ISS). Our services include the following elements of assessment: educational attainment, educational achievement, work experience/history, youth goals, vocational aptitude, career/vocational interests, work readiness competencies, review for basic skills, support service needs, and occupational skill levels.

In addition, a wide variety of services including: support services, incentive payments, financial literacy training, development of worksite development/internships are also opportunities for youth to learn skills that will lead to future success.

19. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

Here are key goals and strategies within those goals as identified in the WDB's POW:

**Goal 1: Effectively match employer needs with employee skills (for the economic vitality of the community)**
- Create Industry Boot Camps to provide experimental learning opportunities.
- Develop MN Pipeline Projects/Apprenticeships
- Support area businesses in advancing equity-minded hiring and retention practices and developing greater intercultural competency among employees.
- Identify and implement job skills training to ensure the long-term business needs are being met
- Create job awareness and experiential programs in various sectors to meet the regional plan

This goal will be achieved by working closing with local employers and evaluating and determining their needs and providing and supporting the appropriate training for participants to meet these needs.

**Goal 2: Convene business, community groups, and educators/trainers to facilitate collaboration between these groups to advance employment opportunities.**

- Bring education & businesses together to find places they can collaborate to benefit workforce
  - Identify 3 key areas where collaboration can benefit the workforce

- Identify a holistic approach to career pathway development.
- Actively participate in community events to develop relationships and involvement with area educators, businesses, and service providers

This goal will be achieved by working closely with education and business and establishing collaborations and opportunities for job seekers to explore various careers that can be supported by training and education.

Part of the success in implementing these will hinge on the already-strong partnerships with the local colleges, Perkins consortiums, and building on the relationships with K-12 districts.

20. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.

This is a key issue for area employers, job seekers and schools. The WDB has worked with Minnesota Valley Transit Authority (MVTA) and Metro Transit as well as county staff on working to find transit solutions which will help connect job seekers and employers both within and outside the two-county area. This issue is a component of the WDB's legislative priorities and is for Dakota and Scott counties as well.

In addition, with the significant business growth in Scott County, there will be continued opportunities to work with local area businesses to develop and implement transportation strategies to ensure that the needed employees are available and able to get to the various places of business.

21. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

Minnesota's WIOA State Plan describes the state's strategy for providing reemployment assistance to Wagner Peyser's targeted population of Unemployment Insurance (UI) applicants. The strategy will include the following:

- A Wagner Peyser staff person will support Reemployment Services and Eligibility Assessment (RESA) sessions (virtual and in-person) that the UI program offers across Dakota and Scott counties.
- The RESEA and Wagner Peyser staff will conduct a quick assessment of every participant to determine who will most likely need additional services from CareerForce Center (CFC) staff.
- The Wagner Peyser staff person will conduct an orientation to CFC services either 1:1 or in a group setting that includes information on how to register for the state's labor exchange system (i.e., MinnesotaWorks); an introduction to CareerForceMN.com, information about the various workshops offered at no cost, describe career assessments, Labor Market Information data, Veterans

Employment Services and information about specific employment and training programs (i.e., Dislocated Worker Program) that the person may be eligible for.

- The Wagner Peyser staff person may coach the RESEA customer in enrolling in the Creative Job Search workshop or other workshops. Creative Job Search is typically the first job finding/job placement service that is offered to UI applicants. The workshop consists of training on how to find a job that includes career planning, preparing for the job hunt, skills identification, resumes and cover letters, applications and references, social media, interviewing skills, and more.

- Wagner Peyser staff can help a career seeker with individual career exploration and job search assistance from reviewing your resume to talking through options for a potential change in careers to personalized assistance finding a job right now.

- Wagner Peyser staff may follow up with RESEA participants who are not enrolled in a program to introduce them to the benefits of an active registration in minnesotaworks.net and review their awareness of the various CareerForce services.

The Wagner Peyser program also provides services to businesses with one (1) Industry Sector Representative assigned to the Metro LWDA. The goal is to contact businesses in the key industry sectors identified in regional plans to help the business solve their workforce issues. In addition, each CareerForce Center has a skilled staff person designated as an Employer Navigator to support the employer's immediate requests and concerns.

22. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under title II.

The WDB has engaged Adult Education partners in the development of this plan and expect to continue doing so through the implementation period. Adult Education partners will continue to be engaged in at least three ways:

1) Development of career pathways in the identified sectors and clusters, with clear integration opportunities for literacy and adult education to be woven into existing and emerging training;

2) Clarification or strengthening of protocol for assessing adult education needs at CareerForce Centers (and other points of service) and making appropriate referrals for services; and,

3) Provision of career awareness materials and/or workshops prepared by workforce development staff, that can be shared with adult education partners to expose students to opportunities and facilitate referral from adult education programs to CareerForce Centers and other workforce development programs.

Activities with ABE could include, co-location, newsletters, informational meetings, cross-training of ABE and CFC staff services (e.g., develop staff training around roles of ABE

and CFC staff). ABE currently provides multiple points of entry for students along several career pathways which would allow for greater partnership opportunities.

Currently, the WDB has an ABE representative. Additionally, WDB staff are part of the quarterly ABE consortium meetings

For the overall review of local application, ABE programs are required to submit a Federal Competitive Application every five years (the first one was in 2017). The WDB reviews this application and provides feedback. In addition, every ABE program is responsible to the Department of Education for submitting a 5-year narrative of their service model and programming. ABE is expected to align with the local and regional WIOA plan.

ABE also contributes to workforce development through the implementation of the three components of the Minnesota ABE content standards in classes (the Transitions Integration Framework (TIF) and Northstar Digital Literacy Standards are especially relevant to workforce). These include:

1. The federally developed College and Career Readiness Standards (CCRS) for Adult Education, which identify key English Language Arts/Literacy, Math, and Foundational Reading Skills

2. The Minnesota-developed Academic, Career and Employability Skills (ACES) Transitions Integration Framework (TIF), which identifies key professional or soft skills in the areas of Effective Communication, Learning Strategies, Critical Thinking, Self-Management, Developing a Future Pathway, Navigating Systems

3. The Minnesota-developed Northstar Digital Literacy Standards, which identify key basic digital literacy skills needed to perform tasks on computers and online.

23. Describe the replicated cooperative agreements (as defined in section 107(d)(11)) between the local area board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

The local Workforce Development Board and Vocational Rehabilitation Services collaborate to enhance services to individuals with disabilities, individuals with other barriers to employment, and individuals living in poverty. To the extent possible, services are co-located in CareerForce Centers to provide access to a wide variety of services. Each CareerForce Center provides an orientation to services available to assist job-seekers make an informed decision on choice of service provider. Direct service staff participate in cross-training to ensure they understand the services offered by the various partners, and the eligibility criteria for each program.

Vocational Rehabilitation staff is available for consultation without the need for the person to apply for services. Typical topics include how and when to disclose a disability, effective use of assistive technology, Social Security work incentives, and benefits planning. There is currently a joint effort to provide joint financial planning and work incentives planning for individuals receiving Social Security Disability Insurance. Disability Benefits 101, a software program developed using Medicaid Infrastructure grant funding, is available to all partners to assist staff inform job-seekers about the impact earned income will have on federal and state benefits, including public health insurance.

The Workforce Development Boards consults with Vocational Rehabilitation Services as they are developing initiatives such as incumbent worker training programs, customized training programs, career pathways initiatives, youth services, and other business services.

Local Workforce Development Boards sponsor local job fairs and teen job fairs. Vocational Rehabilitation participates in these job fairs and other community events. The local partners also share job leads.

24. Describe and identify the entity responsible for the disbursal of grant funds described in section 107(d)(12)(B)(i).

Dakota County is responsible for the disbursal of grant funds.

25. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under this title.

County Board Bid, Grant and Contract Policy adopted in Resolution No. 01-767 provides that all County purchases and sales of goods, services, professional services or real estate should use a competitive process when practicable. The primary types of competitive processes used by the County are Requests for Bids (RFB), Requests for Proposals (RFP) and Requests for Quotations (RFQ).

In general, one or more of the following factors determines the competitive process required by law or board policy:
- The types of Goods or Services
- The Estimated Contract Price
- If it is Real Estate related
- If the contract is between Governmental Units

Request for Bid
A RFB is required where the Estimated Contract Amount of the contract is $50,000 ($60,000 for rental of equipment) or more for the following types contracts:
- Work or labor, which is services for bodily labor or services where bodily labor is the principal factor.
- Purchase of furniture, fixtures or other property

- The construction or repair of roads, bridges or buildings (Minn. Stat. § 375.21)
- The sale or purchase of supplies, materials, equipment or the rental thereof
- Rental of equipment estimated to be more than $60,000 (Minn. Stat. § 471.345, subd. 5a)
- The construction, alteration, repair or maintenance of real or personal property. (Minn. Stat. § 471.345, subd. 2.)
- The sale, lease or conveyance of real estate owned by the County (Minn. Stat. § 373.01, subd. 1)

Bids are received in the County Auditor's office, stamped with the date and time received, and held unopened until the bid opening. Information regarding sealed bids, including the number of bids received, is confidential until the bids are opened. (Minn. Stat. § 13.37, subd. 2). Bid openings are open to the public. The auditor conducts the bid opening with staff of the contracting Division/Department present. An attorney from the office of the County Attorney will be present upon request, when necessary. Requests for County Attorney attendance should be made at least two days in advance. The bids are checked against the bid specifications and bid bond requirements and evaluated under other appropriate criteria. Most questions need not be resolved immediately at the bid opening and may be submitted to the County Attorney for later response. The safekeeping of bids and bid bonds is the responsibility of the County Auditor. Bid bonds are returned to responding Contractors after a signed agreement with the selected Contractor is executed.

Request for Proposal
A Request for Proposals (RFP) is a document seeking proposals from potential Contractors to provide services to the County when a sealed bid (RFB) is not required. County Administration has determined that a RFP should be used when purchasing goods and services that exceed $50,000. Using a RFP process is also beneficial when the value of a contract for services is less than $50,000, because this process facilitates obtaining the best value for the County where selection of a Contractor should not be made on the basis of cost alone. This is particularly true when the services are of a professional, confidential, artistic, or technical nature. When purchasing services, cost is usually only one of a number of factors to consider when selecting a Contractor.

The RFP process includes a request to potential Contractors to submit proposals to perform some type of service or combination of goods and services. Once the proposals have been received, the County evaluates the proposals and chooses the Contractor that provides the best value (best balance of service and cost). The Division/Department will negotiate the contract terms with the Contractor that submitted the best proposal and, if successful, a contract is entered into for the performance of the service(s) requested in the RFP.

The RFP should sufficiently describe the project/work so that Contractors can submit proposals that are responsive to the Division/Department's needs and contain the type of information needed to judge the responder's experience and qualifications and determine which Contractor can best meet the Division/Department's needs.

Request for Quotations

A Request for Quotations is required for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property (Minn. Stat. §471.345), such as work and labor:

- If possible and practicable when the Estimated Contract Amount is more than $10,000 but less than $50,000, or less than $60,000 for rental of equipment (Minn. Stat. § 471.345, subd. 4)
- If possible and so long as practicable when the Estimated Contract Amount is $10,000 or less (Board Resolution 01-767)
- If possible and practicable if it involves the lease of real property owned by the County in the following circumstances: the lease of a residence acquired for the furtherance of an approved capital improvement project; or a lease that does not exceed $15,000 per year [Minn. Stat. § 373.01, subd. 1(4)].

Even where the law allows for obtaining goods or services on the open market through direct negotiation with a Contractor, County policy requires that two or more quotations be sought when possible and so far as practicable, and if competitive quotes are not sought the reasons must be documented. The Division/Department must keep documentation of the process used to obtain quotations and the quotations received. All quotations must be kept one year after its receipt by the County. Note: the contract to which the winning quotation is attached must be kept for six years.

26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B and the One-stop delivery system.

As always, the area will strive to surpass the established levels. Currently, much is unknown about these measures, plus the law indicates a prioritization of focusing on the most difficult to serve. How the performance expectations will translate into practical applications will need statewide discussions.

27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

The Dakota Scott WDB has a strong foundation and a history of meeting and exceeding its objectives. It has a newly refreshed POW and a strong committee structure. Additionally, many WDB members are involved in regional, state and national workforce organizations which contribute significantly to the board's demonstrated high performance. Additionally, the WDB reviews its vision, mission and goals every 2-3 years and has active board members who bring innovative ideas to the table.

28. Describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.

Training services are provided to participants in programs after completion of an assessment that helps the counselor evaluate training needs. Training is identified and then is researched to identify credentialed providers that are included on the Eligible Training Provider List (ETPL). Customers are able to choose the training program of their choice provided costs and locations are appropriate and similar in nature. Public colleges and community colleges are the first choice but there are instances when availability and timing may make private education the best choice.

Individual training accounts are not used, nor are contracts.

29. Describe the process used by the local area board to provide opportunity for public comment; and input into the development of the local plan, prior to submission of the plan.

The local unified plan is reviewed by the One Stop Operations Committee and the Evaluation Committee prior to being reviewed by the full Workforce Development Board.

30. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

All Workforce Development Areas, public and nonprofit partners included, are using Workforce One (WF1) as the primary tool for capturing intake and case management information. The overall implementation and transitioning depends in large part on the technology development and deployment by DEED. WF1 works extremely well.

The adult and dislocated worker programs applications are available on the Dakota County website. This allows individuals to print off the paperwork, learn about the various programs, and apply without having to come to the CareerForce Center to get the paperwork. When applications are received, they are then distributed to appropriate partners.

31. Describe how the workforce needs of your area have been impacted as result of the COVID-19 pandemic. What specific industry sectors and what specific populations (by race/ethnicity, age, and educational attainment) have been most affected and how?

Like most areas in the state, COVID-19 caused a dramatic, record-setting, increase in the number of unemployment claims.  While unemployment rates in the two counties have dropped it's likely due to the number of people dropping out of the labor force.  The initial unemployment claims were disproportionately, people of color, women, people with lower incomes and people with lower education levels.  The restaurant/hospitality industries were greatly impacted as were segments of health care and construction.

32. What is the board's strategy to coordinate efforts to address workforce needs as a result of the COVID-19 pandemic? Describe the methodology for outreach to industry sectors and populations most affected.

> Our area's strategy included a comprehensive outreach program of available resources and services for job seekers. These services and resources are now primarily virtual to provide safe interactions for clients and staff. The outreach included via connections with Chambers of Commerce, non-profits, libraries and other community partners plus marketing via social media and emails. We've also held customized workshops and events to connect job seekers to information and resources. Additionally, we distributed job information and Career resources to folks in "Grab and Go" bags which were folders stuffed with CareerForce resource info and flyers of job opportunities in the area. Staff distributed these to individuals going through the Open Pantry drive-thru events to pick up food. Soon, we'll be distributing these via a local churches' weekly food event.

33. State the Local Board's vision for utilizing the area's workforce development system to address employment disparities based on race/ethnicity, age, or educational attainment in your area. Please also include the following in this statement: strategies to address disparities; strategies to address diversity and inclusion among your workforce system's staff; strategies to ensure inclusion in the operation and service of the workforce system in your area.

> Each of the Dakota-Scott WDB's five committees have added at least one Inclusion, Diversity and Equity goal.
>
> One example is from the Evaluation committee which has the action to: Address equity gaps – identify gaps and engage with WDB to develop solutions. As part of this, they're carefully analyzing demographics of program enrollees and once again at exit. This analysis is including the low-income programs in addition to WIOA.
>
> The Community Relations committee has these goals: Include IDE topics in the 2021 Eye on the Future presentations; promote, connect and market employment initiatives/programs to address disparities; and partner with community non-profits and other organizations.
>
> The committees added these strategies as a result of the WDB devoting two meetings in 2020 to the IDE topic. In one meeting, the board heard from a panel of experts from area companies and organizations and part of another meeting included a virtual round-table discussion. The workforce system staff – comprised of partners from various organizations – benefit from their employer's approaches as well as the info gleaned from the WDB.
>
> In addition, Dakota County has numerous extensive IDE programs and resources in place for staff including mandatory Intercultural Development Inventory (IDI) assessments for Employment and Economic Assistance supervisors and managers.

## LOCAL PLAN- PROGRAM OPERATIONS

1. A. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

> We have a long history of cooperating and collaborating with Rapid Response whether it's sharing information about company reductions or providing feedback about local available resources. History shows we respect and follow the competitive process and when selected work quickly and effectively in getting the program running in order to best serve those laid off from the company.

   B. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

> Upon hearing of possible layoffs, Dakota-Scott Workforce Services staff forward such information to the Rapid Response Team. Information often comes through local newspaper stories and directly from area employers and employees.

   C. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

> We will continue our practices of working with Rapid Response and/or the companies laying off people and/or the people being laid off to ultimately get the individuals re-employed.

   D. Complete **Attachment B – Local Workforce Development Area Contacts.**

2. A. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

> As we do with any sort of dislocated worker project, we'd contact the State via phone or email to let them know of the opportunity.
>
> If we know about a dislocation event – whether we've learned of it formally via written document or informally via a phone call, media account or other anecdotal reports - we contact the State as soon as possible via e-mail or phone call. As history as shown, sometimes this will be a dislocated worker counselor hearing from someone who has been laid off – who will then contact the state directly.

B.  How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?

> When requested, staff members work with local employers to help secure expected numbers for the lay-off, the lay-off timeline and TAA eligibility.
>
> The program counselors stay abreast of the companies that are DOL certified. If they Have a client who qualifies for TAA, the counselor informs the State TAA staff and follows the application procedure. Once a client is enrolled in TAA, the program counselor maintains contact with TAA staff to ensure compliance, etc.

C.  Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?

Yes      X
_____

3.  A.  The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes      X
_____

B. Describe the steps taken to ensure consistent compliance with the policy.

> Policy is reviewed regularly in lead meetings with partner staff. Any deviation to support services is reviewed by a committee prior to approval. In addition, case notes in the participant's file reflect reasons for support services.

4.  How is the local board planning to prioritize WIOA Adult program services to recipients of public assistance, individuals who are basic skills deficient, or those identified as being low-income as outlined in TEGL 7-20?

> A priority of service has been implemented for WIOA Adult eligibility.  Priorities include:  veteran or veteran's spouse; low income; receiving public assistance; basic skills deficient; individual with a disability; older; ex-offender; homeless; and long-term unemployed.  This checklist is provided to interested person's as part of the application process.  Upon receipt, a counselor connects with the person to discuss their unique situation and assist the person with enrollment.

## SECTION D: SYSTEM OPERATIONS AND ATTACHMENTS

1. The local workforce development area has processes in place to assure non-duplicative services and to avoid duplicate administrative costs.

   Yes      X
   _____

2. A. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

   Yes      X
   _____

   B. The local workforce development area is aware and conducts annually a physical and program accessibility review?

   Yes      X
   _____

4. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the regulations?

   Yes      X
   _____

5. A. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the regulations?

   Yes         X
   _____

6. How do you identify current or former Military Service Members coming into your CareerForce Center?

> The Minnesota Veterans Questionnaire is used to identify Veterans. This questionnaire is provided in the CareerForce Lab and also at all Re-Employment Assistance sessions in is also available online.  All customers that come to the CareerForce Center (CFC) if they ever served in the U.S. Military. If the answer is yes, we ask them to complete the Veterans Questionnaire.  Questionnaires are set to local DEED Veterans Services staff for the initial assessment/review of the questionnaire, and to make appropriate referrals based on the responses on the questionnaire. On-site signage helps the customers to self-identify themselves as U.S. Military members.

7. How do you inform current or former Military Service Members coming into your CareerForce Center about "Veteran Priority of Service?"

> Signage in the CFC advises Veterans and other eligible persons of Veterans Priority of Service (POS). Information on Priority of Service is also provided during various program orientations, from staff, and during workshops. Local Veterans' Employment Representative (LVER) staff train and update local staff and management on the provisions of POS and PL 107-288.

8. If your CareerForce Center has a presence on the internet (outside of the CareerForce Center site) how do you promote Public Law 107-288, "Veterans Priority of Service" to veterans on that website?

> All websites associated with the WFCs provide information on and notice of Veterans Priority of Service.

9. How do you identify current or former Military Service Members with "significant barriers to employment?"

> The Minnesota Veterans Questionnaire, a DOL approved standard process, is used to identify Veterans with a significant barrier to employment (SBE). The questionnaire identifies DOL designated SBE's per VPL 03-14, including change 2. Veterans who indicate any barriers are referred to the appropriate Disabled Veterans Outreach Program (DVOP) Specialists.

10. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your CareerForce Centers?

> This local area has identified partner staff (in each CFC) to provide services (including intensive services) to SBE Veterans in the absence of a DVOP. These staff have had training on serving Veterans via the NVTI Webinar "Helping Veterans to Meaningful Careers", and from LVER staff one on one, and during staff and partner meetings.
>
> CFC staff conducts an initial assessment with a current or former Military Service Member with a significant barrier to employment and then refers them to the designated intensive service provider when the DVOP is not available.

11. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your CareerForce Centers?

> Local DVOP and/or LVER staff attends staff and partner meetings and orientations, participate on CFC work teams, collaborate with CFC partners on various events and LVER staff provide training to partner staff and management regarding the Jobs for Veterans State Grant (JVSG) program.

12. Are all WIOA-funded partners complying with the guidance provided in the TEGL regarding Selective Service?

    Yes        X
    _____

13. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

> Information and instructions for how to register on MinnesotaWorks.net is available in all CareerForce labs. In addition, staff is available to assist customers in the registration process. Signage at each computer also provides information as to the process for registering and the benefits to the customer in posting their resume on MinnesotaWorks.net.  This information is also provided via phone to customers interested in registering from home.
>
> For those new to the dislocated worker program, part of the new application process is registering and posting their resume on MinnesotaWorks.net.
>
> As part of their employment plans, MFIP and DWP clients are required to register and enter their resume on MinnesotaWorks.net.
>
> In addition, we attempt to maximize usage of MinnesotaWorks by publicizing it as a key job search tool: in our newsletters to dislocated workers from projects; our updates to legislators; and our emails to job seekers, faith-based organizations.
>
> Staff work with job seekers when they upload their resumes to make sure that they now only fill in the mandatory fields but also re-checking to ensure that job-ready job seekers are making their resumes in MinnesotaWorks.net viewable to employers.

14. **Conflict of Interest and Integrity:**  Local area boards must make decisions in keeping with several laws and regulations. Indicate below that your local area board is aware of DOL Training and Employment Guidance Letter 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations.

    Yes        X
    _____

15. The local workforce development area's conflict of interest policies are in compliance with the above two references?

Yes     X
 _____

16. A.  The local workforce development area is aware of the referenced statute on Government
Records.

Yes   X
 _____

B.  The local workforce development area is aware of the requirement to retain
documentation for six years.

Yes   X
 _____

17. **Handling and Protection of Personally Identifiable Information:**  The local workforce
development area is complying with the guidance provided in TEGL 39-11.

Yes     X
 _____

18. **Human Trafficking:**  The local workforce development area is aware of TEGL 09-12 and
will follow the procedures for working with trafficked persons.

Yes     X
 _____

19. **Gender Identification:**  The local workforce development area is aware of TEGL 37-14 and
will follow the procedures for developing a similar policy including key terminology, and have
in place regarding working with customers who may be lesbian, gay, bisexual and
transgender. Local workforce development areas will also participate in any related training.

Yes     X
 _____

20. **Uniform Guidance:**  The local workforce development area is aware of TEGL 15-14
regarding Uniform Guidance.

Yes     X
 _____

21. A.  Briefly describe the local area board's policy and timetable for filling vacancies,
replacing/reappointing individuals whose terms have come to an end.

The WDB's Bylaws allow for up to 27 members. It strives to fill vacancies as soon as
possible – however, being cognizant that it's more important to add individuals who fill an
overall strategic need. The WDB has a comprehensive grid that it reviews whenever
there is an opening. It reviews this grid to ensure a balanced representation from
industry, sector, geography and other factors. Whenever individuals whose terms expire
June 30 of a given year come up for potential renewal – they're asked if they're

interested in being reappointed. Typically, if they still have interest, they're reappointed by the County Board. For those who identify that they do not wish to renew, an active search process will take place to find new members to replace them.

B. Is your local area board currently in compliance with WIOA?

Yes     X       No         

If No, what steps will be taken to bring your local area board into compliance?

C. Complete **Attachment C – Local Area Board Membership List**.

D. Complete **Attachment D – Local Area Board Committee List**.

22. If applicable, complete **Attachment E - Local Workforce Development Area Sub-Grantee List**.

25. If applicable, complete **Attachment F - Local Workforce Development Area Non-CFC Program Service Delivery Location List**.

**CERTIFICATIONS**

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

A.  That this *Regional and Local Workforce Development Area Plan* was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;

B.  that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)

C.  that the public (including individuals with disabilities) have access to all of the local area board's and its components' meetings and information regarding the local area board's and its components' activities;

D.  that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;

E.  that it is, and will maintain a certifiable local area board;

F.  that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)

G.  that it will ensure that no funds under its discretion are used to assist, promote, or deter union organizing;

H.  that this plan was developed in consultation with the local area board;

I.  that it acknowledges the specific performance standards for each of its programs and will strive to meet them;

J.  that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;

K.  that local area board and staff are aware of local CareerForce Center services, and are working with and referring to the CareerForce Center services as appropriate;

L.  that all staff are provided the opportunity to participate in appropriate staff training;

M.  that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;

N.  that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and

O.  that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.

P.  that the local area board and its sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

## SIGNATURE PAGE

| | |
|---|---|
| Local Workforce Development Area Name | WDA 14 – Dakota-Scott |

| | |
|---|---|
| Local Area Board Name | Dakota-Scott Workforce Development Board |

Name and Contact Information for the Local Area Board Chair:

| | |
|---|---|
| **Name** | Pam Oeffler |
| **Title** | Director of Human Resources |
| **Organization** | The Smead Manufacturing Company |
| **Address 1** | 600 East Smead Boulevard |
| **Address 2** | |
| **City, State, ZIP Code** | Hastings, MN  55033 |
| **Phone** | 651-480-5676 |
| **E-mail** | Pamela.oeffler@smead.com |

Name and Contact Information for the Local Elected Official(s):

| | |
|---|---|
| **Name** | Mary Liz Holberg |
| **Title** | Chair |
| **Organization** | Dakota County Board of Commissioners |
| **Address 1** | 1590 Highway 55 |
| **Address 2** | |
| **City, State, ZIP Code** | Hastings, MN  55033 |
| **Phone** | 651-438-4243 |
| **E-mail** | Maryliz.holberg@co.dakota.mn.us |

We, the undersigned, attest that this submittal is the Local Plan for our Workforce Development Board and Local Workforce Development Area and hereby certify that this Local Plan has been

prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

| **Local Area Board Chair** | **Local Elected Official** |
|---|---|

Name    Pam Oeffler

Name    Mary Liz Holberg

Title    Local Area Board Chair

Title    Chair, Dakota County Board of Commissioners

Signature    *Pam Oeffler*

Signature

Date    May 4, 2021

Date

# REGIONAL OVERSIGHT COMMITTEE

**Regional Workforce Development Area**          Regional Workforce Development Area 4

**Local Workforce Development Area**          WDA 14 – Dakota-Scott

| MEMBER | ORGANZIATION |
|---|---|
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# LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

| ROLE | Contact Name | Phone | Email | Reports to (name only) |
|---|---|---|---|---|
| Rapid Response Liaison for Mass Layoffs | Jill Pittelkow | 651-554-5670 | Jill.pittelkow@co.dakota.mn.us | Mark Jacobs |
| Equal Opportunity Officer | Jill Pittelkow | 651-554-5670 | Jill.pittelkow@co.dakota.mn.us | Mark Jacobs |
| Program Complaint Officer | Jill Pittelkow | 651-554-5670 | Jill.pittelkow@co.dakota.mn.us | Mark Jacobs |
| Records Management/Records Retention Coordinator | Jill Pittelkow | 651-554-5670 | Jill.pittelkow@co.dakota.mn.us | Mark Jacobs |
| ADA Coordinator | Jill Pittelkow | 651-554-5670 | Jill.pittelkow@co.dakota.mn.us | Mark Jacobs |
| Data Practices Coordinator | Jill Pittelkow | 651-554-5670 | Jill.pittelkow@co.dakota.mn.us | Mark Jacobs |
| English as Second Language (ESL) Coordinator | Jill Pittelkow | 651-554-5670 | Jill.pittelkow@co.dakota.mn.us | Mark Jacobs |

**CareerForce Center in** __West St. Paul_____

| ROLE | Contact Name | Phone | Email | Reports to (name only) |
|---|---|---|---|---|
| Site Representative | Jill Pittelkow | 651-554-5670 | Jill.pittelkow@co.dakota.mn.us | Mark Jacobs |
| Job Service Manager | Mike Yanda | 952-703-3109 | Mike.yanda@sttate.mn.us | Joan Berning |
| Local Workforce Development Area Director | Mark Jacobs | 651-554-5622 | Mark.jacobs@co.dakota.mn.us | Nadir Abdi |
| Adult | Mike Yanda | 952-703-3109 | Mike.yanda@state.mn.us | Joan Berning |
| Dislocated Worker | Mike Yanda | 952-703-310 | Mike.yanda@state.mn.us | Joan Berning |

**Attachment C**

**CareerForce Center in __Burnsville_____**

| ROLE | Contact Name | Phone | Email | Reports to (name only) |
|---|---|---|---|---|
| Site Representative | Mike Yanda | 952-703-3109 | Mike.yanda@state.mn.us | Joan Berning |
| Job Service Manager | Mike Yanda | 952-703-3109 | Mike.yanda@state.mn.us | Joan Berning |
| Vocational Rehabilitation Services Manager | Heather Felderman | 952-703-3180 | heather.felderman@state.mn.us | Jay Hancok |
| Local Workforce Development Area Director | Mark Jacobs | 651-554-5622 | Mark.jacobs@co.dakota.mn.us | Nadir Abdi |
| Adult | Mike Yanda | 952-703-3109 | Mike.yanda@state.mn.us | Joan Berning |
| Dislocated Worker | Mike Yanda | 952-703-3109 | Mike.yanda@state.mn.us | Joan Berning |

**CareerForce Center in __Shakopee_____**

| ROLE | Contact Name | Phone | Email | Reports to (name only) |
|---|---|---|---|---|
| Site Representative | Brandon Kmety | 952-496-8273 | bkemty@co.scott.mn.us | Kari Ouimette |
| Local Workforce Development Area Director | Mark Jacobs | 651-554-5622 | Mark.jacobs@co.dakota.mn.us | Nadir Abdi |
| Adult | Brandon Kmety | 952-496-8273 | bkemty@co.scott.mn.us | Kari Ouimette |
| Dislocated Worker | Brandon Kmety | 952-496-8273 | bkemty@co.scott.mn.us | Kari Ouimette |
| Youth | Brandon Kmety | 952-496-8273 | bkemty@co.scott.mn.us | Kari Ouimette |

# LOCAL AREA BOARD MEMBERSHIP LIST

| Regional Workforce Development Area | Regional Workforce Development Area 4 |
|---|---|
| Local Workforce Development Area | Dakota-Scott WDA 14 |

| MEMBER | POSITION/ORGANIZATION | TERM ENDS |
|---|---|---|
| **REPRESENTATIVES OF BUSINESS IN LOCAL WORKFORCE DEVELOPMENT AREA** | | |
| Vance Boelter | Director - Supermom's / Andeavor | 06/30/2021 |
| Anita Drentlaw | President-CFO / New Market Bank | 06/30/2022 |
| Mike Forbord | Director of Operations / Schmitty & Sons | 06/30/2022 |
| Sally Haack | Director of Human Resources / Allina Health, St. Francis Regional Medical Center | 06/30/2022 |
| Jennifer Harmening | President / Burnsville Chamber of Commerce | 06/30/2022 |
| Melissa Lutz | HR Director / Valleyfair, Magnum Enterprises | 06/30/2021 |
| Sarah Menke | Director, Talent & Development / Thomson Reuters | 06/30/2022 |
| Pam Oeffler | Director of Human Resources / The Smead Manufacturing Co. | 06/30/2021 |
| Kristin Oftedahl | Marketing Communications Manager / Rihm Kenworth | 06/30/2022 |
| Jack Phillips | Director-Gov't and External Affairs / Frontier Communications | 06/30/2022 |
| Jeffrey Rainey | Economic Development Director / Dakota Electric Association | 06/30/2022 |
| Rachel Resnick | Vice President, Human Resources / PAR Systems | 06/30/2022 |
| Catherine Weik | Sr. VP Administration/Compliance Officer / Stratis Health | 06/30/2021 |
| Cody Wiltgen | Regional HR Specialist / Hy-Vee, Inc. | 06/30/2021 |
| Ivan Youssef | Owner-CEO / JPY Enterprises, Inc. DBA McDonald's | 06/30/2022 |
| **LABOR & COMMUNITY-BASED ORGANIZATIONS** | | |
| Barry Davies | Business Manager Financial Secretary Treasurer / Ironworkers Local 512 | 06/30/2022 |
| Timothy Grimm | Training Director / St. Paul Area Electrical JATC | 06/30/2022 |
| **EDUCATION & TRAINING** | | |
| Michael Berndt | President IHCC, DCTC / Minnesota State Colleges and Universities | 06/30/2022 |
| Darren Kermes | Superintendent / Southwest Metro Intermediate District | 06/30/2022 |
| Eric Lind | ABE Program Manager / Rosemount-Apple Valley-Eagan ABE Program ISD 196 | 06/30/2021 |

**Attachment C**

| GOVERNMENT | | |
|---|---|---|
| Rich Wagner | Vocational Rehabilitation Manager / DEED Vocational Rehabilitation Services | 06/30/2021 |
| Barb Dahl | Social Services Director / Scott County Social Services | 06/30/2021 |
| Michael Yanda | Area Manager of Job Services / DEED Burnsville CareerForce | 06/30/2021 |
| Jenni Faulkner | Community Development Director / City of Burnsville | 06/30/2022 |

## CONTACT INFORMATION

| NAME | ADDRESS/PHONE/EMAIL |
|---|---|
| **CHAIR** Pam Oeffler | 10907 Bentwater Lane, Woodbury, MN  55125<br>612-867-5416<br>pamela.oeffler@smead.com |
| **VICE CHAIR** Vance Boelter | 10736 Alameda Ave, Inver Grove Heights, MN  55077<br>651-455-0012<br>Vance.L.Boelter@andeavor.com |
| **SECRETARY** N/A | |

## LOCAL AREA BOARD SUBCOMMITTEE LIST

| **Regional Workforce Development Area** | Regional Workforce Development Area 4 |
| --- | --- |
| **Local Workforce Development Area** | Dakota-Scott WDA 14 |

| Committee Name | Objective/Purpose |
| --- | --- |
|  |  |
| Business Services Committee | To provide effective communication and resources to employers and Dakota and Scott Counties supporting business needs. |
| Community Relations Committee | To educate policy makers on the role of Workforce Development Board and promote appropriate legislation. |
| Evaluation Committee | Develop, refine and evaluate performance measures of the WorkForce Center partners, including customer satisfaction effectiveness, and efficiency of the programs under the Workforce Development Board's authority. |
| Executive Committee | To oversee and coordinate the goals and activities of the Dakota-Scott Workforce Development Board. |
| Youth Committee | To provide leadership and support to community partners in fostering the educational and employment success of youth. |
| CareerForce Committee | Bring together CareerForce locations and community partners to meet and address job seeker and employer needs. |
|  |  |
|  |  |
|  |  |

## LOCAL WORKFORCE DEVELOPMENT AREA SUB-GRANTEE LIST

| **Regional Workforce Development Area** | Regional Workforce Development Area 4 |
|---|---|
| **Local Workforce Development Area** | Dakota-Scott WDA 14 |

| Name of Sub-Grantee | Services Provided | Funding Source | Sub-Grantee located in which CFC? | If not in CFC, provide Address, City, State, ZIP Code |
|---|---|---|---|---|
| Carver Scott Educational Cooperative | Youth program academic training and work experience, financial literacy, and workshops for adults. | WIOA Youth, MYP, WIOA Adult, MFIP, DWP | Co-located in the same building as Scott County CFC | |
| HIRED | Case management and workshops for WIA Adult, Dislocated Worker, WIA Youth | WIOA Adult, WIOA DW, State DW, WIOA Youth | West St. Paul and Burnsville | |
| DEED – Job Service | Case management and workshops for WIA Adult, Dislocated Worker | WIA Adult, WIA DW, Minnesota DW | West St. Paul and Burnsville | |
| Tree Trust | Youth program work experience and financial literacy | MYP | | 2231 Edgewood Ave. S. St. Louis Park, MN 55426 |
| Avivo | MFIP case management | MFIP-TANF | West St. Paul and Burnsville | |

## LOCAL WORKFORCE DEVELOPMENT AREA NON-CFC PROGRAM SERVICE DELIVERY LOCATION LIST

| **Regional Workforce Development Area** | Regional Workforce Development Area 4 |
|---|---|
| **Local Workforce Development Area** | Dakota-Scott WDA 14 |

| Name and Location (City) | Program Service Delivered |
|---|---|
| Dakota County Libraries | Job Search Workshops |
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**Attachment G**