

Regional and Local Plans
7/1/2021 – 6/30/2024

RWDA:

Metro - Region # 4

LWDA:

Washington County – LWDA # 16

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 jeopardized. 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

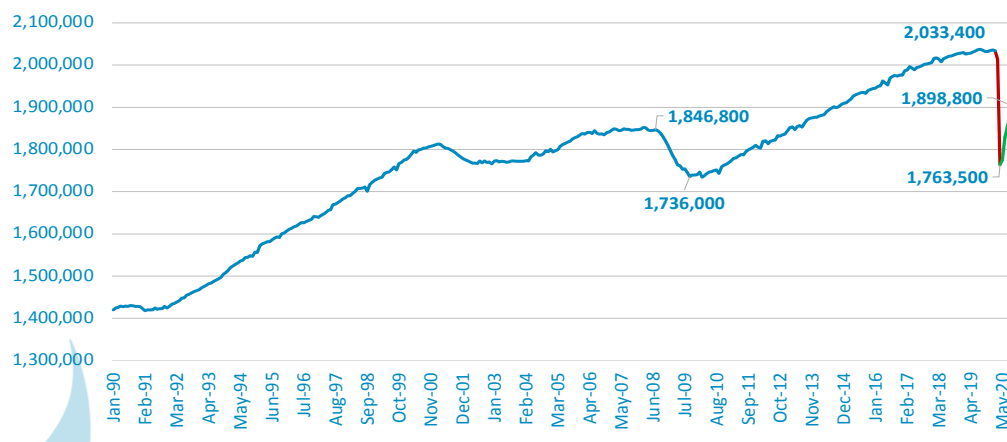
Job Postings by Occupation

- 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

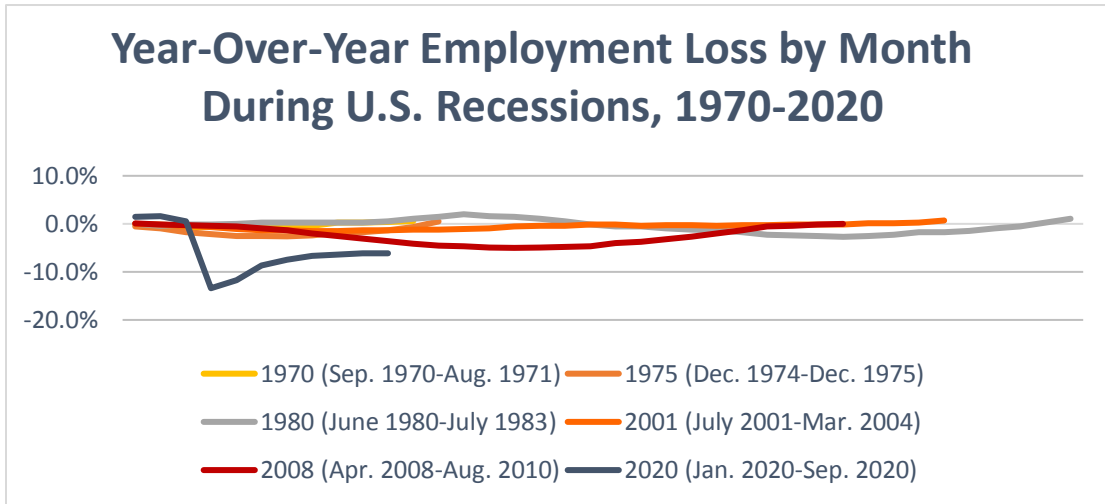
Graph 1:

Minneapolis-St. Paul Metropolitan Statistical Area (MSA)

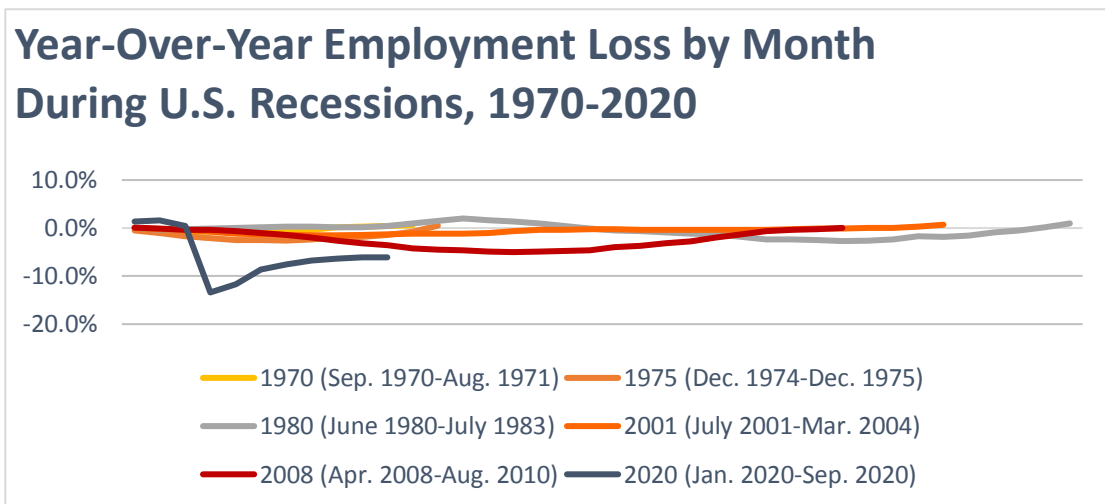
Current Employment Statistics (CES) Employment Trends



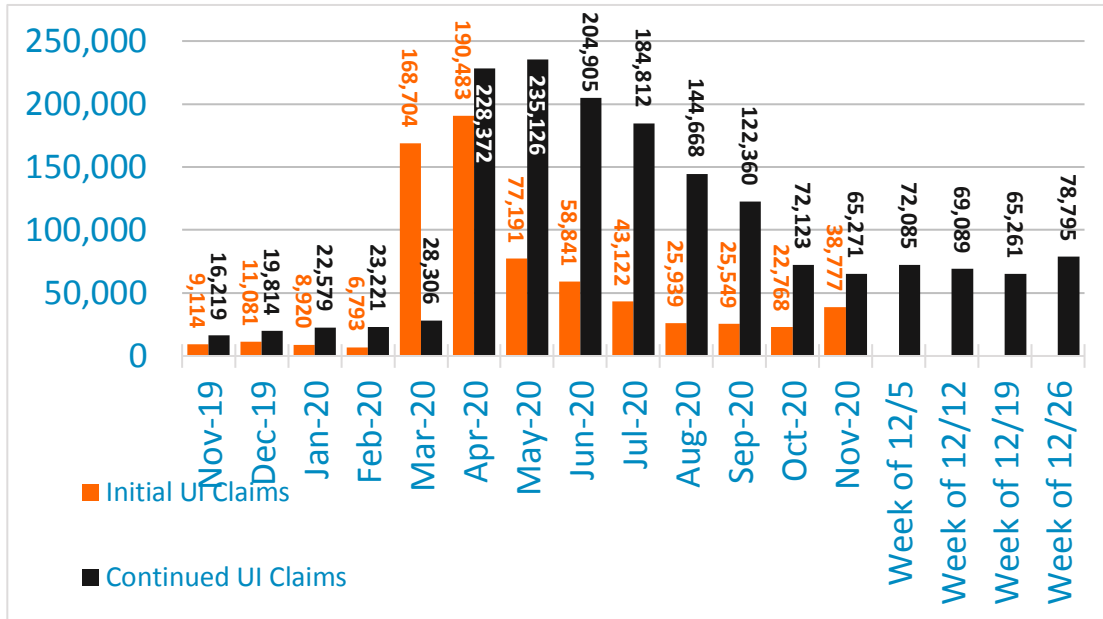
Graph 2:



Graph 3:



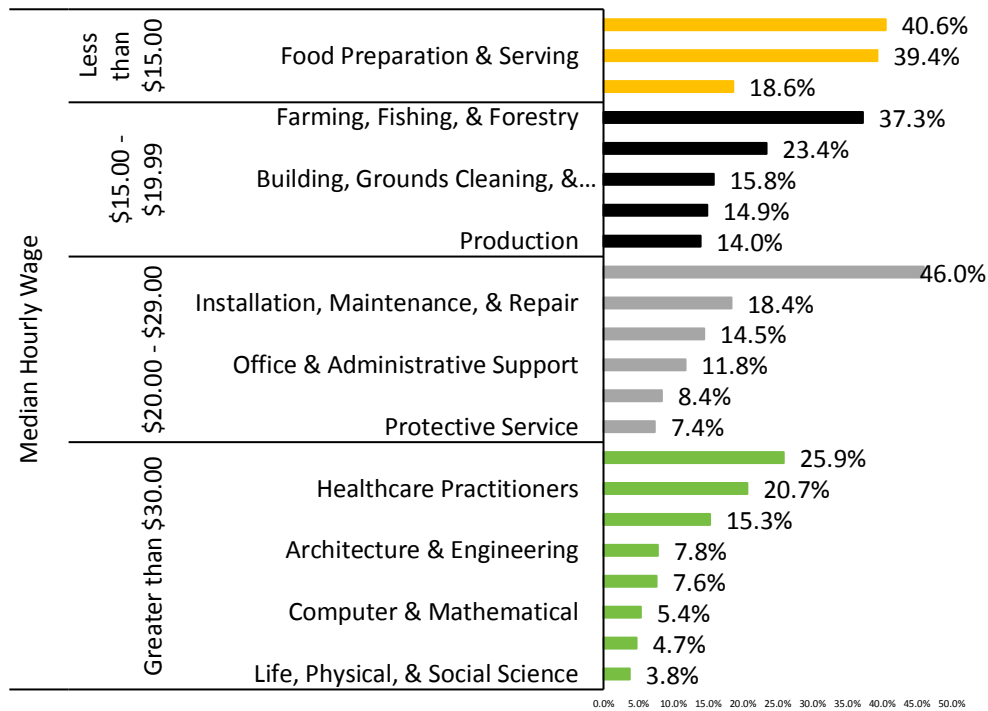
Graph 4:



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:



The Metro Workforce Development Region thanks Tim O'Neill, DEED Metro Labor Market Information (LMI) Analyst, and the entire DEED LMI office for providing up to date labor market information, UI data, and localized data used in this report.

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. Currently planned events:

- 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.

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 west-side 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.

The Regional Plan outlines how the local boards in Metro Region 4 work together. The primary focus for the region is to coordinate services, policies and grant opportunities. The efforts also focus on in-demand occupations and addressing economic inclusion of communities of color. The local directors meet weekly to discuss the status of existing and future project opportunities.

In Washington County there exists just one local area board for the CareerForce Center of Washington County. There are 3 physical locations for the CareerForce Center, in order to serve county residents and other eligible customers close to their communities in a county that is 423 square miles, with a suburban and rural population of 262,000. The Woodbury location is the comprehensive CareerForce Center; the Forest Lake and Cottage Grove locations are affiliate sites.

The local area board and core title providers (Title I-B adult, dislocated worker and youth programs; Title I-BI adult education and literacy programs; Title I-BII Wagner-Peyser program; and Title I-BV vocational rehabilitation program) have partnered and shared decision making, including County Board input, to establish and support the 3 locations of the Washington County CareerForce Centers and local area services. Core title providers share space and/or deliver services at the CareerForce Center locations.

The local board continues to request permission from the Governor to continue operating the local CareerForce Center and Workforce Development Area structure under the current one-stop delivery system, as has been done successfully for the past 20 years under WIA. The partnerships and delivery of services work effectively, eliminating duplication of services. We also acknowledge that a broader review within the Metro Region is of value, as describe in the Regional Plan portion of this document.

Data supplied by state demographers, state labor market information specialists, County service providers, and local city economic development agencies drive initiatives undertaken by the local area board to provide services that best meet residents' needs.

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

The 3 physical locations are well-supported by County operations and infrastructure, as well as state (DEED) operations and infrastructure. Technology needs and equipment are supplied by both DEED and the County, and IT staff from both entities cooperate to ensure functionality of technology to meet CareerForce Center staff and customer needs. Office

space and communications equipment for all 3 locations is provided within County Service Centers.

Staffing for the 3 locations is structured so that one division manager directs the work of the 3 locations, with additional onsite supervisory staff providing direction for functional areas across and within the 3 locations. At the CareerForce location in Woodbury, Wagner Peyser staff assist with staffing the Career Lab.

Monthly staff meetings with staff from all 3 locations attending are conducted, where information sharing and updates occur. These meetings often lead to quality improvement and increasing awareness and access to services across all the programs being represented.

Vocational rehabilitation is a standalone partner site in our local area. They are located just 4 miles from our main CareerForce Center site. The area manager of vocational rehabilitation is a member on our local board, as well as hosts board meetings at their location. All CareerForce Center staff and Wagner Peyser staff are highly familiar with the vocational rehabilitation services office and services, and regularly interface and make referrals when appropriate.

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

There is a history of cooperation and co-location among the core title service providers in Washington County. All of the WIOA program staff are located within CareerForce Centers and employed by Washington County. Vocational rehabilitation has had a counselor located onsite at the CareerForce Center in the past, and although not at present, all of the WIOA program counselors and CareerForce Center CareerLab and reception staff know where the office is located, and promote and refer to their services.

An ABE instructor from one of the local area's 6 school districts' adult education and literacy programs is available to provide instruction onsite at the CareerForce Center. We have a community education program manager on the local board

Several staff from Wagner-Peyser programs support UI REA sessions at each of our 3 locations and serve as a member of our local board.

In addition to core title service providers, staff from partner programs are co-located at each of our 3 locations: TANF (both economic assistance/eligibility, and employment and training program staff), SNAP employment & training, SCSEP and veteran's employment (LVER, DVOP, and County VSO.) The local board membership has at-large representatives from the TANF and veteran's programs as well.

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

Co-location of staff from several programs creates seamless access to a variety of job search and financial assistance services. Staff from the following core title programs are housed

within the 3 physical locations of the Washington County CareerForce Centers: Title I-B WIOA adult, youth, dislocated worker; Title I-BII Wagner-Peyser; and Title I-BI adult basic education programs. Additionally, staff from partner programs, TANF, SNAP employment & training, SCSEP and veteran's employment, are housed within the locations. There is a close working relationship between the Title I-BV vocational rehabilitation program staff and CareerForce Center staff, with an office for vocational rehabilitation just 4 miles from the comprehensive CareerForce Center location. Referrals and co-enrollments between the two programs occur regularly, leveraging services and funds.

Title I-BII Wagner-Peyser program staff are onsite at the comprehensive CareerForce Center location assisting with staffing the CareerLab, and conducting re-employment assistance (REA) sessions for unemployment insurance (UI) benefits recipients. As a result of the onsite REA sessions, direct referrals to the CareerForce Center's job search workshops and WIOA dislocated worker program are made, as well as immediate registration on the Wagner-Peyser Cybrarian resource data tool and www.minnesotaworks.net for job search, via access to the computers in the CareerLabs.

For access to service information, visitors to the CareerForcemn.com web page find detailed information, applications, and contact information. In addition, visitors to the CareerForce Facebook page can find current events and announcements happening in our service area. CareerForce staff send out power emails to connect and communicate with job seekers about employer events.

Staff in the CareerLabs are trained to make referrals to programs and inform visitors about the core title providers/programs, and provide outreach and referral to additional partner programs and community agencies.

An instructor for Title I-BI adult education and literacy programs is available to be onsite at two of the CareerForce Center locations, providing instruction and testing to anyone needing such services, including WIOA and TANF/MFIP participants.

Co-enrollment of participants between Title I-B WIOA programs and Title I-BV Vocational Rehabilitation programs, and between Title I-B WIOA programs and the TANF (MFIP) and SNAP employment and training programs, occurs when eligibility allows so that combined resources can leverage benefits and produce enhanced outcomes for participants.

Washington County employs a full-time trainer who conducts workshops across all 3 CareerForce Center locations. Washington County has recently partnered with the County Library Department to locate the Forest Lake affiliate CareerForce site within the Library to improve outreach and provide services.

Additionally, COVID-19 has moved all of our workshops to live webinars and/or online recordings of our job search and career exploration workshop topics, for increased accessibility, especially for underemployed individuals. These workshops serve any job seeker in the local area and region, as well as core title program- and partner program-enrolled participants. Job seekers can register for workshops at their local, or any regional, CareerForce Center, and anywhere internet connection is available, via DEED's online workshop registration.

There are computers with internet access, telephones, and fax machines at 2 of the CareerLabs for job searchers from the local area and region to use.

Job search can be accomplished remotely and during non-business hours using DEED's online job bank, www.minnesotaworks.net. County libraries supply (to library card holders,

within the Washington County service area) access to JobNow, a web-based tool offering live chat and stored materials for job search assistance, education, and coaching, offering an alternative during non-business hours. DEED also offers 4 online e-learning courses for job search that any job searcher (not just recipients of unemployment benefits) can access.

Employers are invited onsite weekly at the 3 CareerForce Center locations to conduct candidate meet-and-greet and hiring events, and candidate interviews. Visitors can learn about upcoming events via the CareerForce Center's webpage.

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 Washington County local Board works with the local Workforce Development Boards of the Metro Area to collectively undertake an analysis of service availability at physical locations and online, relative to expected needs of populations being served – specifically youth and adults with barriers to employment and/or who would benefit from culturally-specific service delivery strategies. As with the location analysis described in question 1, above, this has been completed collectively and presented with recommendations to all local boards within the regional plan.

In our local operations we ensure Career Services (basic, individualized, and follow-up) are available to those seeking services at any of our three locations in the following ways: staff in the CareerLabs provide initial job search assistance and labor market information and tools to customers. They provide basic information and assistance to customers filing UI claims by phone and online. They are trained to make referrals to programs and program staff, based on initial information provided by visitors. They inform visitors about the core title providers/programs and provide referral to additional partner programs and community agencies. When visiting veterans have been identified, they are able to meet with an employment counselor or our local DVOP/LVER during their visit for more in-depth assistance. Adaptive equipment is available for use in the CareerLabs for those customers needing it.

Wagner Peyser staff conduct re-employment assessment (REA) meetings onsite at each of the 3 CareerForce Center locations and virtually. During sessions, unemployment insurance benefits recipients visit the CareerLabs, register on the Cybrarian resource data tool and www.minnesotaworks.net, and are referred to the dislocated worker program, as well as the job search and career exploration workshops, offered by the CareerForce Center.

The CareerForce trainer conducts on-line job search workshops, encompassing a broad range of topics in each of those categories, at each of our 3 locations. These workshops are open to anyone in the local or regional Workforce Development Area, regardless of enrollment in core title programs. Registration for workshops is available online through the CareerForceMN.com website. Referrals to core title programs and employment counseling staff are made by the trainer as well.

Young adult (WIOA youth) program applications are available online as well as directly through program staff. Resource documents are also posted online for youth to use for

researching careers, education/training, and job search. The employment counselor for our young adult program conducts tours of the CareerForce Center to local secondary school groups.

Employment counselors from each WIOA core Title I-B program, as well as the TANF/MFIP employment & training program, and SNAP E & T are located in each of our three locations; when needed they travel to our other CareerForce Center locations to be available to customers in locations close to where they live and who lack transportation. They also meet at area schools and colleges as needed. The employment counselors in both the WIOA Title I-B, SCSEP and the TANF/MFIP employment & training programs provide a full range of individualized career services: assessments, plan development, case management, career counseling, job search assistance, referrals to and payments for training, and follow-up services.

Basic and individualized career services provided by core title staff and employment counselors in the programs include provision of career counseling and connections to information and resources about non-traditional occupations across gender.

Core title program staff (including employment counselors and CareerLab staff) support in-person services in the CareerLabs, by phone (including MN Relay) and email. Adaptive tools and equipment (Jaws, UbiDuo, Pocket Talker, MN Relay) are available for use in the CareerLabs and at employment counselor desks. Language interpreters are also available on request to help during individual appointments with counselors and during workshops.

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

Job search can be accomplished using www.minnesotaworks.net, remotely and during non-business hours. . On CareerForceMN.com career seekers can search thousands of job openings throughout Minnesota that are updated daily, access tools to help find the right career path, including interactive interest and skills assessments, explore careers with summary occupation pages that highlight education & training requirements, future demand, wage ranges, videos, daily activities, and certifications and licensure required, sign up for virtual and in person workshops, and access previously offered workshops virtually. Unemployment Insurance has guides and instructional videos about their program as well many links to career exploration and job search tools.

Washington County CareerForce Center partners deliver live workshops for job search offsite, and after traditional business hours, at County libraries. Additionally, due to COVID, live webinars and/or online recordings of our job search and career exploration workshop topics have been added for increased accessibility.

County libraries supply (to Washington County library card holders) access to JobNow, a web-based tool offering live chat and stored materials for job search assistance, education, and coaching, offering an alternative during non-business hours. DEED offers four online e-learning courses for job search that any job searcher (not just recipients of unemployment benefits) can access.

UbiDuo and Pocket Talker are devices available in all CareerForce Center locations for facilitating face-to-face communication with deaf and hard of hearing individuals; Jaws

software is installed on computers in each CareerLab location to allow those with vision impairments to use the computers; each CareerForce Center location has MN Relay telephone service connection.

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.

Supportive services are program expenditures that are allowed for participants of Title I-B-B adult, dislocated worker and youth programs administered by the Washington County CareerForce Center. While there is no specific limit assigned to the amount of supportive services an enrollee may receive during enrollment and during follow-up, there are restrictions on funds available, imposed by legislated budget guidelines. In order to best serve enrollees within the budgets we are given, we assume an average sum available per person, defined by targeted annual enrollment numbers. From there we meet enrolled participants' needs by gathering information about their needs and family finances at intake, during enrollment as needs and circumstances may change, and during follow up as needs arise and budgets allow.

We leverage supportive service funds by looking at other available resources (e.g., other funding streams when co-enrolled, financial aid if receiving aid while attending post-secondary school, grants that may be available within the community).

We have local written policies that follow DEED and DOL policies specifying types of expenses that may be paid, and defining under which circumstances during follow-up an exited participants' requests qualify.

Results of the analysis done collectively by the metro Workforce Development Boards will allow us to determine if the suitability and accessibility of support services at our service locations meet the expected needs of populations being served – specifically youth and adults with barriers to employment, and/or those who would benefit from culturally-specific service delivery strategies.

Washington County has a transportation coordinator who works closely with the local board and provides several presentations and updates to the local board and the Business Engagement Action Team, as transportation is a challenging issue for Washington County due to its length and mix of suburban and rural communities, making it difficult for many to have reliable transportation for employment.

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.

Washington County's Workforce Development Board will monitor the approach on infrastructure funding requirements and protocol for addressing discrepancies using material to be developed by the local Workforce Development Boards of the Metro

Region (in partnership with the MN Association of Workforce Boards). We will rely on existing (or modified) infrastructure funding agreements and internal audit processes to address any serious compliance issues.

The local board does follow DEED's Infrastructure Funding Agreement policy. When policy and discussions between local Workforce Boards, partners and DEED are finalized under WIOA law, procedures at the local level will be updated to adhere to new policy.

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.

If Washington County's Local Board contracts out for service provision, it will train contracted partners on infrastructure funding requirements and protocol for addressing discrepancies. We will rely on existing (or modified) Memoranda of Understanding and internal audit processes to address any serious compliance issues regarding infrastructure funding requirements.

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 local board director will develop a draft MOU for review with service partners. Partners and Washington County will engage in negotiation regarding commitments of resources within the MOU and the Infrastructure Funding Agreement. Leaders of all organizations will review final infrastructure agreements and MOUs prior to signing.

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

Washington County's Local Workforce Development Board vision is to support economic and social equity through building stronger partnerships among business, education and community serving organizations that increase accessibility and success for our businesses and residents.

Minnesota's approach to WIOA implementation is based on "creating a Career Pathway system, engaging local, regional and state level partners to fulfill the promise that Career Pathways can provide to any worker at any stage in their career and to be more responsive to the needs of business and industry through sector strategies that focus on occupations in demand." Washington County WDB's vision recognizes that job creation occurs on a foundation of bringing business, education, and economic/community development together in order to provide as many jobs as possible. Education and career pathways create a supply of workers who are trained and qualified to meet the evolving needs of employers and the jobs that exist.

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

Washington County's WDB members are business leaders who come together to help figure out how to build a workforce for the future. Input from the members, along with labor market information, informs counselors about the most effective training, job skills and career pathways to prepare our participants for the jobs that are in demand.

The WDB has identified the following priorities:

- address labor shortage for positive impact on local/regional economic development
- form and build strategic partnerships with companies, nonprofits, education, and labor unions that complement government funded programs
- reduce the number of hard-to-serve workers through employment and support services
- provide advocacy training for employers by identifying barriers to employment by recommending strategies that employers can use
- support training for youth initiatives by working with our local school districts and coordinating employment services with community education programs
- act as catalyst for policy advocacy to engage community, business, and government for resolution of employment barriers
- support the training/re-training of the incumbent worker to improve worker employment mobility

Per WIOA eligibility guidelines, youth, adult, and dislocated worker participants must have barriers to obtaining employment and/or returning to work. Federal and state program-defined performance accountability measures guide our participant outcomes.

In recent grants we have applied for and been awarded (WESA, P2P) targeted participant training is based on local WDB identification of local in-demand industries. Our SNAP E&T grant allows us to provide participant-centered counseling and guidance into jobs with livable wages, and extend the allowable months of food support benefits for those enrolled in training.

We prepare our participants for the workforce through a variety of strategies including: employment guidance and counseling, OJT, customized training, credentialed training, job search counseling, and work experience for youth and some adults. Strategies will include provision of career counseling and connections to information and resources about non-traditional occupations across gender, as well as about in-demand occupations for our region.

One of our employment counselors is a partner in the local corrections and law enforcement center's offender re-entry assistance program (RAP), providing employment assistance as part of the wrap-around services model. Some of the offenders qualify for WIOA youth and adult employment services.

- 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.

Federal and state program-defined performance accountability measures support our participant outcomes. Washington County meets the levels of performance that are

negotiated by DEED with the USDOL. Employment, with retention through the 2nd and 4th quarters after program exit, drives all of the services we provide to customers of the CareerForce Center. When participants elect credentialed training (either stackable credentials as part of a career pathway, or an industry-recognized credential needed to enter employment) to enhance employability, obtaining that credential plus entering employment is the performance measure that indicates individual and WDB success.

- 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 County's economic development director is a member of the Local WDB. As a result he is connected to and communicates with core program staff about efforts to pursue grants for work-based and credentialed training, and collaborates when appropriate. He is informed about core programs' ability to recruit candidates for employers' needs through hiring events, job fairs, and direct candidate referrals, and to facilitate connections to employers to develop work-based training opportunities for program enrollees.

Staff from the following core title programs are housed within the 3 physical locations of the Washington County CareerForce Center: Title I-B WIOA adult, youth, dislocated worker; Title III Wagner-Peyser; and Title II adult basic education programs. Additionally, staff from the TANF program and veteran's employment program are housed within the locations, creating seamless access to a variety of job search and financial assistance services. There is a close working relationship between the Title IV vocational rehabilitation program staff and CareerForce Center staff, with an office for vocational rehabilitation just 4 miles from the main CareerForce Center location. Referrals and co-enrollments between the two programs occur regularly, leveraging services and funds.

Title III Wagner-Peyser program staff are onsite at the CareerForce Center locations staffing the CareerLab, and conducting re-employment assistance (REA) sessions for unemployment insurance (UI) benefits recipients. As a result of the onsite REA sessions, direct referrals to the job search workshops and WIOA dislocated worker program are made, as well as immediate registration on the Cybrarian data system and www.minnesotaworks.net for job search, via access to the computers in the CareerLabs.

Co-enrollment of participants between Title I-B WIOA programs and Title IV voc rehab programs, and between Title I-B WIOA programs and the TANF (MFIP) and SNAP employment and training programs, occurs where combined resources can leverage benefits and produce enhanced outcomes for participants.

An instructor for Title II adult education and literacy programs is available onsite at 2 of the CareerForce Center locations, providing instruction and testing to anyone needing such services, including WIOA and TANF/MFIP participants.

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.

Our Local WDB membership includes representatives from the 2 community and technical colleges that are closest geographically to our local WDA. Both colleges are recipients of Carl D. Perkins funds. We regularly refer and fund students enrolling in courses and programs of study, including short-term industry-credentialed training. We partner closely with one of the colleges (Century College) to deliver a P2P grant-funded career pathway program. The college's staff have been integral in creating flexible design of a credit-based career pathway program for our non-traditional adult students.

The Carl D. Perkins IV funds target and ensure career and technical education access to the same populations as our local WIOA youth, adult, and dislocated worker, Title IV vocational rehabilitation, and TANF- MFIP programs: individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for nontraditional fields; single parents, including single pregnant women; displaced homemakers, and individuals with limited English proficiency. Our local programs routinely refer program participants to, and fund education for, programs of study funded by Perkins funds.

The Local Workforce Development Boards of Metro Region 4, following the focus on specific occupational clusters and career pathways (outlined in the regional plan), will work with all of the metropolitan Carl Perkins consortium partners, collectively, to identify appropriate Perkins-funded activities that support entry and advancement into the career identified pathways. Washington County 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.

Eligibility for the core programs, with the exception of Title I-B, Title III Wagner-Peyser, is based on possessing a barrier to employment. Co-enrollment between core programs, where allowable by state and federal policy, leverages funds and resources for participants. Supportive services funds enable participants to continue work search and training when finances present barriers. Employment counseling ensures that participants are guided toward jobs that meet their individual needs and toward training that can lead to a career pathway.

Because the CareerForce Center is a division of and housed within local county government, staff at all levels are on cross-functional teams and attend meetings with social workers and corrections staff serving individuals who qualify for and are enrolled in WIOA Core Title I-B programs. Individuals include youth in foster care, youth with developmental disabilities, youth and adults who are offenders, youth and adults with mental health concerns.

One of our employment counselors is a partner in the local corrections and law enforcement center's offender re-entry assistance program (RAP), providing employment assistance as part of the wrap-around services model.

Our P2P grants provide a “bridge” during which basic skills instruction for college preparation are delivered by an instructor from adult basic education. The students continue to be supported by that instructor, who is onsite at the college, while they attend class.

Capacity building through training and collaboration offered by agencies such as State Services for the Blind, Deaf and Hard of Hearing Services, and Vocational Rehabilitation; and continuing education for maintenance of the Global Career Development Facilitator (GCDF) credential will ensure staff are equipped to work effectively with a variety of barriers participants may have. Cultural competency and inclusion training offered by Washington County is a requirement for County staff.

Staff refer to and work closely with DVOPs for veterans. Motivational interviewing is a method used by counselors in the TANF-MFIP program to provide client-centered planning for individuals with multiple barriers.

- 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.

Co-enrollment between core programs, where allowable by state and federal policy, leverages funds and resources for participants. Supportive services funds enable participants to continue work search and training when finances present barriers. Employment counseling ensures that participants are guided toward jobs that meet their individual needs and toward training that can lead to a career pathway. Examples of co-enrollment that occurs and will continue to occur are: co-enrollment of MFIP and SNAP participants, when eligible, in the adult, youth and dislocated worker programs for training funding; co-enrollment of youth, adults and dislocated workers, when eligible, into vocational rehabilitation services for additional services not otherwise available; enrollment of participants in the County’s offender re-entry assistance program (RAP), when eligible, into adult and youth programs.

Our SNAP E&T grant allows us to provide SNAP recipients participant-centered counseling and guidance into jobs with livable wages, and extend the allowable months of food support benefits for those enrolled in training.

- 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 community and technical colleges of the MN-STATE system do an excellent job of offering stackable credentials in programs of study leading to credentials needed to enter occupations. This allows students, both young adult and returning adults in the workforce, to advance their education – and career pathway – at intervals in life if necessary.

In recent grants we have applied for and been awarded (P2P, WESA) targeted participant training is based on local WDB identification of local in-demand industries. These grants focus on training that includes both short- and long-term credentialed training. The WESA Equity grant in particular focuses on high-wage, high-demand, non-traditional occupations for women.

For those individuals needing to develop proficiency in basic and/or English language skills prior to enrolling in training to obtain a post-secondary or industry-based credential, we work with our local area's ABE and ELL programs to provide the instruction.

We will continue to pursue grants to develop career pathways, and build on the metro-wide sector approach described in the Metro Regional 4 Plan (Section A), and work to identify financial resources and other supports to allow MFIP, SNAP and 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.

The Workforce Boards of Metro Region 4 have identified specific sectors and associated career pathways in the Metro Regional 4 Plan. Washington County CFC and WDB have begun meeting with and working closely with the Workforce Strategy Consultants for the metro region to develop strategies for career pathways. Local Area 16 has been specifically focusing on small to medium size long term care providers and is seeking funding for this initiative.

The economic development director for Washington County is a member of the local WDB and acts as a liaison between the County's economic development initiatives and the Local Board's business' needs.

The CFC hosts virtual job fairs 4 times a year with local employers, coordinated with the County library in Woodbury. We also are part of a Metro Region Interactive Virtual Career Fair group which hosts 2 events per month.

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.

Based on the industry sectors selected by Washington County's WDB, career pathways for skill development, credentialing, and job advancement will be identified. The Washington County WDB has begun meeting with and working closely with the Workforce Strategy Consultants for the metro region to gain up-to-date information about employers' and industry sectors' skill development requirements. CareerLab Front line staff will be informed and trained about the industry sectors and career pathways so they can inform and guide customers into programs, trainings, and jobs that lead to family-sustaining wages. We continue to facilitate a Direct Care Initiative to assure that there will be a pipeline of healthcare staff for the many healthcare employers in Washington County.

Continuing partnerships with local school districts' ABE, ELL, and secondary education programs will be maintained in order to make sure students get guidance on in-demand career pathways and develop the skills needed to enter post-secondary training programs. The area community and technical colleges do an excellent job of designing curriculum that provides stackable credentials within many of their programs of study.

Our local WDB membership includes representatives from 2 community and technical colleges in and around our local area.

In addition to skill attainment through classroom-based training, the CFC offers OJT, work experience, customized and incumbent worker training as work-based training options that employers can use to hire qualified workers.

The economic development director for Washington County is a member of the local WDB and acts as a liaison between the County's economic development initiatives and the Local Board's business' needs.

CareerForce will host virtual job fairs a minimum of 4 times/year with local employers coordinated with the County library in Woodbury. We work with local cities' economic development offices to meet large employers' hiring needs by coordinating recruiting efforts, hosting hiring events and publicizing jobs on DEED's MinnesotaWorks.net website. We provide similar service to help workers being laid off from small employers when we are notified locally about layoffs or closings.

The Local Area Director attends bi-weekly meetings with the Chamber Presidents to discuss needs and issues related to businesses having their staffing needs met.

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

WDA Region 4, of which Washington County WDB is a part, works closely with the Greater MSP regional economic development partnership, the state economic development division, and local city economic development entities. Information and data supplied by the economic development entities are used to develop plans of action for the metro region, as well as for our local area.

The Director of Economic Development for Washington County serves on the WDB and coordinates activities with the Local Board Director on a regular basis. These efforts have led to expanding career pathways and establishing a stronger talent pipeline for local area businesses.

Washington County CareerForce Center has developed a "first source" agreement for recruitment with the City of Oakdale, covering sourcing of candidates for new or expanding businesses within the city. The city also notifies us immediately when they know of layoffs occurring.

- 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.).

Staff from the unemployment insurance division of DEED deliver re-employment assistance (REA) sessions onsite at all 3 of our CFC locations. During those sessions, information is discussed, and printed materials distributed, about Washington County's dislocated worker program and the job search and career exploration workshops. UI recipients

develop plans of action for return to work, one step of which includes contacting the dislocated worker program.

Our Dislocated worker program counselors provide case management and coordination of benefits with DEED's Trade Adjustment Assistance (TAA) unit for those workers who are eligible for federal TAA benefits when laid off.

Washington County has partnered with local employers and area education providers to implement incumbent worker and customized training, and will continue to do so, following federal and state policy.

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.

Washington County's Community Development Authority is a strong partner with the WDB, providing services and programming to support entrepreneurial development. As these events and services are made available, the WDB and system partners assist with promoting and linking services, as necessary, to promote this coordination.

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

In partnership with Metro Region 4 WDA's leadership, Washington County will explore conversation with the community of nonprofit training providers about a shared vision for continuous improvement across the public and nonprofit workforce arenas. Multiple efforts in recent years have supported continuous improvement among eligible training providers. Most notably the Twin Cities Greater United Way return-on-investment work; participation in the national Workforce Benchmarking project; and participation in the GWDC return-on-investment workgroup. Many of these efforts have involved eligible training providers, but not necessarily engaged the public workforce system directly. Discussions are expected during this program year about how to bring such efforts together.

Within the CareerForce Center itself, continuous improvement of staff is linked to continuous improvement of services delivered: CareerForce Center staff, as part of Washington County, are required to attend at least 15 hours of training per year. This requirement is incorporated into staff annual evaluations. Training topics include software, cultural competency, diversity and inclusion, leadership, communication. Staff participate in monthly "What's New With CareerForce" updates, as well as attending WorkforceGPS trainings.

Employment counselors who hold the GCDF (Global Career Development Facilitator) credential are required to complete an additional 15 CEU's annually in defined topics relevant to provision of employment counseling and program development. Employment counselors and lead staff attend state DEED-sponsored annual conferences, with topics ranging from service provision to program management. Team meetings incorporate policy review and discussion and professional development topics.

Several CareerLab staff have completed the Reception and CareerLab Certification Program (RRACP).

Youth program staff have enrolled in Youth Intervention Certification training through YIPA.org.

Our workshop trainer is a member of MN Career Development Association (MCDA) and attends annual conferences and quarterly events and training with the organization.

The CareerForce Center's programs are required to meet annual performance standards established by the USDOL and MN DEED in order to maintain status as a CareerForce Center. Part of that process includes participation in monitoring visits by DEED staff, which incorporate technical assistance for CFC staff and program delivery.

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

As noted earlier, there will be multiple levels of engagement of eligible training providers and public partners to engage with local employers, incumbent workers, and jobseekers to ensure alignment of programs and services.

Through its strategic planning process, our local WDB has developed three action teams: Business Engagement Action Team (BEAT), Community Engagement Action Team (CEAT) and the Education Engagement Action Team (EEAT). These teams direct the work of the WDB members. Details of each Action Team is included in the Appendices.

CareerForce Center supervisory and lead staff attend WDB meetings. Information sharing and communication, along with the board's advisory role, inform the CareerForce Center's services and service delivery within our local area.

- 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.

We will work closely with 'remote' service locations within our Workforce Development Area to identify opportunities for electronic access to be made available as widely as possible. We note, however, that with an increased emphasis on staff-assisted services at CareerForce Center locations, a primary goal of such access points may be to drive traffic toward locations where staff-assisted services can be made available.

Minnesota's One-Stop delivery system has completed a rebranding project intended to unite and facilitate access to services across the state. Local Area 16 has had staff engaged in this transition to CareerForce, which will be the identifier of the employment and training programs and services offered in Minnesota. One aspect of CareerForce is a comprehensive web-based resource hub, designed to meet the needs of job seekers and employers.

Within Washington County there is access to one of four CareerForce Center locations (either local, or regional – Ramsey County's North St. Paul location) within a 20 mile drive. The CareerForce Center has web pages on Washington County's website with information

outlining all services and programs offered, along with contact information. Electronic registration for workshops can be accessed there, too. We have a Facebook page with current events, announcements, contact information and links to registration as well. Job search can be accomplished using www.minnesotaworks.net, remotely and during non-business hours.

Washington County's public libraries maintain a subscription, free to library users, for JobNow which provides web-based access to stored documents and live coaching on job search and career development issues. The County library system is currently beginning a strategic planning phase which includes a goal of becoming a technology hub for communities. DEED-also offers 4 e-learning courses for job search that any job searcher (not just recipients of unemployment benefits) can access.

CareerForceMN.com is available 24/7 and can be accessed using a smart phone, tablet, or computer. On CareerForceMN.com career seekers can set career goals, see blog posts, news articles and other content, search thousands of Minnesota job openings, take an interest assessment or skills assessment to see how your current skills align with in-demand careers, view up-to-date occupational demand and wage information, get resume tips and view outlines and samples, learn how to prepare for a successful interview, participate in career planning and job search workshops and other events, and learn about education and training options for eligible career seekers.

CareerForceMN.com facilitates access to partners providing services through partner's profile pages. Partner organization can be search for by keyword or location.

Details on how to access staff-assisted services can be obtained on the location page with address, hours, phone number, email and Connect With Us direct web connection – plus a listing of services offered at that location.

- 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.

Our CareerForce Center locations are housed in Washington County government buildings, which comply with accessibility standards. Accessible parking spaces are marked in the parking lots at each location, with curb cut-away and power-assist doors at building entrances. There is an elevator in the building that has 2 levels. Service animals are allowed inside the buildings. Doors and hallways meet ADA standards.

Services and programs are available to anyone, regardless of a disability. Staff and programs do not turn away customers seeking services who may have physical or cognitive limitations. Information may be read to individuals who need assistance understanding and interpreting information. Materials in alternative formats will be made available to those who need it. ASL interpreters are available upon request, with advance notice, for appointments and workshop attendance.

Assistive technology: UbiDuo and Pocket Talker are devices available in all CareerForce Center locations for facilitating face-to-face communication with deaf and hard of hearing

individuals; Jaws software is installed on computers in each CareerLab location to allow those with vision impairments to use the computers; each CareerForce Center location uses MN Relay telephone service connection for connecting with deaf and hard of hearing customers.

Capacity building for staff includes training on effective communication and service to people with a variety of disabilities through resources like DisabilityRights.org, and the MN Deaf and Hard of Hearing Services office. The employment counselors are GCDF certified, which includes a segment regarding working with clients with disabilities. Staff follow DEED's policy on serving individuals with disabilities. Additionally, we will incorporate ADA material to be jointly developed by the Metro Region 4 partners in partnership with the MN Workforce Council Association and DEED.

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).

Wagner-Peyser provides staffing in our Woodbury location CareerLab. WIOA Core Title I staff also provide service in the CareerLab. All partners contribute to CareerLab operations according to the cost allocation plan.

Veterans services are provided onsite and through referrals to a DVOP who covers Washington County, as well as other regional areas, and sits on our local board. We have a designated employment counselor in our WIOA dislocated worker program who specializes working with veterans who qualify for DW program services.

Vocational rehabilitation is a member of the local board and program staff are available for consultation and referrals.

All WIOA Title I-B programs and services are offered at the CareerForce Center, through employment counseling staff and workshop trainers. They are housed at the main Woodbury facility and travel to the other locations to provide services.

TANF and SNAP employment and training services and staff are co-located at each CareerForce Center location and have been for 20+ years. TANF funding is used as well for shared support staff and training staff at the CareerForce Center and for physical infrastructure costs.

Title II adult basic education and literacy program has a seat on our local board. The area's school districts participate in grant writing and program delivery opportunities with TANF and WIOA programs.

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

Training activities available are comprised of:

- short-term non-credentialed & credentialed;
- longer-term credentialed - both classroom-based and online;

- career pathway models of training;
- ABE and GED;
- work-based learning - including OJT and incumbent worker;
- TAA-approved training when eligibility provides for TAA-funded activities; and
- entrepreneurial training.

The participant's choice of training providers is supported by employment counselors and guided by Minnesota's ETPL. Assistance in finding appropriate training programs and determining which may be most effective for the participant is provided by employment counselors when requested. When credentialed training is considered by a participant who does not hold an associate's degree, a reading and math assessment (CASAS GOALS) is administered by the CareerForce Center to assure successful completion of such training.

Available training providers in the service area include both public and private post-secondary; private, industry-specific; and other private training vendors. Some of the programs offer discounts for WIOA-funded enrollees. When participants choose a provider whose cost exceeds the available training funds, employment counselors assist the participant in identifying additional sources of funding.

Employment counselors provide 1:1 guidance and development of resume writing and interview skills to individuals who are job searching. They direct participants to career assessment resources and workshops, and interpret career assessment results with the participant, including provision of career counseling and connections to information and resources about non-traditional occupations across gender, as well as about in-demand occupations for our region. Such assessments help participants determine direction in job search and training selection.

The adequacy of training provided by vendors in the area and remotely is assessed by reviewing whether the training meets industry credentialing standards and state licensing standards (where exams for credentials and licensing are necessary upon completion); through review of the published curriculum and its relationship to the desired occupational outcomes of participants; through cost comparison; and through demonstrated success of completion by past participants, where available.

The employment activities in Washington County's adult and dislocated worker programs are measured by federally-defined outcome measures. The CareerForce Center has met these measures each year. Participant feedback is gathered about the employment activities (workshops, employment counselors) offered through both programs as well. Changes are implemented to our processes when feedback warrants change.

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.

Washington County's available youth activities include:

- assessment and career planning;
- referrals and connections to secondary, ABE & ELL; and post-secondary programs;
- referrals and connection to relevant community agencies; work experience; and credentialed training, including career pathway models.

Since July of 2017, 57% of participants served in our combined federal- and state-funded programs have recorded a disability. Of youth served to date in PY20, 74% record a disability. Disabilities include physical, cognitive, and mental health. We will continue to serve youth with disabilities and coordinate services with vocational rehabilitation and any other agency the youth may be working with.

- When youth are in secondary school, the employment counselor attends the youth's IEP meetings and with school social workers so that services can be coordinated and to ensure the success of the youth at their worksite.
- Youth with disabilities are matched to existing worksites that meet their stated preferences, and new sites are developed to meet their stated interests and needs when needed. The approach is participant-centered.
- When students are attending post-secondary school we facilitate and ensure the student's connection to the disability services office so appropriate accommodations are arranged.

Most youth that are in the program participate in work experience, learning work readiness skills and being mentored by employers to develop successful on-the-job skills. During summer work experience they will also participate in career exploration, leading to career pathway awareness for post-high school planning, as well as instructional topics of workplace success and basic resume development.

The adequacy of youth workforce development activities is assessed through worksite evaluations. Each youth is evaluated by their site supervisor on attendance, punctuality, appearance, response to supervision, communication skills, initiative, quality of work, teamwork, problem-solving skills and safety on the job. Evaluations are completed after one month on the job and every 6 months thereafter throughout their time, with a final evaluation at the end of their experience at the worksite. Evaluations are compared for skill improvement. The youth employment counselor works with the site supervisor and youth if the youth are not demonstrating improvement throughout their time in the program.

Youth participating in year-round services meet with the employment counselor to ensure high school completion, and for career counseling to help them plan for post-high school training options. Included are connections to information and resources about non-traditional occupations across gender, as well as about in-demand occupations for our region. Minnesota's ETPL is used to ensure participant choice of training providers. WIOA funds help youth pay for tuition or certificates that will help them become more employable. Youth have the opportunity to get help from our onsite adult basic education instructor for help with high school subjects, obtaining their GED or help with their college classes.

Youth workforce development activities in Washington County's youth program are measured by federally-defined outcome measures. The CareerForce Center has met these measures each year. Participant feedback is gathered about the employment activities (workshops, employment counselors) offered as well. Changes are implemented to our processes when feedback warrants change.

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.

The local WDB board has members representing 2 area community and technical colleges, and one local school districts' community education program. Coordination and information sharing around programming and strategies, and opportunities for collaboration and pursuit of grants, begin there. Washington County CareerForce does not duplicate any educational programs/services offered by the local post-secondary and secondary schools.

CareerForce staff refer program participants and customers to the area post-secondary and secondary education programs that fit the participants' and customers' needs. We collaborate on grants and projects (most recently, P2P) with the community and technical colleges and local school districts.

As noted in Question #12, Metro Region #4 is following the focus on specific occupational clusters and career pathways (outlined in the regional plan), will engage Carl Perkins consortium partners who often represent our closest relationship with secondary and post-secondary partners. Local efforts to support students will be developed, in conjunction with metro-wide efforts focused on identified career pathways, and efforts will be made at the local and regional levels to ensure that services are not duplicated.

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.

In regard to public transportation as an available support service, Washington County struggles with public transportation availability. The Met Council, County Board, and local cities' leadership drive public transportation accessibility in the area. The County Board is working in partnership with the Met Council and local cities in planning the Gateway Corridor Commission's bus rapid transit route through Washington County. The County's Community Services department has contracts with local non-profit and private transportation alternatives that serve individuals meeting their eligibility guidelines. The local WDB supports any efforts to develop public transportation.

Funds from the WIOA programs provide support for transportation expenses of enrolled participants in the form of mileage reimbursement and subsidy, bus cards for those participants that can use them, gas cards, and auto repair. Additionally, for those with limited personal transportation, we provide information to anyone coming to the CareerForce Center, regardless of program enrollment, about the limited, low-cost or free, private and public transit options that do exist within the county to enable them to reach destinations.

The local Workforce Development Boards of the Metro Region 4 working cooperatively to strengthen relationships with the Met Council at multiple levels. One such effort will be to ensure that a stronger line of communication is maintained with transit planners to

facilitate closer coordination with public transit in areas where transportation challenges represent a primary barrier to employment.

In regard to support services in general, we leverage supportive service funds by looking at other available resources (e.g., other funding streams when co-enrolled, financial aid if receiving aid while attending post-secondary school, grants that may be available within the community). We have local written policies that follow DEED and DOL policies specifying types of expenses that may be paid.

We use a Family Resource Guide directory, published bi-annually by the Washington County Community Services Department, to assist customers and participants in finding needed resources of all types across the county and east metro **area**.

Results of the analysis done collectively by the metro Workforce Development Boards will allow us to determine if the suitability and accessibility of support services at our service locations meet the expected needs of populations being served – specifically youth and adults with barriers to employment, and/or those who would benefit from culturally-specific service delivery strategies.

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.

Wagner-Peyser, under the One Stop delivery system, provides universal access to an integrated array of labor exchange services so that workers, job seekers and businesses can find the services they need under one roof in easy-to-find locations.

Wagner-Peyser Employment Service focuses on providing a variety of employment related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services and staff assisted service delivery approaches.

Wagner-Peyser Activities Include:

- Providing virtual and interactive services for job seekers, to include workshops, one to one visits and virtual career fairs. <https://www.careerforcemn.com/virtual-interactive-services-career-seekers>
- Job Service instituted a new program Good Jobs Now contacting UI recipients to provide outreach services and provide career guidance along with referrals to WIOA Dislocated Worker services, VRS and community partners.
- Informing jobseekers about CareerForce services, including eligibility-based employment and training programs including Title 1 Adult programs such as the Dislocated Worker program, Youth programs, Vocational Rehabilitations Services, Adult Basic Education and Career Pathway grant programs.

- Educating jobseekers on how to use MinnesotaWorks.net and CareerForce.mn.com, DEED's online job bank, to search for and apply for jobs.
- Offering 1:1 job search advice and assisting with writing effective résumés.
- Providing workshops and training on job-search fundamentals, including up-to-date strategies online and social media strategies, to jobseekers.
- Recommending other community-based resources and services.
- Jobseekers who are veterans receive priority referral to jobs and training, as well as special employment services and assistance.
- Wagner-Peyser staff attend each UI RESEA workshop and provide follow-up services with the intent of helping each participant create a viewable résumé on MinnesotaWorks.net. During the pandemic referrals are made to Job Service staff to provide this follow-up service.
- RESEA participants also receive information and referrals to eligibility-based programs (such as WIOA Dislocated Worker), orientations to CareerForce services, and workshops.
- Encourage co-enrollment with Title 1 programs for Public Assistance recipients to access additional education and support services.
- Connecting with local employers to list job opportunities on MinnesotaWorks. Wagner-Peyser staff keep CareerForce partner staff informed of job opportunities in the area.

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 I-BI, 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 I-BI.

There are well-established ABE and ELL programs within the community education departments of each of the 8 school districts located within our local area. These education programs offer a full range of adult education and literacy topics, even including basic computer and software and technology skills. The local CAP organization provides financial literacy workshops at our CareerForce Center.

Counselors at the CareerForce Center are routinely in contact with the ABE and ELL program staff regarding programs and schedules, and to refer participants into the programs when needed. Those referrals and connections are based on the geographical area the participants reside in.

We have engaged in partnerships and joint proposals for grants to carry out programs like P2P and incumbent worker training with area ABE programs, and will continue to do so. We collaborate to strengthen our relationships between libraries, adult education, and workforce organizations to deliver digital literacy programming (initiated in Spring 2016 by the MN Literacy Council, "Better Together") to our common customers.

The local WDB reviews and evaluates the federal ABE competitive provider applications for the 2 consortia that exist within WDA 16 (South Washington County Schools and Metro East). Results are submitted to the MN Department of Education.

The local Workforce Development Boards of the Metro Region have 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.

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-B 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.

Our MOU establishes a basic agreement for provision of services by vocational rehabilitation within Washington County, and we have a history of engaging resources in addition to the services we offer at the CareerForce Center, in order to provide the services that best meet a customer's and participant's needs. We use signed releases of information to enable communication with those agencies (like Vocational Rehabilitation, Washington County Community Social Services, agencies that provide mental health and chemical dependency treatment) when services are being provided to our shared customer.

Vocational Rehabilitation is represented on our Local Workforce Development Board; is available for consultations and information to our Title I-B employment counselors; coordinates co-enrollment and case management with Title I-B employment counselors for eligible individuals.

Since we are a division of the County's Community Services Department, we have access to interpreter services to provide language, including ASL, interpretation for our customers attending our workshops and individual staff appointments.

Specifically for disabled veterans, we work closely with our local DVOP and coordinate services and funding for shared customers.

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

Washington County's Board of Commissioners reviews and approves receipt of WIOA and state dislocated worker, adult and youth formula and grant funds from DEED. Funds are then administered within the budget of the CareerForce Center division of the County's Community Services department.

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.

When Washington County CareerForce Center contracts for services to be provided in which the contractor's staff bear shared responsibility for eligibility determination, performance, and compliance, and includes programmatic decision-making that impacts grant performance, those contracts are subject to the competitive procurement process set out in 2 CFR §200.319. The Community Services Policy & Planning division provides support for the process. We also follow the State of Minnesota's competitive award process policy. Public notice is posted via print media and websites. Guidelines, requirements and timeline are issued to potential bidders that request them.

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.

Local levels of performance will be negotiated annually with DEED once DEED has negotiated state levels of performance with the USDOL.

Our ability to annually meet local levels of performance will determine whether the Washington County CareerForce Center continues to be the designated service provider for WDA 16. Our performance is monitored by DEED annually.

The CareerForce Center uses tools provided by DEED (MNPerforms, data provided through rosters) to monitor potential performance issues monthly or bi-monthly throughout the year.

When WDA 16 contracts out program services, staff and the local WDB will monitor performance attainment annually to determine renewals of contracts.

The Workforce Boards of the Twin Cities have agreed to align their own performance with the GreaterMSP Regional Dashboard, to assess the level of impact that the collective efforts of the public workforce system has on regional prosperity in a few specific areas.

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 MWCA developed a board orientation template for state and local boards to use, allowing insertion of information specific to the Local Area's Board. Included in this work are the key elements (factors) for strategic, high-performing boards.

Washington County's Workforce Development Board evaluates its goals and objectives on an annual basis to track progress and needs for updates due to changing economic or social conditions. The new board orientation materials (including key elements for strategic, high-performing boards) being developed by the GWDB Operations Committee will be incorporated into our local WDB's orientation materials and strategic planning.

Statewide, the MN Association of Workforce Boards has always been committed to supporting local Workforce Development Boards' growth and strong performance. The Metro Region 4 will explore a refreshed and strengthened information sharing and 'training' approach (through the shared convening described in the regional plan) that will advance understanding for local Board members and attract additional talent and skill to serve on local Workforce Development Boards going forward.

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.

Washington County continues to use individual training accounts which maximize consumer choice. Program participants, after review of training plans with an employment counselor, are given Minnesota's eligible training provider list (found on DEED's Career Profile Tool) from which they select the training program(s) that are most appropriate for them. The CareerForce Center employment counselors coordinate use of WIOA training funds with federal and state grants for participants attending credit-based training, where applicable, to avoid duplication of payments.

In instances where customized or incumbent worker training is requested by an employer, and is the best option to fill open positions for an in-demand occupation or industry, or to avert a layoff, a contract with a local training vendor (public or private) qualified to provide such training (as demonstrated by past performance), may be entered into. Additionally, any work-based training in the form of on-the-job training (OJT) requires contracts be written with the employer.

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.

Washington County's local plan for WIOA will be published for 30 days on the CareerForce Center's page of Washington County's website, and notice of such availability and how to request copies of the plan, will be distributed to local area media publications.

Offers for assistance in development came, and feedback was requested, from Carl Perkins-funded programs, local ABE representatives, VRS and Wagner-Peyser staff on sections relevant to those programs

Local and regional planning within Metro Region 4 is done concurrently. At the regional level, entities engaged in the planning process have included local Workforce Development Boards (including their private sector business members), other public service providing partners (Wagner-Peyser, Vocational Rehabilitation, and other staff) community-based service delivery partners, adult basic education partners, Chambers of Commerce and business associations, and private philanthropy. Collectively the Workforce Boards of the Twin Cities expect to continue to engage others in planning and implementation, specifically reaching the following groups in the coming months:

- Jobseeker customers from CareerForce Centers and other service provider partners;
- Business customers/employers from CareerForce Centers and other service provider partners;
- Front-line staff from CareerForce Centers

Upon completion of this plan, a 30-day comment period is provided, with the plan circulated to all those partners identified above electronically as well as in a widely accessible internet posting.

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.

Washington County uses DEED's electronic Workforce One (WF1) case management information system for: WIOA adult, dislocated worker and youth; state-funded dislocated worker and youth; all DEED-issued competitive grants we are awarded; and SNAP and MFIP employment and training employment and training programs.

WF1 is also used by vocational rehabilitation and veteran's programs for participant files.

We use Washington County Community Services department's paperless file system, Caseworks, for several of the same programs.

DEED is also launching a mobile app for participants to use for uploading documents. This should support streamlining information collecting.

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?

While the pandemic has impacted virtually all areas of the labor market in some way, the effects of the pandemic have fallen disproportionately on lower-paying service-providing sectors, people of color, women, and those with less educational attainment.

Prior to the onset of COVID-19 in March of 2020, the unemployment rate in Washington County was 3.0%. This represented approximately 4,300 persons. Two months later in May, the unemployment rate in Washington County peaked at 9.0% (approximately 12,700 persons) before declining

consistently through November to 3.4% (approximately 4,800 persons). Unemployment did rise slightly between November and December to 4.0% (approximately 5,600 persons).

Washington County Employment Characteristics, 2019					
	Washington County			Minnesota	
	In Labor Force	Labor Force Partic. Rate	Unemployment Rate	Labor Force Partic. Rate	Unemployment Rate
Total Labor Force	141,075	70.4%	2.5%	69.7%	3.6%
16 to 19 years	7,281	53.9%	11.0%	53.2%	11.0%
20 to 24 years	12,375	86.4%	3.4%	84.6%	6.0%
25 to 29 years	12,325	89.4%	3.2%	89.1%	3.9%
30 to 34 years	13,999	88.0%	2.6%	88.5%	3.2%
35 to 44 years	29,666	88.5%	1.4%	88.8%	2.8%
45 to 54 years	32,869	89.1%	1.4%	87.6%	2.7%
55 to 59 years	16,036	83.7%	2.1%	80.9%	2.9%
60 to 64 years	10,175	62.1%	1.6%	64.3%	2.6%
65 to 74 years	5,545	25.0%	1.9%	27.9%	2.2%
75 years and over	825	5.6%	0.4%	6.6%	2.4%
Employment Characteristics by Race & Hispanic Origin					
White	122,036	69.8%	2.1%	67.2%	3.0%
Black or African American	5,953	72.9%	6.7%	65.1%	8.8%
American Indian & Alaska Native	329	43.3%	7.3%	51.5%	12.6%
Asian or Other Pac. Islanders	8,033	75.4%	2.8%	68.1%	4.3%
Some Other Race	1,409	82.9%	5.3%	73.0%	6.1%
Two or More Races	3,334	76.3%	5.4%	68.1%	7.4%
Hispanic or Latino	5,582	69.7%	4.4%	71.7%	6.1%
Employment Characteristics by Poverty Level, Population 20-64 Years					
Below Poverty Level	3,129	55.5%	11.2%	54.9%	16.2%
At or Above the Poverty Level	124,243	87.4%	1.8%	88.1%	2.5%
Employment Characteristics by Disability, Population 20-64 Years					
With Any Disability	6,490	59.9%	6.1%	53.0%	8.6%
Employment Characteristics by Educational Attainment					
Population, 25 to 64 years	115,030	84.8%	1.9%	84.5%	3.0%
Less than H.S. Diploma	2,936	63.0%	9.1%	66.3%	8.3%
H.S. Diploma or Equivalent	19,333	78.7%	2.5%	78.5%	4.2%
Some College or Assoc. Degree	36,041	84.8%	2.0%	85.3%	3.0%
Bachelor's Degree or Higher	56,699	88.7%	1.2%	90.0%	1.7%
Source: 2015-2019 American Community Survey (ACS) 5-Year Estimates					

The labor force fell significantly over the course of 2020. In Washington County, the labor force size fell from 144,732 in February to 138,462 in December, a decline of 4.3%. According to the most recent 2015-2019 ACS 5-year estimates, the overall unemployment rate in Washington County was 2.5%. Unemployment rates differed significantly by race and ethnicity. For example, the unemployment rate for the county's Black or African American population, at 6.7%, was over twice as high as the overall unemployment rate. If going by historical differences in unemployment rates since 2010, the unemployment rates by race and ethnicity in Washington County are as follows:

- Overall: 5.3%

- White: 4.9%
- Black or African American: 8.4%
- American Indian or Alaska Native: 12.7%
- Asian or Other Pacific Islander: 7.8%
- Some other Race: 11.3%
- Two or More Races: 7.9%
- Hispanic or Latino: 9.1%

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.

Washington County currently has restricted physical access to CareerForce services, with staff working remotely from home. Workshops continued to be offered, virtually, and CareerLab staff serve customers over the phone and through emails.

Through our direct connections with local area chambers of commerce, we are able to get direct feedback from the business communities and efforts have been discussed and planned to assist local businesses with connecting to digital resources, how we can provide direct support and assisting them with addressing the disconnects with job seekers during this time.

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.

Addressing disparities is an important part of the vision and efforts of the local board. Each Action Team that looks at various aspects of coordinating the system includes a focus on disparities.

The Business Engagement Action Team is looking at educating business leaders on the importance of addressing disparities as the major growth in the workforce is individuals who come from disparately impacted groups.

The Community Engagement Action Team seeks to have members who directly serve disparity impacted populations to assist with contextualizing our efforts to deliver meaningful services that engage and create interest from these populations.

The Education Engagement Action Team focuses on career pathway efforts and directing resources to youth and adults who need specific efforts to improve educational and employment outcomes. Grants, such as the P2P grants, are a critical component of this effort.

Our three staffing units within our division that focus on workforce development have some of the highest diversity rates within Washington county, with just over 1/3 of the staff being non-white race/ethnicity. Recruiting efforts include stronger consideration for experience

equivalent to education to reduce educational barriers to obtaining employment within our division.

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?

The Washington County CareerForce Center will seek to provide dislocated worker program services for any layoff in our local area that will be a competitive bid for services through the rapid response team. We will not seek competitive bids for services outside of Washington County. We will also accept all referrals from a local layoff that has been determined to qualify as "referral to formula".

We will ensure the rapid response team has all of the pertinent information concerning our services/proposals for competitive bid within the guidelines and timeframe established by rapid response.

We will work with the rapid response team in the development/formation of a planning committee, and provide follow-up information on any dislocated worker project awarded to Washington County to the team.

We will comply with all policies for funding on any contracts awarded Washington County, and work closely with DEED to ensure compliance with all state or federal guidelines for dislocated worker services.

The local board director is currently co-leading an effort with DEED to look at how local boards can assist with the Rapid Response process to ensure that the process moves as quickly as possible for those who need to become re-employed as soon as possible and to help businesses understand the benefits of engaging in this process.

- 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)?

The Washington County CareerForce Center's division manager, supervisor for WIOA programs, and eligibility specialist for the dislocated worker program work together to be sure the state's rapid response unit is notified within 24 hours when we hear that a local area layoff that has occurred. If the company has indicated to one of the local staff that a layoff may potentially occur, and requested the information remain private, local staff will respect the company's request.

- 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.

Washington County's WDB seeks to provide dislocated services for any layoff in our local area that will be a competitive bid for services through the rapid response team. We will not seek competitive bids for services outside of Washington County, unless invited by any of our regional partners to provide services. We will also accept all referrals from a local layoff that has been determined to qualify as "referral to formula".

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?

Washington County's dislocated worker counselors and staff regularly communicate with TAA staff by phone and email concerning trends in numbers of program participants coming in for services from one company, comments and questions from program participants regarding the layoff at their former company, and concerning questions and/or information about possible TAA certifications.

TAA staff regularly sends out information to dislocated worker service providers regarding new DOL trade-certified layoffs and new policy guidelines, as well as policy changes. The dislocated worker program coordinator reviews policy updates at semi-monthly team meetings with counseling and intake staff.

- 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?

We have worked, and will continue to work, with DEED's TAA staff in the following ways:

- Providing a list of laid off workers, if not already supplied by the company to TAA staff
- Providing space for TAA to conduct meetings for laid off workers eligible for TAA services
- We have a goal to ensure all of our dislocated worker counselors are updated and attend training on TAA policy/guidelines
- Counselors providing 1:1 assistance to laid off workers throughout the application for TAA services, and explaining which services the worker is eligible for under TAA
- Counselors consistently following TAA policy
- Counselors consistently supply activity updates for TAA-enrolled participants via WF1 and other means
- Hosting counselor training sessions, conducted by DEED and TAA staff

- 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.

The policy is located on our central forms directory, for all counselors to access and use. Semi-monthly counselor meetings contain a policy review agenda item so that policy is discussed and understood. Expense obligations spreadsheets are used by counselors for program participant planned and actual expenses, and are monitored by the program coordinator.

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?

Washington County enrolls into WIOA Adult individualized and training services only individuals who are either recipients of public assistance, or are basic skills deficient, or are identified as being low-income. Each applicant is screened over the phone or in-person for initial eligibility and given an application for further screening if appropriate.

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. We ask all customers that come to the CareerForce Center if they ever served in the US Military or are a spouse of a person in the military. If the answer is yes, we ask them to complete the Veterans Questionnaire. Non-JVSG staff do the initial assessment/review of the questionnaire, and make appropriate referrals based on the responses on the questionnaire. Additionally, 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 CareerForce locations 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. LVER staff train and update local staff and management on the provisions of POS and PL 107-288.

Our Woodbury location has one computer that is labeled “For Veterans – Thank you for your service”. Veterans are also informed about the veteran-specific websites on the CareerForce Center Organizer.

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 CareerForce provide information on and notice of Veterans Priority of Service. “The CareerForce Center proudly provides priority of service to veterans and eligible spouses of veterans” is stated on each of the CareerForce Center’s web pages within the County’s website.

All websites associated with this CareerForce location provide information on and notice of Veterans Priority of Service.

CareerForceMN.com has information on our dedicated Veterans Employment Team and how to contact them. Our representatives help with career planning, job search, and connecting with other resources. Current or former military members looking for work are encouraged to contact the dedicated Veterans Employment Representative in their part of Minnesota for assistance. Most current or former military members are eligible for veterans benefits or services. There is an online questionnaire to facilitate the process.

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.

If a veteran answers “yes” to any of the questions, staff assist them with veteran-specific and general public resources. They are referred to our DVOP or LVER, and Dislocated Worker Counselor assigned to veterans. The questionnaire is sent to our LVER for further follow-up.

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 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 attend staff and partner meetings and orientations, participate on CareerForce work teams, collaborate with CareerForce partners on various events and LVER staff provide training to partner staff and management regarding the JVSG program.

Our local DVOP sits on our local WDB and schedules weekly time in our Woodbury location for walk-ins and scheduled appointments with program participants who are veterans, or spouses of veterans. Employment counselors make regular, direct referrals to him for service, and vice versa.

The LVER serving Washington County conducts visits to area businesses as well as coordinates with the metro regional workforce strategy consultant.

Additionally, the local veterans’ service officer (VSO) is a unit within our division of Washington County’s Community Services department. The VSO and the division manager meet regularly in division supervisor meetings, and the CareerForce Center has collaborated with the VSO and DVOP on several veterans employment events locally and regionally (metro) over the past few years.

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?

All recipients of unemployment insurance benefits are required to register in and post their resume on MinnesotaWorks, making them viewable to employers. This is a routine segment in the REA (re-employment assistance) sessions that occur onsite at our CareerForce locations. Most of the referrals to our dislocated worker program come directly from the UI REA sessions. The employment counselors working with the WIOA-funded programs verify that resumes are posted and

viewable to employers in MinnesotaWorks, as well as providing 1:1 assistance to participants for posting.

Our CareerLab staff make registration in MinnesotaWorks (including posting and making viewable their resumes) a routine step for customers who are coming in to use the CareerForce Center CareerLab and customer registration system (CYBRARIAN) for the first time. As an additional support, one of the CareerLab staff facilitates a workshop for navigating the MinnesotaWorks website, including posting and making viewable their resumes 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 local WDB follows Washington County's policy (#6006, revised Nov. 17, 2015) on advisory committees, boards and commissions. Vacancies are generally replaced within 90 days. We are currently recruiting new members to replace the terms that expire on 6/30/21.

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

Washington County – LWDA 16

Local Area Board Name

Washington County Workforce Development Board

Name and Contact Information for the Local Area Board Chair:

Name	Chris Dressel
Title	Vice President of Retail Banking, Marketing and Human Resources
Organization	First State Bank and Trust
Address 1	950 MN-95
Address 2	
City, State, ZIP Code	Bayport, MN 55003
Phone	651-439-5195
E-mail	cdressel@fsbt.com

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

Name	Stan Karwoski
Title	Commissioner, District 2
Organization	Washington County
Address 1	14949 62 nd St. North
Address 2	
City, State, ZIP Code	Stillwater, MN 55082
Phone	651-430-6212
E-mail	Stan.Karwoski@co.washington.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

Name Chris Dressel

Title Local Area Board Chair

Signature  0D26B28A911142A...

Date 5/28/2021

Local Elected Official

Name Lisa Weik

Title Commissioner Chair, District 5

Signature  2BB8324A826E467...

Date 5/25/2021

REGIONAL OVERSIGHT COMMITTEE**Regional Workforce Development Area**

RWDA #4 – Metro Area

Local Workforce Development Area

Washington County, WDA #16

MEMBER	ORGANZIATION
Scott Schulte	Local Elected Official, Anoka County
Jacob Frey	Local Elected Official, City of Minneapolis
Mary Hamann	Local Elected Official, Dakota County
Jan Callison	Local Elected Official, Hennepin County
Jim McDonough	Local Elected Official, Ramsey County
Stan Karwoski	Local Elected Official, Washington County
Shirley Barnes	Board Chair, Anoka County, Workforce Development Board
Catherine Weik	Board Chair, Dakota-Scott Workforce Development Board
Nicole Mattson	Board Chair, Hennepin-Carver Workforce Development Board
Laura Beeth	Board Chair, City of Minneapolis Workforce Development Board
Chad Kulas	Board Chair, Ramsey County Workforce Development Board
Chris Dressel	Board Chair, Washington County Workforce Development Board

LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

ROLE	Contact Name	Phone	Email	Reports to (name only)
Rapid Response Liaison for Mass Layoffs (see section C.2.D.)	Karen Ritter	651-275-8658	karen.ritter@co.washington.mn.us	Rick Roy
Equal Opportunity Officer (see section D.3.B.)	Robin Hakari	651-275-8684	robin.hakari@co.washington.mn.us	Rick Roy
Program Complaint Officer (see section D.5.B.)	Robin Hakari	651-275-8702	Tina.dudzinski@co.washington.mn.us	Rick Roy
Records Management/Records Retention Coordinator (see section D.16.C.)	Robin Hakari	651-275-8684	robin.hakari@co.washington.mn.us	Rick Roy
ADA Coordinator (see section D.22.)	Peg Killen	651-501-6376	peg.killen@state.mn.us	Dee Torgerson
Data Practices Coordinator (see section D.22.)	Robin Hakari	651-275-8684	robin.hakari@co.washington.mn.us	Rick Roy
English as Second Language (ESL) Coordinator (see section D.22.)	Susie Evans (Dist. 833) Annette Sallmann (Dist. 834) Maria Burnham (Dist. 831) Scott Helland (Dist. 622 & 832)	651-768-2341 651-351-8322 651-982-8302 651-748-6202	sevans1@sowashco.k12.mn.us sallmana@stillwaterschools.org mburnham@flaschools.org shelland@isd622.org	Bob Lawrence Denise Pontrelli Corey McKinnon Terri Johnson

Attachment C
CareerForce Center in _____ Washington County _____

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative - Woodbury Cottage Grove Forest Lake	Tina Dudzinski, interim Heidi Norvold John Nalezny	651-275-8702 651-275-8705 651-275-7267	tina.dudzinski@co.washington.mn.us heidi.norvold@co.washington.mn.us john.nalezny@co.washington.mn.us	Michelle Kemper Kathy Mickelson Sarah Amundson
Job Service Manager	Cynthia Larson	952-703-7758	cynthia.larson@state.mn.us	Mike Lang
Vocational Rehabilitation Services Manager	Erin Kampa	651-501-6376	Erin.Kampa@state.mn.us	Jay Hancock
WDU Program Director	Jon Benson	651-539-2332	jon.benson@state.mn.us	Natasha Jerde
Local Workforce Development Area Director	Rick Roy	651-275-8660	Rick.roy@co.washington.mn.us	Michelle Kemper
Adult Basic Education (ABE)	Susie Evans (Dist. 833) Annette Sallmann (Dist. 834) Maria Burnham (Dist. 831) Scott Helland (Dist. 622 & 832)	651-768-2341 651-351-8322 651-982-8302 651-748-6202	sevans1@sowashco.k12.mn.us sallmana@stillwaterschools.org mburnham@flaschools.org shelland@isd622.org	Bob Lawrence Denise Pontrelli Corey McKinnon Terri Johnson
Carl Perkins Post-Secondary Manager	Sarah Shanley, Century College	651-779-5790	Sarah.Shanley@century.edu	Sue Dion
Adult	Karen Ritter	651-275-8658	Karen.ritter@co.washington.mn.us	Rick Roy
Dislocated Worker	Karen Ritter	651-275-8658	Karen.ritter@co.washington.mn.us	Rick Roy
Youth	Karen Ritter	651-275-8658	Karen.ritter@co.washington.mn.us	Rick Roy

LOCAL AREA BOARD MEMBERSHIP LIST

Regional Workforce Development Area

Metro Region 4

Local Workforce Development Area

Washington County – Local Area 16

MEMBER	POSITION/ORGANIZATION	TERM ENDS
REPRESENTATIVES OF BUSINESS IN LOCAL WORKFORCE DEVELOPMENT AREA		
Lori Tapani	Owner, Wyoming Machine	6/30/2023
Christine Dressel	Vice President, First State Bank and Trust	6/30/2022
Jeff Klemmer	Owner, EXIT Realty Springside	6/30/2023
Mike Dolphin	Production Manager, Renewal by Andersen	6/30/2023
Tara Gearing	IT Security Tech, Medtronic	6/30/2023
Julie Strommen	Employee Relations Manager, 3M	6/30/2023
Michael Shaw	President, Stillwater Chamber	6/30/2022
Robin Anthony	HR Manager, St. Therese Senior Living Center	6/30/2022
Rachael Perez	Director of Marketing, Cub Foods	6/30/2022
Carrie Higgs		
LABOR & COMMUNITY-BASED ORGANIZATIONS		
Brian Winkler	Labor Rep., Sheet Metal Workers Union	6/30/2024
Greg Rene	Training Coordinator, FTIUM	6/30/2023
Jordan Fry	Labor Rep., FTIUM	6/30/2022
Tom Yuska	Youth Program Director, Family Means	6/30/2022

Attachment C

EDUCATION & TRAINING		
Monica Ramirez	Academic Dean, Century College	6/30/2022
Susan Evans	ABE Manager, So. Wash. Co. School District	6/30/2022
GOVERNMENT		
Christopher Eng	Community Dev. Dir., Washington County CDA	6/30/2022
Erin Kampa	Manager, State of MN – VRS	6/30/2023
Cynthia Larson	Manager, State of MN – Wagner Peyser	6/30/2022

CONTACT INFORMATION

NAME	ADDRESS/PHONE/EMAIL
CHAIR Chris Dressel	First State Bank and Trust 950 Highway 95 N. Bayport, MN 55003 651-439-5195 cdressel@fsbt.com
VICE CHAIR Monica Ramirez	Century College 3300 Century Ave N. St. Paul, MN 55110 651-779-3235 monica.ramirez@century.edu
SECRETARY N/A	

Attachment D

LOCAL AREA BOARD SUBCOMMITTEE LIST

Regional Workforce Development Area

Metro Region 4

Local Workforce Development Area

LWDA #16

Committee Name	Objective/Purpose
<p>BUSINESS ENGAGEMENT ACTION TEAM</p>	<ul style="list-style-type: none"> • Leadership Development – Opportunities for entry level workers to job shadow and participate in Emerging Leaders Programs. • Shorter Pipelines to Employment Training – Synchronized and contextualized work- and classroom-based learning on and off site. • Access to Work Friendly Transportation – More access to transportation that address shift and weekend work schedules. • Culturally Competent Businesses – Support business development of socially dynamic workplaces that make people from all walks of life feel like they belong. This includes hiring and retention strategies. • Leverage Chamber Partnerships – Work more closely with Chambers to have more direct connections to businesses in our communities for promoting all our work. • Situational Business Advocacy – Understand the larger issues impeding business growth and how we might have an impact in addressing it.
<p>COMMUNITY ENGAGEMENT ACTION TEAM</p>	<ul style="list-style-type: none"> • Coordinate with Community Activities – Promote and participate in food distributions and available health screening related to COVID-19 to promote workforce services and staying safe at work. • Provide More “Easy Access” Activities – Coordinate with partners to provide safe approaches to services for those who face barriers to employment – virtual, small group and/or drive by services.

Attachment C

	<ul style="list-style-type: none">• Develop a “Resource Services 101” – A comprehensive, yet easily understood tool of the resources that support social and economic stability.• Physical Integration of Services – Co-location of services on an intermittent basis
<p>EDUCATION ENGAGEMENT ACTION TEAM</p>	<ul style="list-style-type: none">• Career Pathway Planning – Middle school on up, including Alternative Schools and ABE.• Assist with Employer Engagement - Identify support needs of our schools to strengthen their efforts with employer participation in work-based learning and sharing of industry trends in Washington County.• Promote All “Post-High School” Education – Identify and curate information on all opportunities for learning, including on-line options like Coursera, Digital NorthStar Literacy and others.• Special Needs Student Support – Students on IEPs and at Alternative Schools need additional supports for successful career pathway navigation.

LOCAL WORKFORCE DEVELOPMENT AREA SUB-GRANTEE LIST

Regional Workforce Development Area

Metro Region 4

Local Workforce Development Area

LWDA #16

Name of Sub-Grantee	Services Provided	Funding Source	Sub-Grantee located in which CFC?	If not in CFC, provide Address, City, State, ZIP Code
Tree Trust	Summer Youth Employment & Career Exploration	MYP	N/A	419 Energy Park Drive. St. Paul, MN 55108.

Attachment E

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

Regional Workforce Development Area

Metro Region 4

Local Workforce Development Area

LWDA #16

Name and Location (City)	Program Service Delivered
N/A	

LOCAL WORKFORCE DEVELOPMENT AREA KEY INDUSTRIES IN REGIONAL ECONOMY

Based on your most recent analysis of regional economies, provide a list of the key industries in your regional economy.

According to data provided by DEED, here is a list of the 5 key industries in local area 16, based on number of jobs.

INDUSTRY	FIRMS	JOBS	% OF JOBS	AVG SALARY
Retail Trade	688	13,534	16.3%	\$29,380
Health Care and Social Assistance	848	11,846	14.3%	\$51,133
Manufacturing	225	9,981	12.0%	\$66,941
Accommodation and Food Services	439	7,788	9.4%	\$18,980
Construction	583	4,043	4.9%	\$66,092

This list focuses on industry sectors that are predominantly “private sector” organizations, not government jobs. These five industry account for almost 57% of all jobs in Washington County.

Although retail is the largest employment sector in Washington County’s economy, they - along with accommodations and food services - are not a focus of strategic efforts due to the lack of family sustaining wages. Career and Business Services are offered to support these two sectors.

Due to the COVID-19 pandemic, we have begun to focus on healthcare occupations in small to mid-sized firms. We also are focusing on manufacturing, as that has the highest average annual salary. Funding is being sought or has been secured for these efforts.

We also work with construction firms and trade organizations to support efforts in this industry, including grant writing, program promotion and other coordinated efforts.