

ANOKA COUNTY WORKFORCE DEVELOPMENT BOARD

**Thursday, May 2, 2019
7:30 A.M.**

**ANOKA COUNTY HUMAN SERVICE CENTER
1201 89TH AVENUE NORTHEAST
BLAINE, MN 55434
SUITE 202**

*** * * A G E N D A * * ***

- I. ROLL CALL**

- II. APPROVE ADOPTION OF THE AGENDA**

- III. APPROVE April 4, 2019 MEETING MINUTES (Attached)**

- IV. INCUMBENT WORKER UPDATE AND APPROVE INCUMBENT WORKER PROJECT (summary attached) – Nicole Swanson and Bridgett Backman**

- V. WORK OPPORTUNITY TAX CREDIT and FEDERAL BONDING PROGRAM – Karen Marberry – WOTC Program Coordinator (fliers attached)**

- VI. LEGISLATIVE UPDATE – Anne Kilzer, Executive Director, Minnesota Workforce Council Association**

- VII. LABOR MARKET INFORMATION UPDATE – Tim O’Neill, Labor Market Analyst, DEED**

- VIII. OTHER BUSINESS**
 - Diversity Event – May 23, 2019 - Liz Jennings, Workforce Strategy Consultant, DEED
 - Chair’s Remarks – Shirley Barnes
 - Regional Update – Greater Metropolitan Workforce Council – Commissioner Sivarajah
 - Fair Chance Hiring Summit – May 15, 2019 – Nicole Swanson

INFORMATIONAL ITEMS:

- LAUS Update – March 2019

**WORKFORCE DEVELOPMENT BOARD MEETING
ANOKA COUNTY
April 4, 2019**

The Anoka County Workforce Development Board Meeting was called to order by Chair Barnes at 7:30 a.m.

I. ROLL CALL

MEMBERS PRESENT: Shirley Barnes, Elaina Bleifield, Terry Hart, Lori Higgins, Curt Jasper, Becky Johnson, Paul Johnson, Mike Lang, Julie Lundberg, Patrick McFarland, Jerry Miller, Jim Nimlos, Michael Thews, Theresa Zingery

NON-MEMBERS PRESENT: Commissioner Rhonda Sivarajah, Commissioner Mandy Meisner, Brad Thiel, Bridgett Backman, Liz Jennings, Tim O'Neill, Jacquell Hajder, Rebecca Walker, Nicole Swanson and Krista Peterson

II. APPROVE ADOPTION OF THE AGENDA

MOTION by Elaina Bleifield to adopt the agenda. Seconded by Michael Thews.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR BARNES DECLARED THE MOTION CARRIED UNANIMOUSLY

III. APPROVE March 7, 2018 MEETING MINUTES

MOTION by Theresa Zingery to approve the minutes as presented. Seconded by Jerry Miller.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR BARNES DECLARED THE MOTION CARRIED UNANIMOUSLY

IV. APPROVE PROGRAM YEAR 2019 MINNESOTA ANNUAL YOUTH AND WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) LOCAL YOUTH PLAN

Bridgett Backman stated that the local Workforce Delivery Areas are required to submit to DEED annual plans to secure funding to deliver WIOA and MYP program services. Documents are due on April 5, 2019. DEED has not released allocations yet however; local plan narratives need to be completed at this time. The plan outlines the local area's key service elements including outreach and recruitment efforts, eligibility determination, comprehensive assessment,

case management, career counseling, paid work experience, internships, career pathway opportunities, incentives and supports for post-secondary academic completion. The plan also focusses on partnerships to decrease high school dropout rates and racial disparities; prevent homelessness; and improve outcomes for ex-offenders, youth aging out of foster care and youth with disabilities. Best practices include the Career Connection pathways, our partnership with Hope Place, serving youth in transitional housing and continued efforts with youth receiving TANF Services. Expanded focus for the upcoming year includes financial literacy, internships with local employers in addition to expanded work experience sites, sector-based camps in healthcare and entrepreneurship.

Nicole Swanson noted that allocations for youth have not been released yet but anticipate that will come out soon and staff will present budget updates in June to the Board. Last year approximately \$500,000 was allocation for MN Youth and WIOA programs. Youth funding for 2019 is anticipated to be flat but that is not confirmed.

MOTION by Elaina Bleifield to approve the Program Year 2019 Minnesota Annual Youth and Workforce Innovation and Opportunity Act (WIOA) Local Youth Plan. Seconded by Jim Nimlos.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR BARNES DECLARED THE MOTION CARRIED UNANIMOUSLY

V. APPROVE COMPETITIVE APPLICATION FOR DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED) GRANT – YOUTH AT WORK

Bridgett Backman stated that DEED's Office of Youth Development announced the availability of \$3,893,100 of funding for Youth at Work Competitive Grants for State Fiscal Years 2020-21. The maximum amount of funding that can be requested by any single applicant is \$850,000. Proposals are due April 12 with contracts in place by July 1, 2019. The planning team has determined that a budget of \$250,000 would support services and activities to serve in school and out of school youth with expanded training and internship opportunities, career exploration and sector-based summer camps. Priority will be given to students with information about education and training requirements for careers in high-growth and in-demand occupations, serve youth from communities of color who are under-represented in the workforce and youth with disabilities. Target populations are youth ages 16-24 who are economically disadvantaged, and/or have at least one at-risk characteristic as stated in the handout. The Job Training Center will partner with Anoka Technical College, Anoka Ramsey Community College, Community Corrections and local employers that are interested in collaborating on this grant opportunity.

Nicole Swanson added that staff will continue to look at opportunities for youth and include partnerships with County Corrections to serve juveniles and adults in the correctional system.

Staff will focus on in-demand sector jobs to build participants skills and connect them to local employers.

Commissioner Meisner asked if the training was for youth and clients or the professional who is servicing the youth.

Bridgett replied that training is for the youth/client.

Jerry Miller asked about the support from the community and employers.

Bridgett replied that there is a lot of community-based organizations supporting this work. Businesses are also interested and there a high demand for this type of program.

Nicole added that staff will work on educating career seekers and employers. We are hosting a Fair Chance Hiring Summit on May 15th to offer career opportunities to individuals in the correctional system. These individuals have much to offer their communities and may be untapped career seekers in the workforce.

Jerry requested staff to bring back a success story from this program in the future.

Shirley Barnes noted that there is an effort nationwide for “Ban the Box”. At the Minnesota Association of Workforce Boards (MAWB) Conference last summer a speaker, Richard Allen McLemore III who is an ex-offender, spoke and had the entire audience’s attention. He was excellent, and his story is featured in the book “We are All Criminals” by Emily Baxter.

MOTION by Jerry Miller to approve the Competitive Application for Department of Employment and Economic Development (DEED) Grant – Youth at Work. Seconded by Elaina Bleifield.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR BARNES DECLARED THE MOTION CARRIED UNANIMOUSLY

VI. APPROVE COMPETITIVE APPLICATION FOR DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT TANF INNOVATION FUNDS

Bridgett Backman stated that staff have completed an application for \$27,500 to support 14-15 applicants. Applications were accepted through March 31, 2019 and funds are available April 1, 2019 – December 31, 2019. Funding provides direct services -iwork experiences, introduction to career pathways and related direct services and support services to youth on MFIP. Youth must fall into two categories of teen parents between the ages of 16-24 that are receiving cash MFIP benefits or younger youth ages 14-18 whose household receive cash grant on MFIP. Activities include outreach and recruitment, vocational counseling, assessments, person-centered case management and community referrals. Job placement is focused on matching youth to areas of

interest and provide job search/retention skills and support. Ongoing supports will be provided at worksites along with financial well-being workshops and planning opportunities.

MOTION by Patrick McFarland to approve the Competitive Application for Department of Employment and Economic Development TANF Innovation Funds. Seconded by Jerry Miller.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR BARNES DECLARED THE MOTION CARRIED UNANIMOUSLY

VII. PRESENTATION – ANOKA TECHNICAL COLLEGE SUMMER CAMPS

Rebecca Walker is the Connections Coordinator, Student Affairs at Anoka Technical College working on summer programs for youth students and adult learners.

Rebecca highlighted several new programs for youth. Tech Explore is for students entering grades 7-8 in the fall. A variety of activities are planned for 2-days on campus for them to explore tech programs. Community partners will host workshop sessions and field trips will be set up for day 3 to tour local businesses. A Scrubs Camp will be offered in combination with local businesses and healthcare professionals. This camp also includes workshops and local business tours.

Rebecca asked Board members to consider hosting a workshop for students. Students will be coming in from a wide range of situations who cannot afford the camps. There is a \$150 registration fee that covers program costs such as a full set of scrubs for Scrubs Camp participants, transportation to field trips, breakfast and lunch. Anyone can sponsor a student or provide a scholarship. Looking forward to these camps and are hoping this is something that can be sustainable every summer.

Jim Nimlos asked if this is open to any student.

Rebecca replied yes, it is open to anyone.

Theresa Zingery asked if it was open to adult ABE students.

Rebecca replied that if this program is appropriate and fits, it's a possibility.

Commissioner Sivarajah is excited to see the Scrubs Camp offered locally. She asked how many slots were available in each camp. She encouraged staff to reach out to all school districts within Anoka County.

Rebecca replied that there are 30 slots for each camp. The Scrubs Camp is very popular, and they are willing to increase slots up to 40.

Bridgett added that five spots are reserved for people coming from the Anoka Count Job Training Center.

Rebecca noted that the Scrubs Camp is almost at capacity already with 13 full pay students and 12 scholarship applications. Applications are reviewed by a committee to decide who will receive a scholarship.

Commissioner Meisner is a big advocate for the trades and this program sounds successful already. She encouraged ATC staff to go to the schools to speak directly with students rather than limit marketing to websites or e-newsletters.

Rebecca replied that they do have new outreach staff who are creating marketing materials and staff are out in the community every day connecting with parents, guardians and youth. She will also be hosting a table at next week's Career Fair to connect with students one on one.

Elaina Bleifield added that there is one other camp called Nitro X Camp which is a partnership with Minnesota transportation experts. In the past students have built a car and there are local companies in partnership with us. This year they will be hosting two Nitro X camps with the second week targeting Girl Scouts.

Nicole noted there is another camp being developed called Entrepreneur Camp and is in the final planning stages. The brochure will be sent after the project planning meeting today.

Bridgett added that this camp will be held the same week as the Scrubs Camp. It will be targeted at youth ages 18-22 with two days on site at Anoka-Ramsey Community College and one day touring businesses in the field. This camp will focus on business basics, money management, and local success stories. If the Board knows of any companies that would be a good fit for this camp, please contact Bridgett.

Elaina said that on April 10 there is a Career Fair at ATC with over 240 employers scheduled. Parking may be full at the college, and a shuttle will be running from Eaglebrook to the College during the fair.

Nicole added that this is the largest career fair in the metro area. Last year close to 1,000 job seekers attended which included 200 youth.

VIII. ANOKA COUNTY REGIONAL ECONOMIC DEVELOPMENT PARTNERSHIP

Jacqueline Hajder, Economic Development Coordinator, discussed the strategic plan along with highlighting the new county website. A common issue for businesses to come to Anoka County isn't the land but finding the talent. She appreciates the work the Job Training Center does and that our community is embracing the youth workforce. New businesses in the County include Ruffridge Johnson in Centerville added 10 well-paying jobs. They have the resources to expand and are a great addition to the community creating with relationships with County Commissioners and others. Allina Health in Coon Rapids will be adding 500 jobs and 100 are already here. The infrastructure is already in place and there is a career pathway now in place that focusses on the call center occupation. Crown Iron Works in Blaine is a \$14m project creating 100 jobs that relocated from Roseville. Cambia Hills Mental Health Treatment Facility in East Bethel was recruited to the region and were able to pull jobseekers from a 30-40-mile

radius. It is important to showcase the CareerForce in Blaine and area schools to support businesses workforce needs.

Commissioner Sivarajah added that this initiative is a great partnership with Metro North Chambers.

Commissioner Meisner said that this is incredible information. There is a lot of excitement and good energy around these efforts.

IX. Other Business

Chair's Remarks

Shirley Barnes shared that Steve Grove, the new Commissioner of DEED, spoke at the MAWB March Operations Meeting. He is new and asking a lot of great questions. Conversations at the NAWB conference highlighted great programs around the country. What we do in Anoka county is top notch and we are ahead of so many others.

Regional Update

Commissioner Sivarajah reported that the new Executive Director for the Greater Metropolitan Workforce Council is meeting with Council Members to get feedback and ensure planning is on point. There is a retreat coming up in May and we will continue to attract additional funding to support efforts. This value add supports regional connections to advance the work that happens in pockets of the state and spread that work region wide to develop strategic plans.

Curt Jasper asked if the workforce is growing or if people leaving the workforce is growing.

Commissioner Sivarajah replied that one of the initiatives in Greater MSP is to focus on recruiting talent to the region and progress is being made.

Other Business

Nicole Swanson stated that DEED is moving forward with applying for the National Emergency Grant focused on the Opioid epidemic's impact on the workforce and are asking for local narratives by April 19. DEED has delayed the public launch of CareerForce until further notice. CareerForce staff in Blaine were planning a large scaled event on April 17 but the CareerForce platform is still being developed so the Open House has been cancelled.

ADJOURN

MOTION by Michael Thews to adjourn. Seconded by Jim Nimlos.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR BARNES DECLARED THE MOTION CARRIED AND THE MEETING ADJOURNED AT 9:06 A.M.



INCUMBENT WORKER TRAINING PROGRAM

The **Anoka County Job Training Center Incumbent Worker Training Program (IWTP)** is a business-driven program designed to provide direct financial assistance to train current employees and improve the economic competitiveness of regional businesses. The program is intended to offset a portion of the businesses' costs to train and upgrade the skills of its incumbent workers. Eligible businesses must demonstrate that by receiving funding assistance through the program that their business will not only improve the skills of their workforce but also improve their business processes and competitiveness. Workforce Innovation and Opportunity Act (WIOA) allows local workforce service areas to use up to 20 percent of their local adult and dislocated worker funds for incumbent worker training.

What is an incumbent worker?

An incumbent worker is a person who is currently employed and could benefit themselves and their employer by upgrading their skills through educational and training opportunities. Employee must be at least 18 years of age, working at least 32 hours per week for at least 6 months with the business, committed to attendance at all trainings and cooperate with data collection requirements.

Who is an eligible business for the Incumbent Worker Training Program?

An eligible business must be located in Minnesota and must be registered with the Minnesota Secretary of State's office as a(n): association, corporation, LLC, partnership, nonprofit, government entity, including school districts, or sole proprietor. This entity must be in continuous operation for 18 months, immediately prior to the application submittal. ***Anoka County Workforce Development Board approved the Job Training Center to use up to 20% of the funding for Anoka County small employers (50 employees or less).***

What is the employer's responsibility?

The business (or small group of employers) must complete an Incumbent Worker Training Program application to be considered for a grant. Small Businesses will be required to provide at least 10% of the requested **training costs** (e.g., instructors' wages, curriculum development, and training manuals/textbooks). This could be through in-kind contributions which may include expenses associated with the use of space and equipment during the training project and trainee wages (including benefits) of employees during training.

All IWTP grants are subject to federal Workforce Innovation and Opportunity Act (WIOA) and State Dislocated Worker Program reporting requirements and performance standards.

Projects to Date in Anoka County:

- **Manufacturing Basics** – Partnering with ATC and ARCC Professional Workforce Training and Metro North ABE to provide over 100 hours of training and NIMS credentials
 - First class of 18 completed April 2016 (9 small employers)
 - Second class of 18 completed April 2017 (7 small employers)
- **Industrial Manufacturing Technician (IMT) Apprenticeship** – Special Apprenticeship / Incumbent Worker Project – 5 employees completed November 2017
- **Precision Sheet Metal** – February 2017

Incumbent Worker Project

May 2019

Background

Anoka County Job Training Center, in partnership with Anoka Technical College, are interested in serving local small and mid-sized businesses through Incumbent Worker training using funds from the Workforce Innovations and Opportunity Act (WIOA) Dislocated Worker Program.

The National Institute for Metalworking Skills (NIMS) Training and Credentialing Exams are highly respected and are a nationally recognized training for the manufacturing sector. This training will increase the knowledge, skills and abilities as well as provide an industry recognized credential upon successful completion for the project participants. By securing this credential, employees build their resume for advancement opportunities while employers can retain and build their workforce as well as continue to expand Minnesota's nationwide and global economic prosperity.

The project navigator provides career pathway support and resources to ensure project participant success with the training, credential attainment and supports with career opportunities within the organization to enhancement retention.

Project Goal

We plan to request a workplan modification to the Department of Employment and Economic Development for up to \$20,000 which is allowed in our WIOA Dislocated Worker Grant, to serve local employers and incumbent workers. This modification will allow us to serve 15-20 individuals already employed but still in need of skills enhancement. The tentative schedule follows:

Start/End dates:	Monday, May 13 – Wednesday, July 17, 2019
Class Days/times:	Monday and Wednesday, 2:30 pm – 7:30 pm No class on Monday, May 27 – Memorial Day Observed
Total hrs. scheduled:	95
Cost per person:	\$1189 (materials and exam included in this fee).
Exams:	NIMS Machining Level I - Measurement, Materials, and Safety NIMS Machining Level I - Job Planning, Benchwork, and Layout

Employer Partners

Small Companies: (pay 10% of the training)

NTM, Inc. – Fridley, 2 employees
Safety Speed – Ham Lake, 2 employees
North Central Stampings and Manufacturing – Blaine, 2 – 3 employees
Challenge Machine and Manufacturing – Blaine, 1 employee
Range Precision – Blaine, 1 employee

Medium Companies: (pay 25% of the training)

Ajax Metal Forming Solutions – Fridley, 1 employee
Modern Tool – Coon Rapids, 2 employees
Superior Aerospace – Fridley, 2 employees

Large Company: (to pay full tuition)

Cretex Companies, Inc. – Anoka and Coon Rapids, 2 - 3 employees

Federal Tax Credits for Employers

Hire workers who can keep more of your money in your business!

Increase your bottom line by taking advantage of the **Work Opportunity Tax Credit (WOTC)**. The WOTC provides a **federal income tax credit** for hiring new employees who meet certain criteria. Any size business is eligible for the credit. Jobs can be full-time, part-time, permanent or temporary. There's no limit to the number of new hires who can qualify you for these tax savings.



The Tax Credit for most target groups is up to **\$2,400** for each new hire. Hire a long-term family assistance recipient and it's up to **\$9,000**. Hire an unemployed disabled veteran, and it's up to **\$9,600!** Use these savings to offset the costs of hiring and training workers. As the employee earns and learns, you reduce your federal tax liability. Its money you keep working in your business. Visit our web site for details.

An employer may qualify for the tax credit if a new hire meets eligibility in any of the following targeted groups:

- Short-term or long-term family assistance recipient (MFIP)
- Veteran - received SNAP (food stamp) benefits, entitled to compensation for a service-connected disability, unemployed 4 weeks, or unemployed 6 months.
- 18-39 year-old SNAP (food stamp) recipient
- Vocational Rehabilitation Services/Ticket to Work recipient
- Qualified Ex-felon
- 18-39 year-old living in an Empowerment Zone or Rural Renewal County
- 16-17 year-old living in an Empowerment Zone
- Supplemental Security Income (SSI) recipient
- Qualified Long-Term Unemployment Recipient

For More Information:

Internet: <http://mn.gov/deed/wotc>

Email: deed.wotc@state.mn.us

Minnesota Department of Employment and
Economic Development
WOTC Unit
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351

Twin Cities Metro: 651-259-7507
Greater Minnesota: 888-234-5521

Rev. July 2018

The **paperwork is minimal!** To request the tax credit for a new hire who indicates that one or more of the targeted groups applies to him/her, an employer need only do the following:

- Complete two forms: **IRS 8850** *Pre-Screening Notice* and **ETA-9061** *Individual Characteristics Form*. Find them in the "Apply" section of the WOTC web site.
- Submit applications on the WOTC online automated system at <https://apps.deed.state.mn.us/wotc>. Contact the WOTC office for alternate methods of submittal. Applications are due **no later than 28 days** after the new employee's job start date.

Work Opportunity Tax Credit

1st National Bank Building ■ 332 Minnesota Street ■ Suite E200 ■ Saint Paul ■ Minnesota 55101-1351
651-259-7507 PHONE ■ 888-234-5521 TOLL FREE ■ <http://mn.gov/deed/wotc>

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Minnesota Federal Bonding Program

Hire At-Risk Employees with No-Cost Bonding Insurance

Fidelity Bonding is no-cost employee dishonesty insurance that protects employers against employee theft of any money or property by means of theft, larceny, forgery or embezzlement. The Minnesota Federal Bonding Program provides individual Fidelity Bonds to employers for new or current employees who may be denied coverage by commercial carriers because of a:

- Record of arrest, conviction or imprisonment
- Economically disadvantaged youth or adults who lack a work history
- History of alcohol or drug abuse
- Poor credit history
- Welfare recipients
- Dishonorable discharge
- Lack of employment history
- Anyone who cannot secure employment without being bonded

How the Program Works

To be eligible for the bonding service, a person must have a full or part-time job or a job offer with a date set to start work. Also, the wages must be paid with Federal taxes automatically deducted from the paycheck. Self-employment is not eligible for the service.

Application - The Fidelity Bond is issued as a policy of Travelers Property Casualty. The Minnesota Department of Employment and Economic Development is an authorized agency for the issuance of these Fidelity Bonds. The employer can contact the Minnesota Federal Bonding Coordinator to apply for a Fidelity Bond.

Processing - There are no papers for the employer to sign. The Fidelity Bond coverage for current employees is effective when the Minnesota Federal Bonding Coordinator certifies the bond. For new employees, the Fidelity Bond is effective the day the employee begins work.

Coverage - The Fidelity Bond has "no deductible" and the amount of insurance issued is \$5,000. The Fidelity Bond is mailed to the employer by Travelers Property Casualty. The duration of the Fidelity Bond is six months. If the bondee demonstrates honesty during the six months, Travelers Property Casualty will make a standard commercial policy available for the employer to purchase.

*For More Information
Contact Bonding Coordinator:*

Internet: <http://mn.gov/deed>
(enter keyword "Bonding")

Email: deed.wotc@state.mn.us
Phone: 651-259-7521

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Minnesota Bonding Program

1st National Bank Building ■ 332 Minnesota Street ■ Suite E200 ■ Saint Paul ■ Minnesota 55101-1351
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