

ANOKA COUNTY WORKFORCE DEVELOPMENT BOARD

**Thursday, May 7, 2020
7:30 A.M.**

WebEx Meeting

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

- I. ROLL CALL**
- II. APPROVE ADOPTION OF THE AGENDA**
- III. APPROVE March 5, 2020 MEETING MINUTES and April 22, 2020 EXECUTIVE MEETING MINUTES (attached)**
- IV. RATIFY EXECUTIVE COMMITTEE APPROVAL – PY20 WORKFORCE INNOVATIONS & OPPORTUNITY ACT YOUTH PLAN AND SFY21 MINNESOTA YOUTH PROGRAM PLAN (see attached summary) – Bridgett Backman, Employment Services Manager**
- V. RATIFY EXECUTIVE COMMITTEE APPROVAL FOR AUTHORIZATION TO REQUEST ADDITIONAL DISLOCATED FUNDING MINNESOTA JOB SKILLS PARTNERSHIP (attachment) – Nicole Swanson, Director**
- VI. APPROVE LOCAL POLICY FOR SELF-EMPLOYED (attachment) – Bridgett Backman, Employment Services Manger**
- VII. BUSINESS RESOURCE GUIDE FOR COVID-19 (attachment) – Jacquell Hadjer, Economic Development Specialist**
- VIII. COVID-19 BUSINESS IMPACTS – open discussion**
- IX. Labor Market Updates – Nicole Swanson, Director and Tim O’Neill, Labor Market Analyst**
- X. OTHER BUSINESS**
 - **Regional Update – Commissioner Schulte**
 - **Executive Director Update**

INFORMATIONAL ITEMS:

- **LAUS Update**

**WORKFORCE DEVELOPMENT BOARD MEETING
ANOKA COUNTY
Meeting Minutes of Thursday, March 5, 2020**

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, Shym Cook, Jacquell Hajder, Terry Hart, Lori Higgins, Jessica Lipa, Patrick McFarland, Jerry Miller, Jim Nimlos, Jody O’Neil, Michael Thews, Raymond Zeran, Theresa Zingery

NON-MEMBERS PRESENT: Commissioner Scott Schulte, Commissioner Mandy Meisner, Tim O’Neill, Brad Thiel, Nicole Swanson, Krista Peterson

II. Approve Adoption of the Agenda

MOTION by Elaina Bleifield to adopt the agenda as presented. Seconded by Theresa Zingery.

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

III. Approve February 6, 2020 Meeting Minutes

MOTION by Lori Higgins to approve the minutes as presented. Seconded by Jim Nimlos.

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

IV. APPROVE TRANSPORTATION FUNDING FROM ANOKA COUNTY COMMUNITY ACTION PROGRAM (ACCAP)– Nicole Swanson

The Job Training Center is partnering with ACCAP to expand the current Transportation Solutions services to wider group of individuals. Nicole highlighted the following:

- The goal is to meet the needs of the community with enhanced transportation supports. There will be a two-phased approach.
 - Phase 1 – Investment in car repairs (\$60,000), includes enhanced staffing (20 hours) for transportation coordinator, maximum \$700 transportation one-time grant, must be low-income (at least 200% Federal Poverty Guidelines), funding supports approximately 4 – 6 months of supports.
 - Phase 2 – Lyft pilot, JTC program (i.e. Empowers Youth Program), agency point of contact for coordination and approval, Lyft Concierge Plan (things to consider include non-peak/peak ride times, cancellation fees, tipping, billing options, etc.)

- Transportation Solutions provides car repair, insurance and licensing assistance to eligible Anoka County residents. Applicants must be employed working 20 hrs/wk and/or disabled, senior (55+), or be enrolled and participating in a Job Training Center program. All grants must be pre-approved (no reimbursements), applicants must have a MN driver's license with current address and the grant is limited to one-time assistance for the duration of the program. Repairs do not cover any towing, body work or assistance with non-running vehicles, transmissions, engines or other major repairs.
- The draft budget is \$60,000 investment with expenses of \$6,000 administration, \$20,000 staffing assistance and \$34,000 for serving a minimum of 49 clients.

MOTION by Elaina Bleifield to approve the Transportation Funding from Anoka County Community Action Program. Seconded by Theresa Zingery.

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

V. TIM TALK – WHAT'S NEW IN THE LABOR MARKET – Tim O'Neill, Labor Market Analyst, Department of Employment and Economic Development (DEED)

- New information will be in next month. COVID-19 information may be requested, how many businesses are affected and how many workers are working remotely.
- MN unemployment rate is much lower compared nationwide, and the teenager unemployment is half in MN compared to the United States.
- Anoka County employment trends grew faster than any other counties in MN.
- Top industry trends in Anoka County are health care, construction, educational services, manufacturing and retail trade.
- Labor Force Statistics for Anoka County 5-year trends black or African American unemployment is much lower; 2013 16.3% vs. 7.5% 2018, persons with a disability 2013 12.0% vs. 7.6% 2018.
- Anoka County unemployment rates for Black or African American is less than the State of MN 9.9% MN vs 7.5% Anoka County and persons with disabilities 9.0% MN vs. 7.6% Anoka County.
- Poverty level in Anoka County for Black or African American continues to decline. In 2018 that population is 14.7% which has decreased from 23.2% in 2013. Poverty levels are still present but are lower than the state and six other counties.
- The MN Dept. of Education reported a slight increase in minority student enrollments.

Great things are happening in Anoka County. Over the last eight years, 20,000 jobs were created or an increase of 18%. The white population holds 12% of those jobs, black/African American 109%.

VI. GREATER METROPOLITAN WORKFORCE COUNCIL (GMWC) UPDATE – Commissioner Scott Schulte and Shirley Barnes

Commissioner Schulte stated that WIOA requires regional planning and a plan needs to be submitted to DEED and approved in order to receive funding. The region works well together, and the Council is developing a recalibration group to review the mission, structure, who should

be represented on the Council etc. Currently private, non-profits and County government representatives are on the Council. More information will be provided later.

Shirley Barnes added that this is a good time to reset and keep in mind what the focus is to serve the people who walk into the doors and provide services for our customers.

VII. OTHER BUSINESS

Workforce Innovations & Opportunity Act (WIOA) 2020 – 2023 Local & Regional Plans – Nicole Swanson

Every 3-4 years it is required by WIOA to update a local and regional plan. Metro Directors will be meeting to discuss the regional plan and then we will work on our local plan. We will reach out to partners to update portions of the plan. Disparities continue to be front and center. This is due to DEED by June 30 and will be presented to the Board in June. It will be posted by the end of April for 30-day public comment period.

Grant Updates – Nicole Swanson

The OPIOID Grant application will be submitted by DEED to the Department of Labor and Anoka County is applying as a subgrantee for the region. No other provider in the region submitted a request for funding.

Mid-February DEED opened up a funding opportunity for youth career pathway pilot program. \$500,000 in funding is available for this grant, two 250,000 grants. Staff is meeting today to discuss what could be done in Anoka County with this one-year of funding.

COVID-19 Update – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease information as shared and discussed.

ADJOURN

MOTION by Jim Nimlos to adjourn. Seconded by Raymond Zeran.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR BARNES DECLARED THE MOTION CARRIED AND THE MEETING ADJOURNED AT 8:47 A.M.

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING
ANOKA COUNTY
Meeting Minutes of Wednesday, April 22, 2020**

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

I. ROLL CALL

MEMBERS PRESENT: Shirley Barnes, Terry Hart, Theresa Zingery, Curt Jasper, Michael Thews

NON-MEMBERS PRESENT: Nicole Swanson, Bridgett Backman, Krista Peterson

II. Approve Adoption of the Agenda

MOTION by Theresa Zingery to adopt the agenda as presented. Seconded by Terry Hart.

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

III. Approve PY20 Workforce Innovations & Opportunity Act Youth Plan and SFY21 Minnesota Youth Program Plan – Nicole Swanson and Bridgett Backman

The Annual Plan for WIOA and MYP Programs were due the beginning of April but due to COVID-19 the deadline was extended to the end of April. This year is not a major update year, however reporting best practices, virtual services and current priorities. Each year new partnerships are developed with community-based organizations so that will be highlighted in the plan. Youth Drop-In Services is something new offered for youth to come in and connect with a counselor to discuss basic career services. This has been popular, and calls have been coming in from schools, parents and youth.

The funding allocation is currently unknown for both programs. Last year there was a carry-in for the MYP of \$18,217 and the allocation was \$164,166 which was a decrease of about 20% from the previous year. WIOA youth allocation was down 22% from the previous year and allocations are based on contiguous areas of poverty and higher unemployment which resulted in less funding. It is anticipated the allocation for WIOA Youth will be a decrease from last year even though costs have increased like wages for work experience activities.

There were 21 youth working for the work experience program and with COVID-19, only one youth is working. The Federal Government has approved all work experience to provide sick leave to pay work experience individuals who cannot work right now. We are looking for work sites for youth to work and the age range is 14-24.

MOTION by Michael Thews to approve the PY20 Workforce Innovations & Opportunity Act Youth Plan and SFY21 Minnesota Youth Program Plan. Seconded by Theresa Zingery.

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

IV. Authorization to Request Additional Dislocated Worker Funding – Nicole Swanson

MJSP has set aside funds for dislocated worker and incumbent worker services. Staff is working on a request for \$150,000 additional funds for the dislocated worker state program. Based on current obligations, we are about 90% spent/obligated. The concern is that the first quarter of the year allocation, July-September, is a small allocation from WIOA. In order to provide obligations for those currently enrolled plus the anticipated surge for dislocated worker services, staff is requesting approval to ask for additional funding. Several local areas will be asking for additional funds and this will allow staff to provide services to layoffs in Anoka County. These funds would serve a minimum of 35 clients depending on what comes through for training requests.

MOTION by Theresa Zingery to approve the request for additional dislocated worker funding. Seconded by Terry Hart.

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

V. COVID-19 Business Operations Impacts – Nicole Swanson

Since March 16, 519,484 individuals have applied for unemployment, 36,323 live in Anoka County. We are anticipating the shelter in place order to be lifted May 4 but many furlough employees may be changed to permanent layoff. This would create another surge in applicants. The extra \$600 from the federal government ends in July and then there may be a surge of interest in dislocated worker services.

The Job Training Center furloughed 7 full-time staff across the agency and reduced two individuals to part-time work. Although there is funding to pay for these staff, their work has significantly reduced with no in-person services offered. These staff have access to vacation, sick and extended medical leave while on furlough and still receive medical benefits. Managers are meeting virtually weekly and in May there is a possibility that some furloughed staff would be called back and at some point, there will more than likely be a need to hire new staff. There have been conversations about opening up the Career Lab but that has many concerning factors regarding safety of our staff and the public. Right now, the entire building is closed to the public, and until the County opens the building, the Career Lab will remain closed. It is unlikely that face-to-face services will return to what they were prior to COVID-19 so Job Training Center staff may work remotely for a while. Enhanced virtual services have been created like hiring events and resume/interviewing workshops.

COVID-19 business information was emailed to the Board and is also available on the Job Training Center website. There are many concerns related to the economic prosperity of small businesses in Anoka County.

Michael Thews shared that some employees on unemployment and receiving the \$600 bonus until the end of July don't want to come back to work because getting more money on unemployment than working. If employees are offered to come back to work and don't, their unemployment would end.

Terry Hart stated they are seeing a lot of innovation during this time of approaching work differently in different times. New protocols are in place and everyone is looking to open up the economy with new innovative ways to doing business for construction, manufacturing etc.

Theresa Zingery noted that Adult Basic Education instructors have really come up with innovative ways to teach to their students. This is very challenging for the lower level learners who are lacking skills in technology or have no equipment or internet.

VI. Funding Updates – Nicole Swanson

No details have been received for funding allocations. Different waivers have been developed for state and WIOA programs, taking into consideration the work requirements and performance measures. State programs related to public assistance like SNAP, DWP and MFIP have received programming waivers. More information will be available in the months to come.

VII. OTHER BUSINESS

A full board meeting will be held on May 7th via Web Ex. Nicole will work on an invitation and posting, the budget will be presented in June.

ADJOURN

MOTION by Michael Thews to adjourn. Seconded by Theresa Zingery.

UPON A VOICE VOTE, ALL VOTING AYE, CHAIR BARNES DECLARED THE MOTION CARRIED AND THE MEETING ADJOURNED AT 8:33 A.M.

**Program Year 2020-21 Local Youth Plan
PY20 Workforce Innovation and Opportunity Act (WIOA) Youth formula funds
and SFY 21 Minnesota Youth Program (MYP)**

Annual Plan:

Local Workforce Delivery Areas are required to submit to the Department of Employment and Economic Development (DEED) annual plans to secure funding to deliver WIOA and MYP program services. Plan documents are due to DEED by April 30, 2020.

Budget:

DEED has not received allocation information from the Federal Department of Labor for WIOA or MYP however local plan narratives need to be completed at this time.

Plan Overview:

The plan outlines the local area's key service elements for Minnesota Youth Program (MYP), In-School Youth (ISY) and Out-of-School Youth (OSY) for individuals ages 14-24 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. It is the responsibility of the Standing Youth Committee to assure that the youth strategies align with the overall vision of the local board to reduce racial inequities, reduce homelessness and increase education and work experience leading to a high skilled workforce which will contribute to the success of businesses in our community.

The plan also focuses on partnerships to decrease high school dropout rates and racial inequities; prevent homelessness; and improve outcomes for justice involved offenders, youth aging out of foster care and youth with disabilities. These partnerships include the YMCA, Hope4Youth, Hope Place, Anoka County Juvenile Corrections, Anoka County Foster Care Unit, Vocational Rehabilitation Services, TRIO, Metro North Adult Basic Education, Job Corp, Stepping Stone Shelter and local secondary, transitional, charter and alternative schools. The goal is to leverage resources and opportunities that help young people who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce by empowering them to achieve skills, gain knowledge and confidence resulting in educational, workplace and personal success.

Best practices include the Career Connections Career Pathways model such as Health Care, Manufacturing, Business Services and other successful training initiatives and our partnership with Hope Place, serving youth in transitional housing and the continued efforts with youth receiving TANF and/or SNAP services. Continued initiatives and projects include: Youth at Work and PRE-ETS as a Disability outreach initiative and Anoka Works Internship opportunities. Expanded focus for the upcoming year includes financial literacy, work based learning through internships at various existing and new employer partners, sector-based camps in healthcare and business as well as weekly youth drop-in service hours at CareerForce in Blaine.

Since March 17, 2020, virtual career services for the public have been implemented to provide career counseling assistance, job placement assistance and support with interviewing, resume development and resource and referrals. Youth drop-in services were made available on virtual continuum using phone, text messaging, social media and community drop boxes. The safety of staff and those we serve is critical during this pandemic and services need to be flexible and meet the needs of the young people and employers we serve.

Performance Goals

WIOA Youth Performance Measure	PY 2017 (ACTUAL)	PY 2018** (ACTUAL)	PY 2019 (GOAL)	PY 2020 (PLANNED)	PY 2021 (PLANNED)
Employment/Training 2nd Quarter After Exit: The percentage of WIOA Young Adults who are in education or training activities, or in unsubsidized employment, during the second quarter after exit.	74.2%	79.5%	67.0%	TBD	TBD
Employment/Training 4th Quarter After Exit: The percentage of WIOA Young Adults who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit.	71.6%	76.5%	62.5%	TBD	TBD
Credential Attainment:	49.7%	65.3%	47.4%	TBD	TBD
Median Earnings: The median earnings of program participants who are in unsubsidized employment during the second quarter after exit.	\$3,524	\$3,984	Baseline	TBD	TBD
Measurable Skills Gain: The percentage of participants enrolled in an education or training program who attained a recognized postsecondary credential or a secondary school diploma during participation in or within one year after exit.	44.1%	45.6%	Baseline	TBD	TBD
* A participant who attained a secondary school diploma also needs to be employed or enrolled in postsecondary training within one year after exit.					

Note: TBD – To Be Determined

Program	Plan to Serve	Youth Served
MYP Program Year (7/1/19 – 6/30/20)	140	210 (to date)
WIOA IS (4/1/19 – 3/30/20)	10	14
WIOA OS (4/1/19 – 3/30/20)	60	40

Minnesota Job Skills Partnership Request
Requests for Supplemental Funding to Serve Small Layoffs
June 15, 2020 MJSP Board Meeting

Purpose:

Dislocated Worker providers are encouraged to request supplemental funding to serve individuals impacted by small layoffs when local participant demand outpaces available funding. This policy establishes the criteria which will be used by the MJSP Board when evaluating the merits of requests for additional small layoff funding. Supplemental funding requests will be available to both providers and the Small Layoff Independent Grant recipients (SLIGs).

Relevant Laws, Rules, or Policies

[Dislocated Worker statutes in Minnesota Statutes 116L.17](#)

[Minnesota Job Skills Partnership authority throughout Minnesota Statutes 116L](#)

Request:

\$150,000 to serve a minimum of 35 individuals

Background:

Providers requesting additional funding to serve individuals impacted by small layoffs must provide sufficient justification for their request and must use the additional funding in accordance with their justification. A key component of the justification should demonstrate the increased demand for services in the local area, and how the requested funding will best meet these needs. Department of Employment and Economic Development staff will verify the appropriate use of this funding and will report on it at future meetings. Requests must be received by DEED staff at least 30 days prior to the Board meeting date.

Procedure:

The following criteria will be used by the Minnesota Job Skills Partnership (MJSP) Board when evaluating the merits of requests for additional small layoff funding. A provider does not need to meet or exceed all criteria in order to request supplemental funding, however the Board may choose to not approve supplemental funding for providers who cannot demonstrate sufficient need.

Requests need to address the following statutory requirements:

- the number of substantial layoffs to date, notices of substantial layoffs for the remainder of the fiscal year
- evidence of declining industries
- the number of permanently separated individuals applying for unemployment benefits by workforce development area, and
- the number of individuals exhausting unemployment benefits by workforce development area.

DEED's policy and requirements can be found at

<https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=524>



Dislocated Worker Program Local Policy Eligibility Verification for the Self-Employed Applicant (draft: 04/27/2020)

Purpose: Define “self-employment” to accurately and consistently determine eligibility for the state and/or federal WIOA dislocated worker programs administered in Anoka County by the Job Training Center (ACJTC).

Per DEED’s policy on eligibility and priority of service (updated 08/09/2018), a self-employed individual “was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. This includes individuals working as independent contractors or consultants and as such are not technically employees of a firm”.

Further defined by ACJTC’s Local Policy, the applicant may be asked to provide proof of termination of the business or leaving the enterprise permanently by one of the documents below (unless they are applying under #5 – which cites the documentation required).

1. Letter from business/owner, or published media article, stating failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products and services.
2. Letter from business/owner, or published media article, stating failure of one or more businesses from which the self-employed individual supplied a substantial proportion of products and services.
3. Published media article stating substantial layoff(s), from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of relevant state or local economy, which has/have resulted in general economic conditions that caused the self-employed individual to be unemployed or lose substantial income.
4. Well known natural disaster or public health threat in the community in which the individual resides (there could be media reports documenting this), which has/have resulted in general economic conditions that caused the self-employed individual to be unemployed or lose substantial income.
5. For those in a transition period as a result of prolonged effort to save the business or farm, we are requesting the most recent 3 years’ worth of tax documents showing a decline in earnings. The individual need not be removed from the enterprise, nor must he or she necessarily be in bankruptcy or foreclose proceedings.

The individual needs to be actively seeking employment and no longer pursuing self-employment to secure 80% or better of their previous earnings (based on one or more of the following):

- IRS Form 1040-ES
- 1099 Tax form (for proof of contracted wages)
- Unemployment Insurance Documentation



COVID-19 Resources for Businesses

This document will be updated with the latest information and redistributed accordingly. Business Resources will also be updated daily on the **Anoka County Regional Economic Development website**:

<https://www.anokacountysuccess.org/covid-19-anoka-county-business-resources/>

Contact Jacquell Hajder, Anoka County Economic Development Specialist for any questions on the following resources. Jacquell.Hajder@co.anoka.mn.us 612-358-8925

GETTING BUSINESS REOPENED

A framework for safely returning to work

Thursday April 23rd, Governor Tim Walz reviewed a framework for evaluating when it is safe to reopen a variety of workplace, social, and educational environments in Minnesota. As part of that framework, he issued Executive Order 20-40, which provides a limited first step in the process of safely returning to work, beginning only with workers at non-Critical Sector industrial, manufacturing and office-based businesses that are non-customer facing – allowing around 20,000 businesses and roughly 80,000 – 100,000 workers to go back to work beginning on Monday, April 27. <https://mn.gov/deed/newscenter/covid/safework/>

In order to reopen, EO 20-40 requires these business to do three things:

1. Create and share with their employees a COVID-19 Preparedness Plan that explains the actions they are taking to ensure social distancing and keep workers safe. The Department of Labor and Industry has created a template plan, which is optional for businesses to use as a starting point.
2. Engage in health screening of employees each day at arrival
3. Continue to use telework whenever possible

DEED is looking for feedback from businesses and workers about how to implement social distancing practices in their workplaces – and if you have ideas, we encourage you to submit them [here](#).



Working With People To Improve Lives

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WORKFORCE ASSISTANCE

DEED – Unemployment Insurance Information for Employers

On March 16, Governor Walz issued an executive order ensuring workers affected by COVID-19 have full access to unemployment benefits. The order also relieves taxpaying employers of benefit charges associated with COVID-19. This means a company's unemployment tax rate will not increase if your workers collect unemployment benefits due to COVID-19. If your workers apply for unemployment benefits, DEED will let you know. More information about Unemployment Insurance for employers: <https://www.uimn.org/employers/employer-account/news-updates/covid-19.jsp>

For employees not covered by unemployment insurance – both the State and Federal government are working on alternative assistance options. More information to come.

DEED – Pandemic Unemployment Insurance Information for Employers

For employees that were not traditionally covered under traditional unemployment insurance are advised to now apply for Pandemic Unemployment Insurance (PUI). Apply online here: https://www1.uimn.org/ui_applicant/applicant/login.do

DEED – Rapid Response

Employers planning a closure or major layoffs as a result of the coronavirus can get help through the Rapid Response program. Rapid Response teams will discuss your needs with you, help avert layoffs if possible, and provide services to assist workers facing job losses. For more information, visit [DEED's Rapid Response](#) page or call 1-866-213-1422
<https://mn.gov/deed/business/starting-business/management-basics/considering-layoff.jsp>

DEED – Shared Work – Alternative to Layoffs

Employers experiencing a slowdown in their businesses or services as a result of the coronavirus impact on the economy may apply for the Unemployment Insurance Shared Work Program. This program allows employers to seek an alternative to layoffs - retaining their trained employees by reducing their hours and wages that can be partially offset with UI benefits. Workers of employers who are approved to participate in the Shared Work Program receive the percentage of their weekly UI benefit amount based on the percentage of hours and wages reduced, not to exceed 60 percent. Visit [Shared Work Program](#) to learn more:
<https://www.uimn.org/employers/alternative-layoff/index.jsp>

Anoka County Dislocated Worker Program – For permanent layoffs

Our Dislocated Worker program offers free services to help individuals find suitable employment and help take the stress and uncertainty out of the process. Workers may be eligible for this program if they are out of work through no fault of their own, are eligible for unemployment insurance, and are unlikely to return to your previous occupation or industry.
<https://anokacounty.us/dw>

BUSINESS FUNDING

SBA Loan Payment Deferrals

The CARES Act passed provides a 6-month debt forgiveness to the borrower for all 504, 7a, Community Advantage, Microloan borrows and Disaster Loans from the SBA.

DEED Small Business Emergency Loan Program

Note this fund is no longer taking applications unless there are additional appropriations

DEED is offering emergency loans for small businesses that closed directly or indirectly from the Governor's Executive Orders 20-04 & 20-08 to prevent the spread of COVID-19. Qualifying businesses are eligible for loans from \$2,500 to \$35,000. Loans are zero interest, must be paid back monthly over five (5) years and the first payment will be deferred six (6) months with potentially partial forgiveness.

<https://mn.gov/deed/business/financing-business/deed-programs/peacetime/>

DEED Small Business Loan Guarantee Program

This loan program helps employers that may not have been eligible under the DEED Small Business Emergency Loan Program. DEED is not the lender, but it will work with lenders throughout the state to use the loan guarantees to support small business loans. These loan guarantees will facilitate loans for a variety of purposes and can be subordinate to other financing. Allowable loan uses must be exclusively in Minnesota and include machinery or equipment purchases, maintenance, or repair; expenses related to moving into or within Minnesota; and working capital when the working capital is secured by fixed assets when possible.

The program will provide an 80% guarantee up to a maximum of \$200,000, therefore the maximum loan amount in the loan guarantee program would be \$250,000. The program is only employers with less than 250 employees are eligible.

<https://mn.gov/deed/business/financing-business/deed-programs/loan-guarantee/#2>

Entrepreneur Fund

Businesses with a current EF loan can sign up for a free consulting session as a starting point. Additionally, the Entrepreneur Fund has developed the [Small Business Relief Fund](#) to support businesses in our region hard hit by the Coronavirus pandemic. Funding will allow EF to provide financial grant assistance to business owners who are facing significant challenges but do not qualify for local, state or federal relief.

Find out more at <https://www.entrepreneurfund.org/entrepreneur-fund-approach-to-covid-19/>

Bank Loans

A majority of banks or credit unions have established new loan programs or are offering laxer repayment options on existing loans for both personal and business loans. Contact a local bank partner to see what assistance is available. The American Bankers Association has pulled together a list of banks that are offering special assistance at this time. This is updated daily.

<https://www.aba.com/about-us/press-room/industry-response-coronavirus#AlphaV>

LISC - Small Business Relief Grants

Applications are now open for the Small Business Relief Grants, which are part of LISC's Rapid Relief & Recovery Fund programs. These programs help businesses deal with immediate financial impact due to the pandemic. Applications must be completed by Tuesday, April 28th, at 11:59 p.m ET (10:59 p.m. CT). Grants will be made to qualified businesses and based on accurate and complete submission and verification of required documentation.

<https://www.research.net/r/LISCreliefgrant>

*****Both the SBA EDIL & Paycheck Protection Funds are in high demand and continue to need additional appropriations. Talk to a local banker and check back on the SBA website for the latest info.*** <https://www.sba.gov/disaster-assistance/coronavirus-covid-19>

***** To check the status of an application that was submitted and not funded for either program contact: disastercustomerservice@sba.gov | 800-659-2955 or Minneapolis.mn@sba.gov 612.370.2324***

SBA Paycheck Protection Program

The purpose of the Paycheck Protection Program is to help employers with less than 500 employees retain employees, at their current base pay. Loans can be used for payroll expenses from Feb 15, 2020 - June 30th, 2020. If employers keep all employees, the entirety of the loan will be forgiven. If an employer keeps a portion of employees, the loan forgiveness will be reduced by the percent decrease in the number of employees. The amount any small business is eligible to borrow is 250 percent of their average monthly payroll expenses, up to a total of \$10 million.

SBA - Small Business Loans

The U.S. Small Business Administration (SBA) is offering low-interest federal disaster loans for working capital to small businesses suffering substantial economic injury as a result of Coronavirus (COVID-19). This program is for small businesses and most non-profit organizations that have suffered directly by this disaster. Find out more by visiting DisasterLoan.sba.gov

There is no cost to apply and no obligation to take the loan if approved. Please contact our Northeast Minnesota SBDC consultants for assistance with the application process if needed. They can be contacted directly or by signing up for service at www.nesbdc.org

Additional Grants

Many corporations and non-profits have developed grant programs to assist companies affected by COVID-19. Contact Jacquell Hajder for a full list of grant options for businesses.

ADDITIONAL RESOURCES

U.S. Department of Labor

Workplace safety; wages, hours and leave; and more: <https://www.dol.gov/coronavirus>

Fair Labor Standards Act Questions and Answers:
<https://www.dol.gov/agencies/whd/flsa/pandemic>

Family and Medical Leave Act Questions and Answers:
<https://www.dol.gov/agencies/whd/fmla/pandemic>

Health Insurance Options for Laid-off Workers: <https://www.uimn.org/applicants/help-support/comm-organizations/healthcare.jsp>

- Anytime a Minnesotan loses health coverage, including employer-sponsored coverage, they are eligible to enroll in coverage through MNsure via a special enrollment period for the 60 days following the loss of coverage. (Details [here](#).) Additionally, if someone is eligible for Medical Assistance or MinnesotaCare, enrollment is available at all times, regardless of when they might have last had coverage. (Details [here](#).)

TAX RELATED INFORMATION

U.S. Treasury Department

The Treasury Department and IRS are extending the due date for Federal income tax payments due April 15, 2020, to July 15, 2020, for payments due of up to \$10 million for corporations and up to \$1 million for individuals – regardless of filing status – and other unincorporated entities. Associated interest, additions to tax, and penalties for late payment will also be suspended until July 15, 2020. [Visit IRS.gov/coronavirus](https://www.irs.gov/coronavirus)

The State of Minnesota has also extended the state tax payments due April 15, 2020 to July 15, 2020.

Minnesota Department of Revenue –

The State Revenue Department is deferring the collection of Sales Tax payments due on March 20, 2020, with no late fees or penalties.

<https://www.revenue.state.mn.us/our-response-covid-19>

CARES ACT

The Cares Act offers financial relief to employers, individuals and real estate establishments.

- To view the full bill, please visit the following website:
<https://www.congress.gov/bill/116th-congress/senate-bill/3548/text?q=product+update>
- Anoka County Regional Economic Development has key sections uploaded on their website as well: <https://www.anokacountysuccess.org/covid-19-anoka-county-business-resources/>

OTHER RESOURCES:

MCCD & Open to Business

Free Technical Assistance and loans for start-ups or Businesses in Anoka County

Carrie Mikkonen – 763-438-7315 cmikkonen@mccdmn.org

Chamber of Commerce

Minnesota Chamber of Commerce Toolkit – available to both members and non-members: <https://www.mnchamber.com/blog/covid-19-business-toolkit>

Additional to the State Chamber, many of your local chamber partners are promoting businesses that are still open with revised services – or providing additional support during this time of crisis.

- **MetroNorth Chamber of Commerce**– (Blaine, Ham Lake, Coon Rapids, Lino Lakes areas)
Business resource page: <https://www.metronorthchamber.org/>
Facebook page: <http://www.facebook.com/MetroNorthCares>
- **Anoka Area Chamber** (Anoka, Ramsey, Nowthen, Oak Grove, Coon Rapids Area)
<https://www.anokaareachamber.com/>
- **East Bethel Chamber of Commerce**
<https://www.eastbethelchamber.com/>
- **Forest Lake Area Chamber of Commerce (Forest Lake, Columbus areas)**
<https://forestlakechamber.org/> - Join their business resources call
- **Ham Lake Chamber of Commerce**
<https://www.hamlakeareacc.org/>
- **Quad Area Chamber** (Circle Pines, Centerville, Lino Lakes and Lexington areas)
<https://www.quadareachamber.org/>
- **St Francis Area Chamber of Commerce**
<https://www.stfrancischamber.org/>
- **Twin Cities North Chamber** (Fridley, Spring Lake Park, Columbia Heights, Blaine areas)
<http://www.twincitiesnorth.org/>

Minnesota Department of Labor and Industry - Info relative to the trades, license exams and workers compensation. <https://www.dli.mn.gov/updates>

Center for Disease Control and Prevention – planning guides for businesses:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA - Guidance on Preparing Workplace for COVID-19:
<https://www.osha.gov/Publications/OSHA3990.pdf>

EEOC - Pandemic Preparedness in the Workplace and the Americans with Disabilities Act:

https://www.eeoc.gov/facts/pandemic_flu.html

Central hub where individuals and families can access information on finding food, paying housing bills, or other essential services: Dial **2-1-1**, 651-291-0211 or 1-800-543-7709 or Text 'MNCOVID' to 898211

MN DEED Homepage for COVID-19 Resources

<https://mn.gov/deed/newscenter/covid/>

Region 4 Metro Workforce Directors' Report

Time period: March-April 2020

Local and Regional Planning and Communication

- Weekly metro director calls on COVID-19 planning, program impacts, best practices and resources.
- Youth participant's (state or federal) time commitment, payment structure, and/or other academic or work terms and continue to pay the participant for the remainder of the established term.
- Metro Area Virtual Services Employer Response Task Force (see attached).
- Discussions with DEED on CareerForce virtual services such as workshops and hiring events and advised on local and regional needs and priorities.
- Local and Regional plans now delayed until April 2021 – need to include COVID-19 integration planning.
- Developed health and safety cost estimate for CareerForce locations, identified items needed for reopening locations, submitted to DEED on 4/21/20.
- Finalized Transportation Solutions Program expansion launch, May 1, 2020.

Policy

- Participated in 2x/weekly DEED Economic and Workforce Development calls.
- Participated in 2x/weekly DEED Community calls.
- Jobs and Economic Development Legislative Committee 4/16 meeting and impacts on local boards and dislocated worker funding needs. Executive Director of MAWB, Jeanna Fortney testified on the effect the pandemic will have on performance; ability to quickly adapt to virtual services; local boards are well-positioned to implement new resources given our statewide presence; requested Workforce Development Fund remain dedicated to serving dislocated workers; strategizing to handle influx of dislocated workers in the coming months. Provided Committee with follow up information regarding local boards dislocated worker funding needs and efforts to diversify membership
- GWDB (Governor's Workforce Development Board) sending letter to Department of Labor and the MN delegation on suspending PY20 performance negotiations.
- MAWB and MESC (Minnesota Employment Services Coalition) suggestions sent to DEED/DOL for program, policy and performance waivers and/or hold harmless agreements (see attached).

Operations

- MAWB and metro director conversations related to service adjustments related to COVID-19, Career Lab reopening procedures and virtual services and enhancements.
- Statewide National Emergency Grant and Disaster Relief application being finalized for Department of Labor.
- MAWB motion to DOL to suspend performance standards due to COVID-19 for PY19, PY20 and PY21.



Hennepin-Carver



Transportation Solutions

*A partnership between Anoka County & Anoka County
Community Action Program*



Anoka County
JOB TRAINING CENTER



Need assistance with car repairs, insurance or vehicle registration and don't know where to turn?

- ✓ ***Up to \$700 in grants may be available***
- ✓ ***Grants do not need to be paid back***
- ✓ ***No car repair estimate needed***

Program Requirements:

- Anoka County Resident
- Meet low income guidelines
- Verified Employment, unless disabled, Senior (55+), or county Employment & Training client
- Valid MN Driver's License
- Vehicle in applicant's name
- Proof of insurance (for repairs)
- Costs don't exceed car's value
- Grants must be pre-approved
- One-time assistance
- Dependent on funding

*Assistance is NOT available for non-running vehicles, transmissions, engines and other major repairs.

Applications available at:

Blaine Human Service Center
1201 89th Ave NE, Suite 235
Blaine, MN 55434

or

www.anokacounty.us/jtc

Need more information?

Contact Irina Astashinsky
Transportation Coordinator
763-324-2318

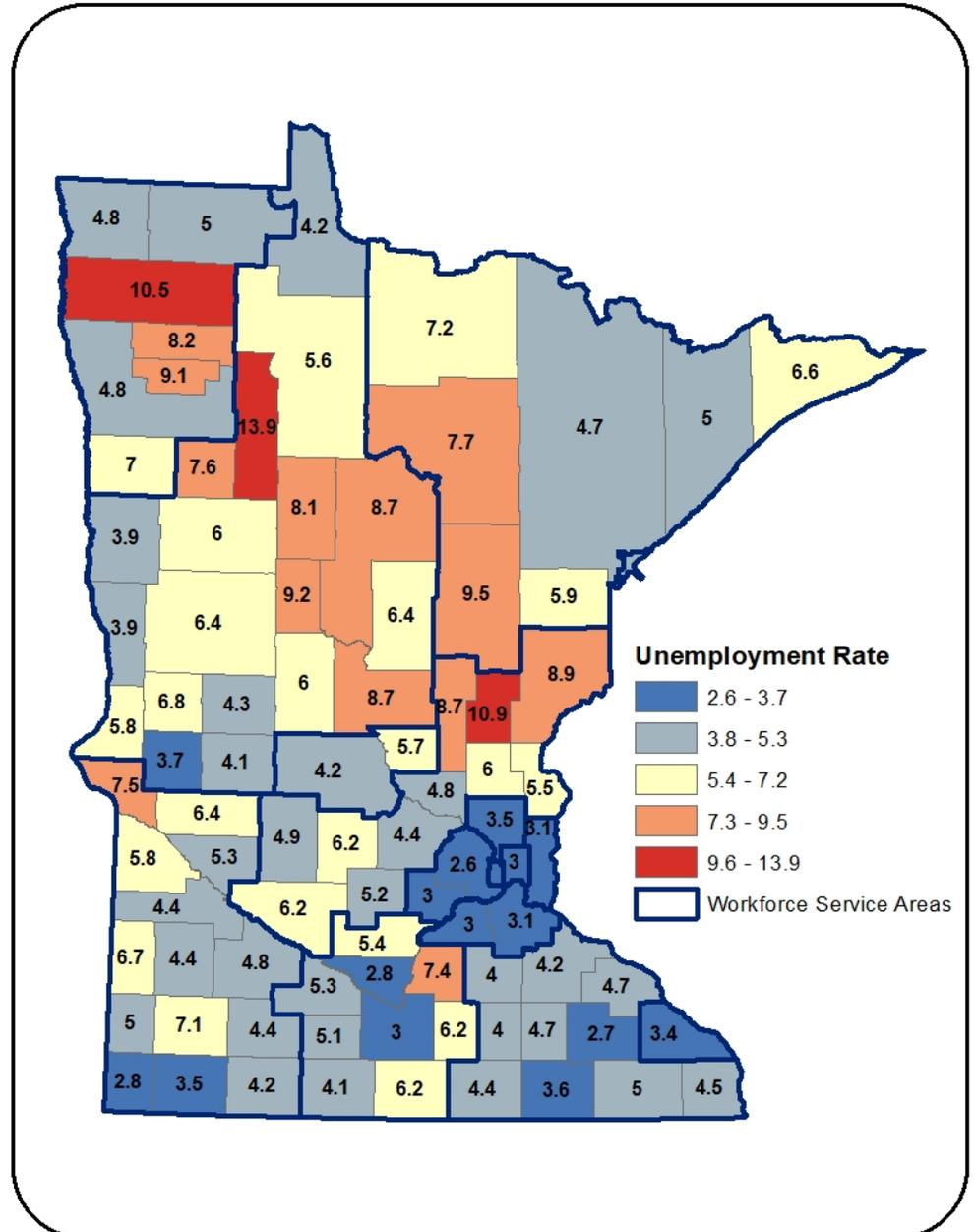
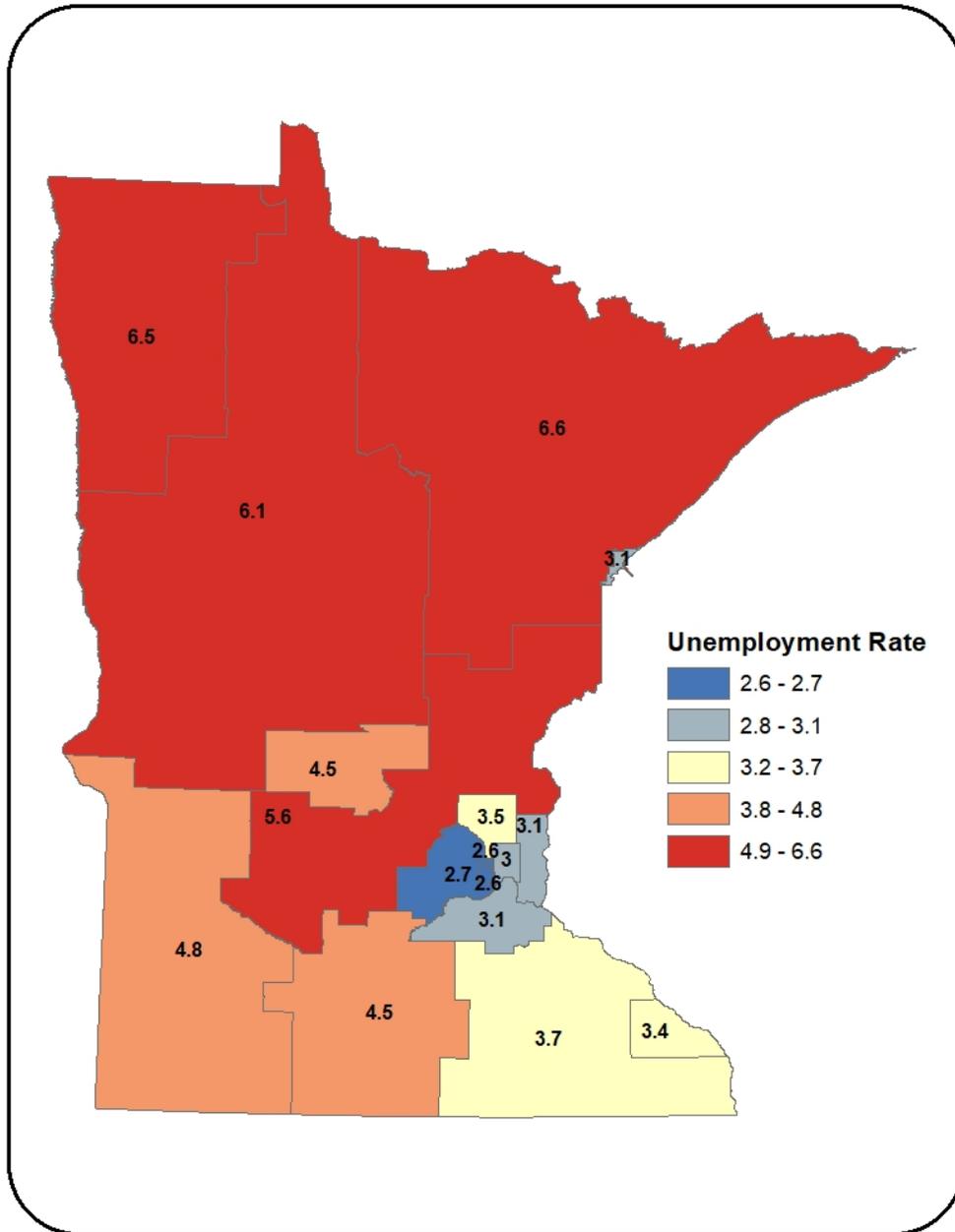
Irina.Astashinsky@co.anoka.mn.us

Anoka County is an Equal opportunity employer/service provider.

For accessible formats of this publication, call 763-324-2300, or your preferred relay service.

Unemployment Rates in Workforce Service Areas and Counties, Jan 2020

State of Minnesota = 3.9% (not seasonally adjusted)



Source: MN DEED, LAUS
Prepared by DEED (ABR)
Mar 16, 2020

