



NORTHWEST PRIVATE  
INDUSTRY COUNCIL, INC.  
WORKFORCE DEVELOPMENT BOARD

1301 Highway One East  
Thief River Falls, MN 56701  
Phone/TTY (218) 683-8074 • Fax (218) 683-5461  
[www.nwpic.net](http://www.nwpic.net)

Serving the Counties of: Kittson, Marshall, Norman, Pennington, Polk, Red Lake & Roseau

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June 8, 2018

Jeremy Hanson Willis  
Deputy Commissioner, Workforce Development  
Minnesota Department of Employment and Economic Development  
1st National Bank Building, 332 Minnesota St., Suite E200  
St. Paul MN 55101

Re: Updates to Local Plan for LWDA #1

Dear Mr. Hanson Willis,

In response to the guidance memo dated February 28, 2018, please consider this letter as the update to the Local Plan for Local Workforce Development Area #1. The Northwest Private Industry Council – Workforce Development Board and the Local Elected Official Joint Powers Board have conducted a review of the local plan first submitted to DEED in May 2016, and updated on October 14, 2016.

Attached to this letter you will find updates to our local plan. This document was posted for public review and comment on the NWPIC website ([www.nwpic.net](http://www.nwpic.net)) on Wednesday, April 11, 2018. We did not receive any public comments during the 30 day comment period. The plan was reviewed and approved by the Local Elected Official Board on Tuesday, June 5, 2018, and by the Workforce Development Board on Thursday, June 7, 2018.

During the public comment period we received information from you in the form of a guidance memo dated May 2, 2018, regarding changes to the State goals. Your letter informed us that the Governor's Workforce Development Board and Governor Dayton have approved changes to the WIOA MN State Combined Plan. These changes include adding gender equity to the two goals and adding analysis of sub-racial groups to aid in addressing racial disparities.

Given these changes to the State Plan, we will work with our local service provider and system partners to evaluate and identify local opportunities to enhance the provision basic career services with specific information on how non-traditional occupations for gender based inequities. We understand that the promotion of non-traditional occupations is a required career service under WIOA and that this work should be expanded upon to address this change in the State Plan goals. Ensuring that implementation of this goal is truly system-wide will take additional time, however, work toward this goal will be a focus in the coming months.

The NWPIC Board is happy to engage in further discussions with DEED leadership regarding the next steps in the approval of the local plan at the state level.

Thank you for your continued partnership in providing important, relevant, and timely services and guidance to employers and job seekers in Northwest Minnesota.

Sincerely,

A handwritten signature in blue ink that reads "Kristine Anderson". The signature is fluid and cursive, with the first name being more prominent.

Kristine Anderson  
Executive Director, NWPIC

cc: Rick Roy, May Thao-Schuck, Dave Nierman

Enclosed: LWDA #1 Local Plan Updates

*The following information is intended to supplement the local plan currently in place for the seven counties of local workforce development area #1. The original plan is available online: [https://mn.gov/deed/assets/rwda1-lwda1\\_tcm1045-274668.pdf](https://mn.gov/deed/assets/rwda1-lwda1_tcm1045-274668.pdf)*

## **SECTION B: LOCAL PLAN**

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

Northwest Private Industry Council - Workforce Development Board has designated two new sites as Affiliate Workforce Centers in our local area.

On March 17, 2017, our Board received a letter from Bonny Stechmann, Area Manager for DEED. In this letter and accompanying documentation and information, Ms. Stechman requested that the Board certify the Crookston Job Service office as an Affiliate Workforce Center. She noted the county demographics, the existing co-location of TANF, WIOA Title I and ABE partners at the location and its ability to provide an array of employment related services.

On April 6, 2017, the Executive Committee of the NWPIC reviewed Ms. Stechman's letter and engaged in a robust conversation about the request for Affiliate WFC designation. At that time, committee members also discussed services available and co-located in Roseau County and expressed that it was important to also consider designation of that site as an affiliate site as well. Much of the discussion related to this decision centered around the ability to more effectively inform the public about the available services on the DEED web site, given the large geographic area that our local area encompasses. The Committee decided to forward a unanimous recommendation to the full NWPIC board for their consideration to designate both Crookston and Roseau as affiliate sites, provided that partner agencies would use MOUs rather than full Cost Allocation Plans to determine space costs.

On June 23, 2017, the full NWPIC Board met and endorsed the executive committee's recommendation. On June 27, 2017, the NWPIC Board sent a letter to DEED outlining this decision.

Attachment F has been updated to reflect the addition of the Roseau and Crookston sites as Affiliate Workforce Centers

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

Service provider partners from DEED Job Service, Vocational Rehabilitation and ICCO coordinate the scheduling and connectivity of the physical sites as part of their consortium One-Stop Operator duties.

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

On March 3, 2017, the NWPIC issued a Request for Proposals for a One-Stop Operator. The notice was published statewide, on the [www.nwpic.net](http://www.nwpic.net) website, and an notice was published in each of the official newspapers in our seven county local area. With deadline of April 7, 2017, only one proposal was received as a result of this solicitation: a consortium proposal from ICCC, DEED Job Service and Vocational Rehabilitation. Following a review by a separate OSO committee, on June 23, 2017, the Board voted to enter into contract/MOU discussions with the consortium partners as the One Stop Operator. A Memorandum of Understanding was finalized and signed by OSO Consortium partners and Workforce Center partners in November 2017.

After receipt of further guidance on OSO procurement procedures, the NWPIC Board voted on February 1, 2018, to again issue a Request for Proposals for a One-Stop Operator. This decision was done on the basis that the original RFP in 2017 did not include a dollar amount available estimated for services, but rather asked those submitting a proposal to indicate a budget needed for services. The original decision was made on the basis that it was a new WIOA requirement, however, the Board was advised to correct this technical aspect and so again notice was made on a statewide level as well as publication notices in each of the official county newspapers in our seven county local area. The deadline for submitting a letter of intent was February 28, 2018. Only the current consortium partners submitted a letter of intent. The deadline for submission of full proposals was March 12, 2018. The Board did not receive additional proposals or contact regarding the OSO. The Board will consider future contracts with the consortium at its regular meeting On April 5, 2018.

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

In the 2016 plan, it was indicated that a recently introduced strategy was the offering Job Search Workshops at public libraries on Saturdays. Due to the lack of attendance and staffing reductions, these classes are no longer offered.

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

The strategic work continues and has been integrated into our regional efforts of identifying business sector champions. The NWPIC Board is considering a board retreat in the second half of 2018 to engage in more formal strategic planning efforts.

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

A Workforce Partner MOU was developed and is currently in place with all required WIOA partners. The MOU includes methods of referrals and includes our OSO agreement. In order to separate these agreements, the Board and the partners will be executing a new MOU in the next several months.

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

The strategic work continues and has been integrated into our regional efforts of identifying business sector champions. The Local Board is considering a board retreat in the second half of 2018 to engage in more formal strategic planning efforts.

**13. 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.**

In the 2016 plan, two efforts surrounding career pathways were highlighted: the NCTC Manufacturing Certificate Program for New Americans and the Health Care Career Pathways Working Group.

The first offering of the NCTC Certificate Program for New Americans was a 17-week program, with 153 hours of instruction and was coordinated by Northland Community and Technical College as part of a larger Department of Labor TAACT grant. There was limited number of participants in this first cohort and several changes were implemented for fall of 2017. Future sustainability with limited class sizes is a major concern in our rural area. It is anticipated that the development of additional “on-ramp” services are needed for this client population to be able to obtain the necessary entrance levels to be able to enroll in post-secondary courses. With the tight labor market, many employers will hire those who obtain the basic skills without requiring further education.

Additional outreach to New American population has also occurred by local the DEED Job Service office who provides Employment Services to MFIP/DWP/SNAP participants under contract with local counties, including Polk County Social Services. In Polk County, especially in the East Grand Forks area, there is a large number of recipients who speak Somali, Arabic, and Swahili. DEED Job Service has recently hired a new Community Liaison Representative to work in their East Grand Forks office to provide intensive services to those clients receiving public assistance. The newly hired staff person speaks four languages including Somali, Arabic, Swahili, and English.

Additionally, the Health Career Pathways working group has been integrated into our regional efforts of identifying business sector champions.

**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.**

On April 19, 2018, the Board and DEED are planning a Workforce Solutions Roundtable event to showcase and highlight best practices and other funding opportunities available for employers to assist with workforce related issues. This event is being co-sponsored by several area Chamber of Commerce groups and regional economic development commissions.

**22. 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.**

From the 2016 plan, “The Wagner Peyser program also provides services to businesses with a half-time Business Services Representative (BSR) assigned to the Northwest LWDA. The goal of the BSR(s) is to contact businesses in the key industry sectors identified in state and local plans, help the business solve their workforce issues, and promote job openings to job seeking customers in the WorkForce Centers.”

Since the 2016 local plan was presented, the Business Service Representative (BSR) positions were eliminated statewide by DEED. Instead, DEED has hired Angele Hartell as our Regional Workforce Strategy Consultant. Ms. Hartell has been a welcome and timely resource in the Board’s efforts to facilitate and engage employers in in-demand industry sectors and workforce development programs, including assistance with the Regional plan implementation and local efforts and events describe in #14 above. In just a few months, Ms. Hartell has been instrumental in development of an employer toolkit for ex-offenders, sharing employer resources, planning and preparation of regional meetings and other plan items, and the upcoming employer engagement event on April 19, 2018. Her work and commitment to quality have been greatly appreciated by NWPIC staff and board members.

**29. Describe the process used by the local area board to provide opportunity for public comment, including comment by representatives from businesses and comment by representatives of labor organizations; and input into the development of the local plan, prior to submission of the plan.**

It is anticipated that on or about April 11, 2018, this draft of the local plan updates will be made available to the public via a PDF accessible file on our website. Comments will be accepted until May 12, 2018.

All comments received will be considered at a meeting of the executive committee of the NWPIC Workforce Development Board in May 2018. It is anticipated that the executive committee will consider the comments received and approve the final plan for submission to the state by the deadline of May 31, 2018:

**LEGAL NOTICE: Public Review and Comment Notice**

April 11, 2018 – Updates to the Northwest Private Industry Council Program Years 2018 & 2019 Local Plan is now available for a thirty (30) day public review and comment period. The WIOA Local Plan can be viewed in hard copy version at the Thief River Falls Workforce Center, located at 1301 Hwy 1 East in Thief River Falls or electronically at <http://www.nwpic.net>.

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Obama on July 22, 2014. WIOA seeks to more fully integrate systems to better serve employers and job seekers. Under WIOA the Northwest Minnesota Workforce Development Board is required to submit a local plan to the State of Minnesota.

Anyone wishing to comment on the local plan must submit written comments by no later than May 12, 2018. The comments and ideas received will be used to develop the final local program plan and submitted to the State.

For more information or for questions on the public review and comment process you may contact: Kristine Goddard-Anderson at [kanderson@nwpic.net](mailto:kanderson@nwpic.net) or 218-683-8074. All comments that represent disagreement with the plan will be shared with the Minnesota Department of Employment and Economic Development upon final submission.

## SECTION C: PROGRAM OPERATIONS

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

This attachment has been updated and is attached.

## SECTION D: SYSTEM OPERATIONS AND ATTACHMENTS

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

This attachment has been updated and is attached.

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

This attachment has been updated and is attached.

**SIGNATURE PAGE**

Local Workforce Development Area Name Northwest Workforce Development Area #1

Local Area Board Name Northwest Private Industry Council, Inc.

Name and Contact Information for the Local Area Board Chair:

**Name** Mr. Michael Moore  
**Title** Vice Chair  
**Organization** Representing: Private Sector (Polk)  
**Address 1** 34643 E. Trinity Point Road  
**Address 2** \_\_\_\_\_  
**City, State, ZIP Code** Mentor, MN 56762  
**Phone** \_\_\_\_\_  
**E-mail** mdmoore@gvtel.com

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

**Name** Dr. Joe Bouvette  
**Title** Board Chairperson, Northwest Regional Development Commission (CLEO)  
**Organization** Kittson County Board of Commissioners  
**Address 1** 127 5<sup>th</sup> Street NE  
**Address 2** \_\_\_\_\_  
**City, State, ZIP Code** Hallock, MN 52277  
**Phone** \_\_\_\_\_  
**E-mail** drj@rural-access.com

We, the undersigned, attest that this submittal is the 2018-2019 update to the Program Year 2016 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**

**Chief Local Elected Official**

Name Michael Moore

Name Dr. Joe Bouvette

Title Local Area Board Chair

Title Chair, NWRDC

Signature 

Signature 

Date 6/5/18

Date 6/5/18



## 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.)	Kristine Anderson, Executive Director NWPIC	218-683-8074	<a href="mailto:kanderson@nwpic.net">kanderson@nwpic.net</a>	Local WDB
Equal Opportunity Officer (see section D.3.B.)	Kristine Anderson, Executive Director NWPIC	218-683-8074	<a href="mailto:kanderson@nwpic.net">kanderson@nwpic.net</a>	Local WDB
Program Complaint Officer (see section D.5.B.)	Kristine Anderson, Executive Director NWPIC	218-683-8074	<a href="mailto:kanderson@nwpic.net">kanderson@nwpic.net</a>	Local WDB
Records Management/Records Retention Coordinator (see section D.16.C.)	Kristine Anderson, Executive Director NWPIC	218-683-8074	<a href="mailto:kanderson@nwpic.net">kanderson@nwpic.net</a>	Local WDB
ADA Coordinator (see section D.22.)	Randa Lundmark, Vocational Rehabilitation Area Manager	218-333-8205	<a href="mailto:Randa.lundmark@state.mn.us">Randa.lundmark@state.mn.us</a>	Rolland Root, Regional Manager
Data Practices Coordinator (see section D.22.)	Kristine Anderson, Executive Director NWPIC	218-683-8074	<a href="mailto:kanderson@nwpic.net">kanderson@nwpic.net</a>	Local WDB
English as Second Language (ESL) Coordinator (see section D.22.)	Kirsten Fuglseth	218-681-0900	<a href="mailto:kfuglseth@nw-service.k12.mn.us">kfuglseth@nw-service.k12.mn.us</a>	Northwest Service Cooperative Executive Director

### Official Name of WorkForce Center: Thief River Falls Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Bonny Stechmann	218-683-8060	<a href="mailto:bonny.stechmann@state.mn.us">bonny.stechmann@state.mn.us</a>	Julie Sachs
Job Service Manager	Bonny Stechmann	218-683-8060	<a href="mailto:bonny.stechmann@state.mn.us">bonny.stechmann@state.mn.us</a>	Julie Sachs
Vocational Rehabilitation Services Manager	Randa Lundmark, Vocational Rehabilitation Area Manager	218-333-8205	<a href="mailto:Randa.lundmark@state.mn.us">Randa.lundmark@state.mn.us</a>	Rolland Root, Regional Manager
State Services for the Blind Manager	Steve Larson	218-825-2185	<a href="mailto:Stephen.d.larson@state.mn.us">Stephen.d.larson@state.mn.us</a>	Michael Newman

Local Workforce Development Area Director	Kristine Anderson, Executive Director NWPIC	218-683-8074	<a href="mailto:kanderson@nwpic.net">kanderson@nwpic.net</a>	Local WDB
Adult Basic Education (ABE)	Kirsten Fuglseth	218-681-0900	<a href="mailto:kfuglseth@nw-service.k12.mn.us">kfuglseth@nw-service.k12.mn.us</a>	Northwest Service Cooperative Executive Director

**Official Name of WorkForce Center** Thief River Falls Workforce Center

<b>ROLE</b>	<b>Contact Name</b>	<b>Phone</b>	<b>Email</b>	<b>Reports to (name only)</b>
Carl Perkins Post-Secondary Manager	Tom Leuthner	218.253.4393	<a href="mailto:pine.prairie.coop@gvtel.com">pine.prairie.coop@gvtel.com</a>	Jeralyn Jargo
Adult	John Preuss	218.796.5144	<a href="mailto:jpreuss@intercountycc.org">jpreuss@intercountycc.org</a>	Catherine Johnson
Dislocated Worker	John Preuss	218.796.5144	<a href="mailto:jpreuss@intercountycc.org">jpreuss@intercountycc.org</a>	Catherine Johnson
Youth	John Preuss	218.796.5144	<a href="mailto:jpreuss@intercountycc.org">jpreuss@intercountycc.org</a>	Catherine Johnson

Attachment B

# Northwest Private Industry Council Board Members

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## Private Sector Members (Must be more than 50%)

<u>Name</u>	<u>Representing</u>	<u>Title &amp; Organization</u>	<u>Current Term Began</u>	<u>Term Ends</u>
Mike Moore, Vice Chair	Polk County Private Sector	Publisher, The Thirteen Towns of Fosston, Inc.	7/1/2016	6/30/2019
Tim Hagl, Treasurer	Red Lake Private Sector	Senior Lender/Vice President, Unity State Bank	10/1/2016	6/30/2019
Randy Rakosnik, Secretary	Private Sector; At-Large	Principal, Digital Content Strategy, Digi-Key Corp.	2/2/2016	6/30/2019
Ardell Larson	Kittson County Private Sector	President, Kick'n Up Kountry Music Festival	7/1/2017	6/30/2020
Sally Erickson	Marshall County Private Sector	Employee Benefits Administrator, Ericco Manufacturing	10/1/2016	6/30/2019
Eddie Ramstad	Norman County Private Sector	Owner & President, We've Got Mallie	3/1/2016	6/30/2019
Angela Malone	Pennington County Private Sector	Administrator, Valley Home Assisted Living & Memory Care	7/1/2017	6/30/2020
Jarod Reiersen	Private Sector; At-Large	Manager, Human Resources, Central Boiler	7/1/2017	6/30/2020
Vacant	Private Sector, At-Large		7/1/2015	6/30/2018
Vacant	Roseau County Private Sector		7/1/2017	6/30/2020

*Attachment C*

# Northwest Private Industry Council Board Members

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## Labor, Community Based Organizations and Workforce Partners

	<u>Name</u>	<u>Representing</u>	<u>Title &amp; Organization</u>	<u>Term Began</u>	<u>Term Ends</u>
Labor, Community Based Organizations (Must be 20%)	Vacant	Organized Labor			6/30/2021
	Loren Leake	Organized Labor	Director, NW Area Learning Center	2/6/2018	6/30/2020
	Erik Brekke	Apprenticeship/Organized Labor	Membership Development Representative, Local Union 1426 International Brotherhood of Electrical Workers, AFL-CIO	5/2/2016	6/30/2019
	Catherine Johnson	Community Based Org.	Executive Director, Inter-County Community Council	7/1/2017	6/30/2020
Education	Kirsten Fuglseth	Adult Literacy	Director, Adult Basic Education	7/1/2017	6/30/2020
	Vacant	Higher Education		5/2/2016	6/30/2019
	Sean Ranum	Economic Development	Economic Development Professional and Loan Fund Manager, Northwest Regional Development Commission	2/6/2018	6/30/2019
	Bonny Stechmann	Public Employment Agency	Manager, Job Service & Workforce Development, State of MN (DEED)	7/1/2016	6/30/2019
	Randa Lundmark	DEED Vocational Rehabilitation, State Rehabilitation Agency	Regional Manager, Vocational Rehabilitation, State of MN (DEED)	7/1/2016	6/30/2019
	Mary Jo Larson	Social Services <i>* Ex-Officio</i>	Supervisor, Marshall County Human Services	7/1/2016	6/30/2019

*Current as of May 11, 2018*

## LOCAL AREA BOARD SUBCOMMITTEE LIST

**Regional Workforce Development Area**

Northwest Regional Development Area - #1

**Local Workforce Development Area**

Northwest Development Area - #1

Committee Name	Objective/Purpose
Executive Committee	As directed by the Northwest Private Industry Council Board of Directors at its regularly scheduled meetings, the business, property and affairs of the corporation shall be managed by its Executive Committee. All other standing committees may only make recommendations for adoption by the Board of Directors.
One-Stop Operations	This committee is to provide information and assist with operational and other issues relating to the one-stop delivery system; it includes as members representatives of the one-stop partners. This committee also provides information and assists with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.
Youth Committee	This committee provides information and assists with planning, operational, and other issues relating to the provision of services to youth.

Attachment D