

# *Y*outh Committee Resource Guide



## Cooperative Youth Services and Best Practices

JANUARY 20, 2016



This is a compilation of best practices providing a snapshot of cooperative youth service strategies underway in Minnesota's 16 Local Workforce Investment Boards (LWIBs).

**Youth Committees** are multi-sector local partnerships involved in shared decision-making, community education and awareness, resource mapping, youth-centered planning, program development and capacity building.

**Youth Committees:**

- Assure that the youth services strategy fits into the overall vision and strategic direction for workforce development established by the LWIB.
- Provide oversight of WIOA Youth service providers and assure that youth programs include the elements of a Job-Driven system: employer engagement, connected education and training strategies, public-private partnerships, work-based learning, labor market/career information.
- Promote effective learning environments linking education and employment, leadership development, nurturing mentors and sustained support for at-risk youth.
- Reconnect out-of-school youth to an educational program where they earn a high school diploma and transition to a post-secondary training.
- Leverage resources to effectively serve youth.
- Identify eligible service providers of youth activities under WIOA.

The **Youth Committee Membership** shall include the following as described in the Workforce Innovation and Opportunity Act (WIOA):

- Chaired by a member of the LWIB and including members with special interest or expertise in youth policy;
- Members of community-based organizations with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise and experience who are not members of the Local Board;
- Representatives of youth service agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local public housing authorities;
- Parents of WIOA-eligible youth;
- Individuals, including former participants, and representatives of organizations that have experience in relating to youth activities; and
- Representatives of the Job Corps, as appropriate.

The Youth Committee may also include other individuals as determined to be appropriate by the Chair of the LWIB in consultation with the Chief Elected Official.

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**Workforce Investment and Opportunity Act (WIOA) Young Adult Program Web Page:**

<http://mn.gov/deed/programs-services/office-youth-development/youth-programs/wioa-youth.jsp>

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**BEST PRACTICES MATRIX**

<b>Minnesota Workforce Service Area Best Practice</b>	<b>Youth Leadership/ Engagement</b>	<b>Employment Skills/Work Experience</b>	<b>Family/Parental Involvement</b>	<b>Business Outreach and Engagement</b>	<b>Partnerships/ Leveraged Resources</b>
<i>Northwest Private Industry Council</i>					
- Computers for Our Community	X	X	X	X	X
- Northern Valley Career Expo	X			X	X
- Outreach to Schools	X				X
<i>Rural Minnesota CEP</i>					
- Career Advisor/Outreach Program	X		X	X	
- Disability Employment Initiative	X	X	X	X	X
- Sector Work Efforts and FastTRAC	X	X		X	X
- Youth Focus Groups	X				
- Camp Rabideau Project	X	X			X
<i>Northeast Minnesota Office of Job Training</i>					
- Northeast Career EdVenture		X		X	X
- CEOs in the Classroom				X	X
- WorkForce Center (WFC) in the School		X			X
- Just4U		X			X
- Itasca County Juvenile Program	X	X			X
<i>Duluth Workforce Development</i>					
- Out of School Youth Strategies	X	X			X
- Outreach Strategies	X				
- Financial Literacy				X	X
- Career Exploration		X			
- Private Sector Involvement		X		X	
- CEOs in the Classroom				X	X
<i>Central Minnesota Jobs and Training Services</i>					
- Youth Leadership Development	X	X		X	X
- Private Sector/Workforce Protégé Project		X		X	X
- Academic Success					X
- College Test-Drive		X	X	X	X
- Request for Proposals	X	X	X	X	X
<i>Southwest Minnesota Private Industry Council</i>					
- ACCESS-College Connector		X	X		X
- Job Skills Fair		X	X		X

*Cooperative Youth Services and Best Practices*

<b>Minnesota Workforce Service Area Best Practice</b>	<b>Youth Leadership/Engagement</b>	<b>Employment Skills/Work Experience</b>	<b>Family/Parental Involvement</b>	<b>Business Outreach and Engagement</b>	<b>Partnerships/Leveraged Resources</b>
- Youth-Led Focus Group	X				
- SW MN Workforce Council Career Expo				X	X
- SW MN Careers Facebook Page		X		X	
- Breaking Traditions	X	X			X
- "LifeSkills, Inc." Event	X	X		X	X
<i>South Central Workforce Council</i>					
- Outreach to Schools/Partners in Career Exploration	X	X	X	X	X
- Youth Intervention Program	X	X		X	X
- MFIP Innovations Teen Parent Project	X	X	X	X	X
- Dream It. Believe It. Achieve It. Program	X	X	X	X	X
- Disability Employment Initiative	X	X	X	X	X
- Resource Mapping/Youth Directories	X		X	X	X
- Facebook	X				
- Work Skills Competition	X	X		X	X
- Career Fairs	X	X		X	X
- Financial Fitness Training	X	X		X	X
- Exposure to Demand Occupations	X	X	X	X	X
- Framework for Workforce Development	X	X	X	X	X
<i>Southeastern MN – Workforce Development, Inc.</i>					
- SE MN Workforce Investment Board				X	
- Employer of Excellence Award				X	
- Youth Advisory Council Speakers Bureau	X			X	
- Scrubs Camp	X	X	X		X
- The Zone	X	X			
- Academy Model of Pre-Employment Training		X			X
- High School Credit	X	X	X		
- Youth Intervention Program	X	X			X
- Career/Transition Fairs		X		X	X
- Red Wing Youth Outreach	X	X			
- Disability Employment Initiative		X	X		
- Operation Starfish		X			
<i>Hennepin Carver Workforce Service Area (Hennepin County)</i>					
- Team Tech	X	X		X	X
- High School Credit	X	X		X	X
- Award Ceremony			X	X	X

Minnesota Workforce Service Area Best Practice	Youth Leadership/Engagement	Employment Skills/Work Experience	Family/Parental Involvement	Business Outreach and Engagement	Partnerships/Leveraged Resources
- Young Adult Conservation Corps	X	X		X	X
- Local County Commissioner Funding	X	X		X	X
- Tree Trust	X	X	X	X	X
<i>Hennepin Carver Workforce Service Area (Carver County)</i>					
- SW Metro Educational Cooperative Youthbuild Program		X		X	X
- Ridgeview Medical Center for Healthcare Careers		X		X	X
- Three Rivers Park District		X		X	X
- District #287		X		X	X
<i>Minneapolis Employment and Training Program</i>					
- STEP-UP	X	X		X	X
- Minneapolis Partners for Youth Conference					X
- Minneapolis Teen Job Fair				X	X
- Year Round Federal Youth @ MPS	X	X		X	X
- Specialized Training	X	X		X	X
- Year Round Federal Youth Credential and Paid Internship Project	X	X		X	X
- Focus on Financial Literacy			X	X	X
<i>Anoka County Job Training Center</i>					
- Future Leaders Program	X	X			X
- Starting Block	X	X			X
<i>Dakota-Scott Workforce Services</i>					
- The Zone	X				
- Reality for Youth	X	X			
- Recognizing Youth Achievement	X		X		X
- Recognizing Youth Champions				X	X
- Community Activities		X			X
- Getting Credit		X			X
- Financial Literacy Training	X	X			X
- Camps		X			
- Foster Care Youth		X			X
- Opening Doors		X		X	X
<i>Ramsey County Workforce Solutions</i>					
- Outreach to Schools	X	X	X	X	X
- Job Corps Coordination	X				X
- Customer Service Training	X	X	X	X	X

*Cooperative Youth Services and Best Practices*

<b>Minnesota Workforce Service Area Best Practice</b>	<b>Youth Leadership/ Engagement</b>	<b>Employment Skills/Work Experience</b>	<b>Family/Parental Involvement</b>	<b>Business Outreach and Engagement</b>	<b>Partnerships/ Leveraged Resources</b>
- Invest in You	X	X	X	X	X
<i>Washington County WorkForce Center</i>					
- Career Assessment and Exploration	X		X		
- Work Readiness Training	X	X	X	X	X
- Academic Credit	X	X			X
- Community Partnerships	X	X	X	X	X
<i>Stearns-Benton Employment and Training Council</i>					
- CareerONE	X	X	X	X	X
- Youthbuild	X	X	X	X	X
- Outreach to Schools	X	X	X	X	X
- Higher Education Career Advising Pilot (HECAP)	X				X
- Discovery Academy	X	X	X	X	X
- Project Lead the Way	X	X	X	X	X
- Students Technology and Robots (S.T.A.R) Camp	X	X	X		X
- Career and Technical Education Programs	X	X	X	X	X
- Partners for Student Success			X	X	X
- Cradle to Career			X	X	X
- Youth Zone	X				
- Greater St. Cloud Development Corporation Talent Corps Portal	X			X	X
<i>Winona County Workforce Council</i>					
- Careers Camp	X			X	X
- Educational Science Camps	X		X	X	X
- National Career Readiness Credential		X	X	X	
- Youth Zone Website	X				
- Enhanced Summer Orientation		X			
- Online Safety Orientation and Assessment	X	X			
- Know Your Rights		X			
- Outreach to Schools		X			X
- E-mentoring Program	X			X	X
- Youth Participant Survey	X	X			

## **WSA 1 – NORTHWEST PRIVATE INDUSTRY COUNCIL**

**SERVICE AREA:** Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau counties.

**MISSION:** *“Investing Today’s Resources in Tomorrow’s Workers”*

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### **EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **The Computers for Our Community Program**, which is currently operating in three Northwest Minnesota communities, provides a unique service based work experience opportunity for youth participating in employment and training programs provided through Inter-County Community Council and the Northwest Private Industry Council. This program, which provides low-income families with a free computer and reduced cost internet access for a year, is staffed entirely by youth program participants working under the supervision of an adult worksite supervisor. Participating youth are responsible for screening and cleaning computer that is donated to make sure that all of the equipment is working. Youth are also actively involved in distributing computers to families that are eligible to receive them. To date over 128 computers have been distributed to income eligible families living in and around the communities of Thief River Falls, Crookston and Warroad, Minnesota. Youth working through this project demonstrate and educate eligible families on how to set up their computer, as well as answer any basic questions that they may have about setting up, turning on, or operating their computer.

- **The Northern Valley Career Expo** is an interactive career exploration event that was developed through a collaboration of workforce, education and economic development agencies in Northwest Minnesota and Northeast North Dakota. The purpose of the Expo is to expose high school students to high-wage, in-demand occupations within the region. The Expo offers 20 different breakout sessions focused on careers that are most in demand in the region. These sessions are facilitated by local industry leaders. In the sessions, youth learn about work place expectations, values, job duties, and educational requirements for different types of careers. In addition to the breakout sessions, youth also have the opportunity to explore the exhibit hall where they are able to interact with representatives from local businesses. The business exhibitors are asked to highlight their local in-demand occupations and also provide an interactive exhibit that would allow students to experience things that they might encounter on-the-job.
- **Outreach to Schools/Regional Career Information:** Inter-County Community Council is currently partnering with 10 school districts within the region for the Outreach to School Program; 100 students will receive career exploration resources and current labor market information through group presentations and one-on-one career exploration sessions. The MnCareers Regional Supplement for Northwest Minnesota continues to be a valuable tool in providing current labor market information to students and parents in Northwest Minnesota. Outreach-to-Schools (OTS) activities are coordinated with school administrators and counselors, teachers and Tech. Prep. Coordinators.

## **WSA 2 – RURAL MINNESOTA CONCENTRATED EMPLOYMENT PROGRAMS, INC.**

**SERVICE AREA:** Becker, Beltrami, Cass, Clay, Clearwater, Crow Wing, Douglas, Grant, Hubbard, Lake of the Woods, Mahnommen, Morrison, Otter Tail, Pope, Stevens, Todd, Traverse, Wadena, and Wilkin counties.

**MISSION:** *“To establish a comprehensive youth development system that will assist youth to achieve economic self-sufficiency and empower them to act as solid contributors to community growth. The system will provide: effective learning environments linking education and employment; leadership development; nurturing mentors; and sustained support.”*

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### **EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **Career Advisor/Outreach Program:** Rural Minnesota CEP (RMCEP)'s Career Advising in the high school is an innovative Best Practice that has gained statewide attention. Understanding that career preparation and work-based learning experiences are essential for youth to make informed decisions about careers and that the ratio of counselors to students in Minnesota's secondary schools is challenging, RMCEP developed and delivered career advising services to several Minnesota school districts over the past five years. The ultimate goal of this service is to provide a means for high school students to develop an individual career plan through higher level of student interaction and based on the latest career information. RMCEP has recently expanded Career Advising to a broader consortium of high schools through private funding from the Otto Bremer Foundation and local school districts in Crow Wing County. RMCEP is also in its fifth year providing career advising services to high schools in Beltrami County.

Additionally, the 2013 Minnesota Legislature authorized and funded the Higher Education and Career Advising Pilot to provide Career Advising services through four pilot projects in Minnesota. RMCEP was selected to operate one of these pilots in the Moorhead area. Our project is specifically designed to provide career advising services, to include career awareness, career planning, and regional occupations in demand to high schools in Clay County to assist youth to form and develop post-secondary plans and make informed career choices.

RMCEP's curriculum for Career Planning provides information on selecting post-secondary education or employment, financial aid for education, and career paths as well as individualized assessment and occupational information. Our career counselors meet with students to help them explore careers, assess their interest and aptitudes, research occupations, industries, organizations, and become familiar with job seeking strategies.

RMCEP expects to reach over 4,000 high school students in West Central Minnesota through these services in the upcoming year.

- **Serving Youth with Disabilities:** On October 1, 2012 the Minnesota Department of Employment and Economic Development (DEED) began a three-year Disability Employment Initiative (DEI) grant awarded by the U.S. Department of Labor (DOL) for the purpose of linking Minnesota youth with disabilities to gainful employment through individualized needs assessment and comprehensive services such as career planning, post-secondary career education, system linkages and service coordination, and other promising practices.

RMCEP was chosen as a provider of the DEI project in WSA 2. Key to the success for the youth and this project is the Integrated Resource Team, which is a team of professionals from the schools, Vocational Rehabilitation, the parents and any other vital professional involved. Facilitated through a Disability Resource Coordinator, RMCEP pulls these professionals together for each youth to develop one comprehensive road map with a long term vision that incorporates all of the components needed by the youth to succeed. This project is also focused on incorporating the National Collaboration on Workforce and Disability *Guideposts to Success* in serving youth with disabilities and to improve collaboration with state and local partners leading to improved education, training, and employment opportunities and outcomes for Minnesota youth with disabilities. Through this project, RMCEP is also expanding the use of benefits counseling by Minnesota youth and their families and enhance the use of Social Security work incentives, such as Ticket to Work (TtW), by young adults with disabilities receiving Supplemental Security Income (SSI) and /or Social Security Disability Insurance (SSDI). RMCEP currently has two Certified Benefits Counselors on staff and has enrolled 45 youth with disabilities into this project.

- **Sector Work Efforts and FastTRAC Programming:** As youth look towards post-secondary options that will help them reach their career goals, RMCEP has developed FastTRAC programming in industries that are identified as high-growth, in-demand sectors in this region.

RMCEP recently partnered with Northwest Technical College, Bemidji ABE, Bemidji Economic Development, the OIC and several local employers to offer a Pathway to the Construction Trades FastTRAC program. This type of FastTRAC programming is the first of its kind to be offered in Minnesota. Nine credits are offered leading to an AAS, Diploma or Certificate in a trades-related occupation with additional education. Courses in this FastTRAC programming move the student toward a certificate, diploma or degree in carpentry, electrical, or plumbing, as well as construction technology.

In the Bemidji area, RMCEP partnered with Northwest Technical, Bemidji ABE, Sanford Health and other healthcare employers to offer a pre-healthcare course that will provide a healthcare career pathway for students interested in careers in healthcare.

RMCEP also partnered with area manufacturing employers, Brainerd ABE and Central Lakes College to offer FastTRAC programming in the regionally high-demand industry of manufacturing. Through coordinated efforts with RMCEP and the Brainerd Campus of Central Lakes College (CLC), the Brainerd Adult basic Education (ABE) Program will utilize a bridge delivery model and an integrated instruction delivery model for learner cohorts. This programming will provide a career pathway to manufacturing careers and provide six credits toward a variety of diploma and degree programs in the manufacturing sector.

Finally, RMCEP has expanded its successful healthcare pathway FastTRAC programming in Fergus Falls to Detroit Lakes through partnerships with area healthcare employers, Minnesota State Community and Technical College, the AHEC and the ABEs in both Fergus Falls and Detroit Lakes. This program allows students to develop the foundational skills they will need to continue on this career pathway and to identify the healthcare career they wish to pursue. This programming provides four credits toward a variety of healthcare educational programs.

- **Youth Focus Groups:** Each summer the youth coordinators in each WorkForce Center in our area conduct a focus group question and discussion session with eight to twelve participants involved in each group. These focus groups are designed to bring direct participant feedback on a variety of program, process, knowledge, and needed supports to the Youth Council. This information is used when the Youth Council develops the key priorities for focus during the next year's youth program plan. Questions are currently being used that relate to the National Collaborative on Workforce Disability (NCWD) **Guideposts for success** transition planning tool found at: <http://www.ncwd-youth.info/guideposts>.
- **Camp Rabideau project:** In partnership with the Cass Lake-Bena Area Learning Center (ALC), the U.S. Forest Service, the Leech Lake Indian Tribe and RMCEP, a project was developed that followed a similar principle and model used by Franklin Delano Roosevelt in which at-risk young people gained hands-on learning experience, work and education through a conservation-based service learn project throughout the Chippewa National Forest. Called Camp Rabideau, this camp is listed as a National Landmark Site and considered to be the best preserved Civilian Conservation Corp (CCC) in the United States.

Examples of these activities included learning to use GPS technology to survey and record data, maintaining and developing trail systems in the forests, tree planting, community education programs, fire protection training program and rehabilitating the historic CCC site with on-site construction.

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### **WSA 3 – NORTHEAST MINNESOTA OFFICE OF JOB TRAINING**

**SERVICE AREA:** Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and Saint Louis counties, excluding City of Duluth.

**MISSION:** *“To establish an easily accessible, customer-focused youth workforce development system that will meet the needs of all workers, both youth and adult, as well as employers in today’s globally competitive, technology driven market.”*

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**EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **Northeast CareerEdVenture:** Individual assessments, career planning and job seeking skills are provided to potential dropouts, youth with disabilities, youth involved with the courts and corrections and youth in or aging out of foster care. The project coordinates with the various tribes and tribal community and the Native American Youth Education program. The Office of Job Training’s Outreach to Schools effort, offers 15 professional Career Counselors who provide free career guidance in 45 schools.
- **CEOs in the Classroom** connects local private sector business leaders with eighth grade classrooms using a structured model that emphasizes the importance of early career planning, including work opportunities in Northeast region of Minnesota, testimonials from the speakers about how they achieved their workplace status, and how what students do at a very early age can impact their future in the workforce. The Northeast Minnesota Youth Council is joining forces with local Chambers of Commerce

to expand the 'CEOs in the Classroom' program throughout the region. Never before has such a far-reaching partnership between the public workforce development system and the private sector occurred within the region. More importantly is the initiative's aim to impact the K12 system through the unprecedented outreach to students at such a young age. Therefore, this effort truly represents a partnership between three of the most important components of thoughtful workforce development – the public workforce development system, local employers, AND the public education system.

- **WFC in the School:** WSA staffs are available daily at the Grand Rapids Senior High School Career Center. Students stop in during their study hall for assistance with career exploration, resume development, information on post-secondary options, etc.
- **Just4U** which is offered throughout the school year at Falls High School on Mondays and Wednesdays from 3:30 to 4:30 p.m. Services offered include homework help, tutoring, and career counseling for students in grades 7 to 12. Referrals are provided from the high school counselor and from parents, besides walk-in students. The high school encourages the program; they see it as a real asset and are able to give it to parents as a resource available at their school. The program is in the high school library. **JUST** means: **J**ob Skills, **U** Plan Your Future, **S**tudy-Time and **T**utoring.
- **Itasca Co. Juvenile Program** Youth staff have developed extensive contacts with Itasca County Juvenile Probation Officers, Intensive Supervised Release juvenile agents, area foster homes, Thistledeew Correctional Camp and the Wellness Court. These agencies have been able to refer and have their youth placed into the youth work experience program. The youth are able to pay fines, pay license reinstatement fees and past due child support payments from the work experience earnings. Adjudicated youth have been able to obtain positive referrals and references from the worksite supervisors which has led to some unsubsidized employment. This work opportunity has provided a positive community engagement with the youth which tends to reduce the level of recidivism for youth.

## **WSA 4 – DULUTH WORKFORCE DEVELOPMENT**

**SERVICE AREA:** City of Duluth

**MISSION:** *“Build a skilled, diverse and adaptable workforce to meet existing labor market needs, the changing needs of our dynamic market, and stimulate economic development and growth.”*

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**EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **Out of school youth** are connected to strategic activities through the training and skill development opportunities provided through Project SOS (School Outside of a School). This is a partnership with ISD 709 and LifeHouse, a local non-profit serving at-risk youth. Youth earn school district credit in a non-traditional setting and the project serves as an excellent referral source for participants.

- **Outreach Strategies:** YES Duluth staff used social networking to stay in contact with participants. Interns helped create and update a Facebook page, website and e-mail lists. This helped both in getting information out and with follow up. Participants also started e-mailing staff with update information. YES Duluth staff created a recruitment video which airs on public access TV and at various trade shows directed at both employers and participants. The video is also on YouTube under “YES Duluth.”
- **Financial Literacy:** YES Duluth partnered with banking representatives from US Bank and National Bank of Commerce to develop a customized financial literacy curriculum that is offered to all youth participants and taught by the bankers.
- **Career Exploration:** All participants are offered the opportunity to complete a career evaluation with a licensed vocational evaluator to determine how their work interests, abilities, and values match up with careers. Every youth is introduced to career exploration websites such as [iseek.org](http://iseek.org), [thenorthlandworks.org](http://thenorthlandworks.org), and [Minnesotaworks.net](http://Minnesotaworks.net) for information about the area’s hot jobs, information about local employers, career development resources and job search techniques. Job search and job seeking skills seminars are also offered. Subjects include application and resume preparation, interviewing skills, mock interviews, dressing for success, as well as employer expectations and what to expect as a new employee.
- **Private Sector Involvement:** YES Duluth put a special emphasis on finding private employers in the community who were willing to hire youth for the summer. Twenty-three employers provided work experience sites for over 30 disadvantaged youth. Most of the sites were developed with an individual in mind and many work experience placements led to permanent positions.
- **CEOs in the Classroom:** YES Duluth implemented this program for eighth grade classes in Duluth during 2011. Originally developed in Grand Rapids MN, the Duluth Area Chamber of Commerce and Duluth Public Schools will partner with YES Duluth to implement the career planning model. Implementation of this program across our region, including Northwest Wisconsin, is an action step in the Northland Prosperity Networks, a strategic plan for economic and workforce development, funded through a Regional Innovation Grant by the US Department of Labor.

## **WSA 5 – CENTRAL MINNESOTA JOBS AND TRAINING SERVICES**

**SERVICE AREA:** Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright Counties.

**MISSION:** *“To help youth make a connection between learning and earning.”*

### **YOUTH COUNCIL CHAIRS:**

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Commissioner Harlan Madsen, Vice-Chair  
County Commissioner- Kandiyohi County  
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### **LOCAL CONTACT INFORMATION:**

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### **EXAMPLES OF COOPERATIVE YOUTH SERVICES:**

- **Youth Services:** Central Minnesota Jobs and Training Services, Inc. (CMJTS) prepares at-risk teens and young adults for future success through education, work experience, and leadership training. Positive experiences turn into self-confidence, job skills, and healthy work relationships for youth.
- **Career and college exploration:** Youth are guided by a trained job counselor. Youth complete career assessments and receive information on financial aid and on in-demand occupations.
- **Work Experience:** Youth earn a wage while learning skills at a local business. In some cases, secondary schools grant youth academic credit for successfully completing the work experience.
- **Work Readiness Skills:** Youth learn the value of communication, teamwork, timeliness, and positive attitudes in the workplace through individualized case management, worksite supervisor mentorship, and work-readiness workshops.

### **BEST PRACTICES:**

- **Youth Leadership Development:** CMJTS' Leadership Development Program brings small groups of at-risk youth together to learn leadership and communication skills by participating in community service projects and by exploring post-secondary career

options.

Once formed, each leadership group determines its name and purpose. Together, they define the meaning of effective leadership, complete projects that benefit their community, and work on personal and group development goals. Youth research, fundraise if needed, plan, and carry out their chosen projects. Each group meets with a CMJTS staff person once or twice each week to work on their projects. Youth who successfully fulfill their leadership commitment are rewarded with a cash stipend.

Leadership Program Goals:

- Acquire knowledge of leadership characteristics, practices, and social issues through staff guidance and training opportunities
  - Develop effective interpersonal and organizational skills
  - Encourage cultural understanding by partnering and collaborating with diverse populations
  - Demonstrate effective leadership skills through active involvement in community projects
  - Access mentorship and support networks
  - Explore post-secondary training and career options by researching and visiting area businesses, college campuses, and other training facilities
  - Evaluate and reflect on experiences and learning and growth opportunities
- 
- **Private Sector Project/Workforce Protégé Program:** Youth participants are placed in a work experience at a business where the owner/site agrees to provide one-on-one time for mentorship and to reimburse a portion of the youth's wages. This endeavor began as a CMJTS pilot project with three protégé placements and a plan to serve more youth in each successive year. The original business owner collaborates with CMJTS and promotes this model through the local chamber of commerce, shares his protégé experiences, and encourages other businesses to participate. CMJTS has 24 protégé placements since the program's inception.
  - **Academic Success:** CMJTS applied for the Great Lakes College Ready Grant to expand services offered to enrolled youth. One hundred seven low-income youth who are co-enrolled in CMJTS' Great Lakes College Ready Grant are increasing their basic reading and math skills in preparation for college. CMJTS youth employment specialists worked with high schools in WSA 5 to identify low-income students who would benefit from this learning opportunity. Youth completed initial assessments and set up an on-line account on SkillsTutor™. Students' on-line time is tracked and stipends are issued for "countable" study hours. After students complete 50 hours of tutoring, they take a post-test to measure their academic improvement. To date, 11 youth have taken the Accuplacer® college placement assessment. Several also took the ACT college entrance exam.

An unanticipated result of this successful grant program is the enthusiastic support it has received from the secondary schools. They volunteered school space and computer access and staff who helped students navigate the on-line program. One school hired an instructor to support the grant, which enabled the students to earn academic credit! Twelve schools are offering academic credit for youth participation.

Participating youth are co-enrolled in state and/or federally-funded youth programs and receive individual case management, career guidance, and support services.

- **College Test-Drive:** College Test-Drive offers young adults the opportunity to “try on” a career at a college campus in one of two career pathways: healthcare or manufacturing. In Manufacturing Technology, youth earn a forklift certification and explore the basics of automotive technology, mechanical drafting, and welding. Pathways to Healthcare introduces youth to healthcare career options from nursing assistant to nursing, to lab technician, therapy, emergency services, and information technology. Youth also earn a personal care assistant certification. Youth in College Test-Drive tour manufacturing or healthcare businesses.
- **Request for Proposals:** CMJTS invites proposals from secondary schools and local governments for projects that provide youth with meaningful academic experiences, develop their work-readiness skills, and engage them in community service projects. Youth earn a wage and, in some cases, academic credit for their participation.

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## **WSA 6 – SOUTHWEST MINNESOTA PRIVATE INDUSTRY COUNCIL**

**SERVICE AREA:** Big Stone, Chippewa, Cottonwood, Jackson, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock, Swift, and Yellow Medicine Counties.

**MISSION:** *“It is the mission of the Youth Council to guide the coordination of services that fully develop the employment potential of youth in Southwest Minnesota.”*

### **YOUTH COUNCIL CHAIR:**

Janice Holien, Chair

Phone:

Email: [janice.holien@state.mn.us](mailto:janice.holien@state.mn.us)

### **LOCAL CONTACT INFORMATION:**

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Southwest Minnesota Private Industry Council

Minnesota WorkForce Center

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## **EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

### **Advocating for College and Career Education Success in Southwest Minnesota (ACCESS):**

The ACCESS Program is a partnership of five separate entities - Minnesota West Community and Technical College, SW/WC Service Cooperative, SW MN Private Industry Council, Upward Bound/Southwest Minnesota State University, Yellow Medicine County Integration Collaborative - that are all passionate about one goal which is to encourage post high school, “college” attainment at any age.

Because ACCESS is so diverse and covers a large population in Southwestern Minnesota, staff is able to use their mutual contacts and individual resources to produce a program that will reach a population that resides in rural isolation consisting of low-income and first generation college-seeking people. The five different programs involved with ACCESS currently assist adults, teens, children, troubled girls, low income and first generation high school students, college students, businesses, and veterans among others.

The goal of ACCESS is to provide a program that will impact and improve the way one views their future opportunities. Staff would like to see more people in the SW region obtain some kind of training beyond high school to break the cycle of poverty in the area. When this happens the team believes it will also increase community involvement, produce more business leaders, improve health and increase voting to mention a few improvements.

The team is operating under the definition of college as follows: any post-high school training opportunity resulting in an earned credential, from a certificate to a bachelor’s degree and beyond. The ACCESS team realizes that there is work to do in educating the regional population about what this new definition of college. The team also realizes that a college-going culture needs to be woven into the fabric of the culture in the region. To make this happen the team needs to affect

attitudes and practices in schools and communities that encourage students and their families to obtain the information, tools and perspectives to enhance readiness for access to and success in post-secondary education.

**Job Skills Fair:** The PIC offers workshops that help ex-offenders address areas crucial to a healthy, economically secure place in the community. Topics include housing (as criminal records bar ex-offenders from many housing options), helping clients understand their record, introducing them to special resources (i.e. tax credit incentives, Federal Bonding, etc.), training them to talk about their record constructively, connecting them with training for basic job skills such as resumes and online applications, and connecting them with education and job training to make them more competitive and desirable in the job market.

The goal of the workshop is that the attendees will gain the skills necessary to locate and maintain unsubsidized employment and to be a self-sufficient participant in society.

Customers who successfully complete the program are encouraged to volunteer and continually look for ways to better themselves through classes, trainings, and workshops to be able to show potential employers that the ex-offender desires to be an active part of the community, that they are working to improve/expand upon their transferable skills, and that they are in fact rehabilitated.

**Youth Led Focus Group:** To increase decision-making skills, eligible and motivated youth are invited to attend a Youth Focus Group as a part of the Youth Council that oversees the regional youth programming. Youth are asked their input on programming and design questions throughout the year. They meet prior to the full council to discuss items in an open environment of their peers. The group meets with the full Council at the beginning of their meeting to inform them of their collective thoughts. Youth involved in this focus group will learn decision-making, work as a team, think about youth as a whole population in their area instead of singularly and relay that information in a professional setting.

**Overall Purpose:** Involve a group(s) of program-eligible youth in leadership, problem-solving and decision making activities as related to the needs of the Southwest Minnesota Youth Council as defined by the vision and mission statements.

**Career Expo:** Since 2002, a number of education and workforce agencies and regional businesses have cooperated to provide regional Career Exploration Days for high school students. Today the event has evolved into a highly interactive Career Expo. Hundreds of business, agency and education volunteers work together to provide this opportunity for high school students, adult basic education students and various SW MN WorkForce Center participants. Nearly 2,000 individuals participate annually. Each year the number and type of interactive exhibits has expanded to better meet the needs of schools and students from the region. The Southwest Minnesota Workforce Council Career Expo will be hosted at two sites: Minnesota West Community and Technical College - Worthington Campus and Southwest Minnesota State University in Marshall.

The Southwest Minnesota Career Expo has the following objectives for participants:

- Gain information about careers and educational options by attending interactive sessions, a career game show, and a campus tour.
- Investigate career options that align with their skills and interests.
- Improve job seeking skills and understanding of what employers need.
- Become more aware of career opportunities in southwest Minnesota.
- Explore non-traditional careers.

Partners in the event include: Minnesota West Carl Perkins Consortium; Southwest Minnesota Private Industry Council; Minnesota West Community and Technical College; Southwest Minnesota State University; SW/WC Service Cooperative; Job Service; ISEEK; Worthington Area Chamber of Commerce; Marshall, Montevideo, and Worthington Workforce Centers; Department of Employment and Economic Development; and many regional businesses and service agencies.

**Southwest Minnesota Careers Facebook Page & Website:** The Southwest Minnesota Careers Facebook page is an online resource for information on hot jobs, education, and wages in Southwest Minnesota. This page is an extension of the Southwest Minnesota Careers website ([www.swmncareers.org](http://www.swmncareers.org)), which was designed to help everyone easily research labor market information to make better career decisions, while also helping businesses find employees by increasing the pipeline of qualified applicants. The website focuses specifically on Southwest Minnesota, encouraging employment options in the region. Topics covered on the site include:

- What jobs are in demand in Southwest Minnesota?
- How much education do I need to get those jobs?
- How much money will I make?
- How do I know which career is right for me?
- What industries are growing in Southwest Minnesota?
- Can someone help me with my resume and job search?

While the information on the website gets updated each summer as new information comes out, staff will use the Facebook page to provide more frequent updates about topics of interest in Southwest Minnesota, such as job postings, career planning advice, business expansions, and more.

Through Southwest Minnesota Careers, the Southwest Minnesota Workforce Council is committed to building tomorrow's workforce through training, leadership, and economic development by providing employment and training services to residents and businesses across the region.

**Breaking Traditions:** Breaking Traditions is an annual event sponsored by Minnesota West Community and Technical College and the Southwest Minnesota Private Industry Council. The event is designed to encourage high school students to consider a variety of career paths. Breaking Traditions is in its 20th year as of 2014, and each year expands to give participants more opportunities to explore careers through hands-on exploration as well as tours of program areas offered at Minnesota West campuses. Each campus offers unique programs and features different activities. High schools are encouraged to choose a campus to tour that reflects the interests of the majority of students. Staff expects nearly 75-100 students from the local Alternative Learning Centers to visit the campuses of Minnesota West Community & Technical College - Jackson, Pipestone, Granite Falls, Worthington, Canby & the Luverne Center. While on campus the students learn about the college admission process and financial aid and are able to do hands on activities in a majority of the programs offered at Minnesota West Campuses, from Healthcare to Auto Mechanics, Cosmetology to Power Sports, and Fluid Power and Computers to Early Childhood Education.

**“LifeSkills, Inc.” Event:** Invitations are sent out weeks in advance to the alternative learning programs and centers in the 14-county service area. Participants are asked to complete an application with interview questions. They are also encouraged to dress for success at the event. As participants enter the conference center on the Southwest Minnesota State University campus, they are greeted by PIC staff, and signed in as the “employees” who are then directed to use their time cards to punch in for the day. Participants actively engage in three “department meetings”, and build teamwork, leadership, problem-solving, budgeting and financing skills. During the event,

attendees are evaluated on basic attributes necessary to be a good employee (teamwork, leadership, following directions, attitude, dress, taking appropriate break times, timeliness transitioning between sessions, etc.). Certificates and prizes demonstrating and relating to the skill in which they showed great effort are given to those who ranked highest. Full evaluations with positive feedback are given to the teachers for their students. From the initial application, interview questions, and actions while “on the job” that day, every participant walks away with tools to assist them in becoming part of a great future workforce.

## **WSA 7 – SOUTH CENTRAL WORKFORCE COUNCIL**

**SERVICE AREA:** Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, and Watonwan Counties.

**MISSION:** *“To Advocate and Provide for the Empowerment, Involvement, Preparation and Employment of Youth in South Central Minnesota.”*

### **YOUTH COUNCIL CHAIRS:**

Kathi Rusch, Co-Chair  
South Central College - Service, Work & Learning Center/Carl Perkins/Post-Secondary Education  
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### **LOCAL CONTACT INFORMATION:**

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### **EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **Outreach to Schools/Partners in Career Exploration:** recruits first-year graduate students in the Student Counseling Program at Minnesota State University-Mankato to provide career exploration and career counseling assistance to high school students in local school districts.
- **Youth Intervention Program:** targets services to youth transitioning out of foster care. Youth receive career and life skills curriculum to explore and identify positive education, career and life goals.
- **MFIP Innovations Teen Parent Project:** provides teen parents on the MFIP program in the nine-county area a single point of contact that will act as a mentor to assist teens in navigating and accessing community resources.
- **Dream It. Believe It. Achieve It. Program:** targets services to youth from communities of color. In addition to providing project based work readiness activities and a work experience, this program will engage youth and their families and provide cultural awareness to the community.
- **Minnesota Disability Employment Initiative:** South Central is one of three Workforce Service Areas that were chosen to be implementation sites for the Disability Employment Initiative (DEI), which is a three-year Department of Labor Grant that was awarded to Minnesota Department of Employment and Economic Development to provide services to youth with disabilities. A Disability Resource Coordinator was hired to implement the following strategic approaches: Guideposts for Success, Integrated Resource Teams and Partnership & Collaboration.

- **Resource Mapping/Youth Directories:** the Youth Council develops youth directories of resources in the nine-county area. It includes information on child care, counseling, education, employment, health services, housing, libraries, recreation, transportation, youth organizations and youth services. The artwork on the cover of the directories is created by area youth. Visit [www.workforcecouncil.org/youth-council/projects/youth-directories/](http://www.workforcecouncil.org/youth-council/projects/youth-directories/).
- **Facebook:** The Mankato Area Community Transition Interagency Committee (CTIC) and each of the nine counties served by MN Valley Action Council (MVAC) have Facebook pages to connect youth to information on jobs and events in the area. Go to [www.facebook.com](http://www.facebook.com) and search “Mankato Area CTIC” and “MVAC Youth Services-(Insert County Name)”. MVAC has pages for Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan Counties.
- **Work Skills Competition:** is an event organized by the Mankato Area CTIC for area youth with disabilities. Youth participate in job interviewing, application writing and problem solving activities and are judged on their performance by individuals from business and organizations in the community.
- **Career Fairs:** the Greater Mankato Career Expo, Area Career Exploration (ACE) held in Fairmont and the Career Fair held in New Ulm are highly interactive educational experiences where business and community volunteers showcase career opportunities to high school sophomores.
- **Financial Fitness Training:** MVAC incorporated financial fitness as a core component of all of our youth employment and training programs. Youth are required to have a savings account at the financial institution of their choice so the pay earned from their work experience can be directly deposited into their savings account. The training focuses on money management, saving money and building assets.
- **Exposure to Demand Occupations:** Youth participate in field trips to area businesses to gain a better understanding of in-demand occupations, employers' expectations and the skills required for the occupation. Specifically, youth participated in the Tour of Manufacturing where local manufacturers opened their doors for tours and provided information on career opportunities at their business. For more information visit [www.tourofmanufacturing.com](http://www.tourofmanufacturing.com). The SC WorkForce Council also develops a demand occupation lists which includes the wages, education requirements and projections for demand occupations in South Central MN.
- **Framework for Workforce Development:** was developed by the SC WorkForce Council to outline operational principles and goals for services to all the populations in the worker pipeline. The Youth Council developed the following focus for youth services:
  - Support career exploration opportunities that provide youth with knowledge of demand/STEM occupations;
  - Support work experience opportunities that connect youth to local employers & teach work readiness skills;
  - Support community connections through service learning & civic engagement;
  - Support all youth achieving a high school diploma or GED;
  - Support occupational training that leads to a credential; and
  - Identify service gaps for at-risk youth and leverage resources.

- **Youth Council Members:** The South Central Youth Council includes community, education, probation, business, labor, parents and youth representatives.

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## **WSA 8 – SOUTHEASTERN MINNESOTA - WORKFORCE DEVELOPMENT, INC.**

**SERVICE AREA:** Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, and Wabasha Counties.

**MISSION:** *“To Develop and Advance the Workforce of Southeastern Minnesota, in order to promote economic prosperity in the region.”*

### **YOUTH COUNCIL CHAIR:**

Vacant – Selection is in progress

### **LOCAL CONTACT INFORMATION:**

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### **EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **The SE MN Workforce Investment Board** has an innovative committee structure based on industrial sectors and careers that are in demand. Contact the WSA for a copy of the strategic plan for the LWIB and the Emerging Workforce Taskforce Goals. For more information visit: [www.wfdi.ws](http://www.wfdi.ws)
- **Employer of Excellence Award:** WDI developed this award to showcase best practices of employers who demonstrate excellence in engaging youth in career building activities. These employers mentor other local employers in the strategies that make them so successful in engaging and retaining youth. WDI hosts a banquet each year to recognize these employers.
- **The Youth Advisory Council** encourages local private – sector employer representatives to become actively involved through a speaker’s bureau. Employer representatives are available to speak on work-related topics to youth groups and local educational entities. The goal of this project is to bring workforce relevance to educational activities.
- **Scrubs Camp:** is a career exploration activity for youth in grades 9-12. Youth are exposed to a variety of careers in the health care field during their five day stay on a college campus. For more information visit: [www.healthforceminnesota.org](http://www.healthforceminnesota.org)
- **“The Zone”** is a youth Career Resource Center and Teen Drop in Center in the lower level of the Workforce Center operated in partnership with the YMCA Link Program. Youth are made to feel welcome to drop by to address issues that they may be facing and need assistance with. The center includes computers and other resources that help youth prepare themselves to advancement into employment or educational programs. Many times youth just need a place to be where they will not be a target for others who would take advantage of them or encourage them into activities that would be harmful to them. This center includes a clothing closet, personal care products and a limited food shelf. Youth participants have the opportunity to assist their peers in

solving problems and preparing for the goals that they have set for themselves. Most youth feel that this is a very positive and motivational place to be.

- **The Academy concept** of pre-employment training offered by WDI focuses on assisting students who are interested in either entering a career or moving up the career ladder. Participants explore the opportunities that exist and receive guidance on entering their chosen field. Participants also have the opportunity to develop and practice in-demand skills specific to that field which builds confidence and prepares them for obtaining and keeping those positions.
- **High School Credit** is awarded to students in many of WDI's counties for work experience activities. Students who complete their work seminar and earn a work experience activity are allowed to do those activities during the school day and earn classroom credit at the same time. In addition, youth who have yet to pass the MCA tests can meet those requirements to earn their diploma by coming to the WorkForce Center and taking the WorkKeys math or reading assessment depending on the need of the student.
- The **Youth Intervention Program** is offered through the Rochester WorkForce Center. Activities are designed to provide alternatives to students who have been involved with Corrections or Court Services. Students can earn credit toward community service hours or money to pay restitution fees as a result of their involvement with the Youth Programs that WDI offers.
- **Career/Transition Fairs** are held throughout the SE MN WorkForce Center System. Most often these are industry specific and offer youth an opportunity to explore careers that they are considering and determine skills and training needed to secure this career. Youth are selected to attend these fairs based on their interest and readiness for this option.
- **Red Wing Youth Outreach** is an independent living skills program designed to offer practical experience to youth aging out of foster care. Topics include many of the issues that cause problems with youth as they transition into adulthood. The goal of this weekly group is to build skills and confidence as well as to offer the youth the opportunity to try out their new skills in a safe learning environment. This year a community based store has been added to give youth hands-on experience in a variety of retail and customer service tasks.
- **Disability Employment Initiative (DEI)** is a newly added program which has been operating for the past year. The goal of this program is to assist youth disabilities as they transition into the workforce and post-secondary education or training. This program works closely with partnering agencies and programs to make available the maximum resources to aid youth and their families in this transition. The DEI program utilizes a variety of proven strategies to improve outcomes for youth with disabilities including an Individual Resource Team of skilled professionals to guide youth in their career choices.
- **Operation Starfish** is a youth employment project in cooperation with the United Way of Rochester. Youth have the opportunity to participate in short-term entry level work experience as well as learning the needed skills to find employment in the future. Often a youth will "sample" a few work environments before they settle into one. This is a hands-on exploration experience with the support of the two agencies and all the private sector employers that are represented on their boards.

## **WSA 9 – HENNEPIN/CARVER WORKFORCE SERVICE AREA**

**SERVICE AREA:** Carver and Hennepin Counties (excluding City of Minneapolis)

**MISSION STATEMENT:** *“The Youth Council will be an Authority on Local Youth Employment and Career Development Issues. The Council will Lead a Coordinated Effort with Community Partners to Provide Progressive and Innovative Services That will Foster the Self-Sufficiency of All Participants.”*

**YOUTH COUNCIL CHAIR:**

Vacant – selection is in process

**LOCAL CONTACT INFORMATION:**

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**EXAMPLES OF COOPERATIVE YOUTH SERVICES-HENNEPIN COUNTY:**

**WSA 9 - Hennepin-Carver maintains a commitment** to paid summer and year-round work experience learning for youth funded through state and/or federal programs. These services can be accessed by participants in one of three summer components and two Year-Round options:

**Summer:**

- 1) **Youth Conservation Corps:** Youth work on teams of eight, with a dedicated supervisor, completing park improvement projects for local nature centers, local park districts, or other public hosts. Host sites provide all materials used to complete projects (which can run into tens of thousands of dollars of commitment), youth learn by doing; both practical application of team building, employer expectations, and landscape construction.
- 2) **Individual Placements:** youth are assigned to local non-profits, municipal sites and other agencies to provide supplemental summer and year-round help. Youth gain valuable practical work readiness skill enhancement as well as income.
- 3) **Job Coached Sites:** working with youth’s home school district, workers are provided school funded job coaches and transportation; enabling severely challenged youth the opportunity to gain valuable paid work experience.

**Year-round:**

- 1) **Case Management:** Case managers work with in and out of school youth supporting their efforts to obtain HS credentials and peruse post-secondary or employment placement. Youth are also offered paid work experience opportunities during in school internships and summer community placements.
- 2) **Young Adult Conservation Corps:** A paid work experience corps model for mostly older,

out-of-school youth. Teams of 5 participate in intense training and public works projects, with one day per week devoted to case managed interviewing skill practice, anger management, and resume and application completion. Program offers a 12 week term with an opportunity to apply for an additional 12 weeks on advanced crew placement.

### EXAMPLES OF BEST PRACTICES-HENNEPIN COUNTY:

- **TeamTech:** Youth working on Conservation Crews are also provided access to four computer sessions (at site) concentrating on Personal Budgeting (spreadsheet application), Resume and Cover Letter composition, and Project costing (spreadsheet application). All lessons are assembled into a summer portfolio, and awarded at a season ending Awards Ceremony.
- **High School Credit:** Working with local education partners who award elective High School credit for successful completion of Summer Program. Credit is based upon a commitment to attendance and successful supervisor evaluation; Youth are eligible to receive up to two Credits for summer participation.
- **Award Ceremony:** All Conservation Corps youth are invited to attend an Awards Picnic where each youth receives a certificate of commendation signed by local politicians and Workforce Investment Board members. Youth also receive a copy of their portfolio (TeamTech Lessons). Youth are also eligible for Governor's Award (one per crew signed by MN Governor), and awards and gift certificates for perfect attendance.
- **Young Adult Conservation Corps:** A year round corps model for older, out-of school youth. Teams participate in intensive training and public works projects, with one day per week devoted to case managed interviewing skill practice, increasing practical job skills (plant identification, construction math, team building, anger management, and resume and application completion. A 12 week term with opportunity to apply for an additional 12 weeks on advanced team.
- **Local County Commissioner Funding:** Hennepin County Commissioners have generously dedicated county funding devoted to working with foster and youth offenders placed in summer and year-round Conservation Corps.
- **Tree Trust** focuses on basic skills deficient youth with interest to attend primarily Hennepin Technical College Post-Secondary programs (supported through TRIO and Gateway programs at North and South campuses. It also helps Out-of-School youth interested in obtaining a shorter term federally-recognized credential.

Development of internship placements is under way for enrolled youth through local business participation. By sourcing initial placements in already established worksites and applying site recruitment staff resources to expand the site selection, Tree Trust plans to reshape the traditional youth placement opportunity offered to include more private sector placements.

### EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES-CARVER COUNTY:

- **Southwest Metro Educational Cooperative** operates a Youthbuild Program that

teaches reconstruction skills and offers academic credit to youth based on the hours they work and the school work they completed.

- **Ridgeview Medical Center for Healthcare Careers:** Youth are employed at the clinic and work in several different departments. Activities include job shadowing in every department to learn that there are many more health care careers in addition to being a doctor or nurse. Youth can also earn academic credit in this program.
- **Three Rivers Park District:** Youth are placed at Gale Woods farm (part of Three Rivers Park District) as one of our scattered sites, they work on planting and harvesting vegetables and gardens and work a bit with the public giving tours.
- **District #287:** This district (combines 17 suburban school districts in the West Metro area) refers youth with disabilities and through our combined funding pays the youth's wage, while the district provides job coaches for the youth at their work-sites. This arrangement is the same as the Job Coached Sites referenced above for Hennepin County.
- **Tree Trust:** this local non-profit ran two crews in Carver County. In addition to work readiness skills, youth are able to earn academic credit through Tree Trust programming as well.

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## **WSA 10 – MINNEAPOLIS EMPLOYMENT AND TRAINING**

**SERVICE AREA:** City of Minneapolis

**MISSION STATEMENT:** *“The Minneapolis Youth Council Provides Leadership to Grow Tomorrow’s Workforce and Build Competitive Advantage for Minneapolis Youth, Employers and Economy.”*

**YOUTH COUNCIL CHAIR:**

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**EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **STEP-UP:** In order to provide as many youth as possible with a total summer employment experience, a wide range of partners within the Minneapolis employer community, including faith-based organizations, local educational agencies, private sector business and community-based organizations, team to lead the effort of youth engagement and workforce development (see: [http://mwca-mn.org/Best\\_Practices/2013/STEP%20UP%20-%20City%20of%20Minneapolis.pdf](http://mwca-mn.org/Best_Practices/2013/STEP%20UP%20-%20City%20of%20Minneapolis.pdf) for more information about STEP-UP).
- **Minneapolis Partners for Youth Conference:** The goals of this free conference are to provide a professional development opportunity for youth serving youth practitioners by sharing youth development strategies and to build a foundation for ongoing networking, learning, and community-wide resource sharing. Minneapolis Employment and Training coordinates this yearly event with an array of partners. The fourth annual conference was offered in partnership with the Minneapolis Department of Health and Family Support, Minneapolis Youth Coordinating Board and the Office of Juvenile Justice and Delinquency Prevention.
- **Minneapolis Teen Job Fair:** Minneapolis Employment and Training, Hennepin County Library, AchieveMpls, Minneapolis Public Schools (MPS), Department of Employment and Economic Development, the Mall of America, and the Minneapolis Youth Congress collaborate on this annual Teen Job Fair. More than 1,000 teens attend each year.
- **Year Round Federal Youth Programming @ MPS:** Each academic year, 60 students with disabilities earn stipends through this project. MPS special education job coaches supervise and evaluate students’ progress towards achieving work readiness goals and students earn biweekly stipends for demonstrating successful employment skills.

- **Specialized Training:** Preparing interns for a successful work experience as well as offering enhanced training experiences throughout the summer is a critical element of STEP-UP. In 2013, 256 interns participated in specialized training designed to prepare them for their specific work experience. Those included:
  - Entrepreneur and technology training provided by Google;
  - Financial services training led by industry professionals; and
  - Healthcare training led by Project for Pride in Living.

Additional specialized trainings were offered during the summer to enhance the work experience and provide interns with specific skills or industry exposure. 280 interns participated in these trainings:

- Camping and exposure to outdoor careers led by YouthCARE and Wilderness Inquiry;
  - College exposure and preparation led by the University of Minnesota; and
  - Networking, customer service, and professional development workshops with funding provided by the Bremer Bank Foundation and the Social Innovation Fund.
- **Year Round Federal Youth Programming: Credential and Paid Internship Project:** Providing youth with occupational skills training and paid internships to enhance youth's employability has been a focal point of our federally-funded youth programming. In 2013, 57 youth earned industry specific credentials and 122 participants gained work experience while earning wages through this project.
  - **Focus on Financial Literacy:** Financial literacy is an increasingly important skill for our young people. STEP-UP has embedded financial literacy training and exposure through the work experience. STEP-UP has several strategies in place to strengthen the financial skills of interns.
    1. *Financial Literacy Training:* One opportunity for youth to become more financially literate was a workshop led by U.S. Bank. The workshop was broken out into three training types:
      - a. Banking 101: Basic banking training for younger youth that do not have an established banking relationship;
      - b. Banking 201: More advanced training around the fundamentals of credit and establishing a good credit record; and
      - c. Banking 301: A beginning training for older interns about investing.
    2. *Financial Guide for Interns:* STEP-UP created *Personal Finance Guide for Interns* in 2013. Each intern was provided with this during their intake session. The guide was a tool to help interns understand their paychecks, budgeting, and banking resources in their community.

## **WSA 12 – ANOKA COUNTY JOB TRAINING CENTER**

**SERVICE AREA:** Anoka County

**MISSION STATEMENT:** *“Preparing Today's Youth for Tomorrow's Workforce”*

**YOUTH COUNCIL CHAIR:**

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**EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- The WSA has a collaborative partnership with the largest school district in the service area, Anoka-Hennepin District 11, which is focused on developing leadership skills. The Future Leaders Program is targeted to minority students who are either juniors or seniors. 2014 will begin our fifth year of the collaboration and the Job Training Center covers the wages and provides vocational counseling and supports as needed for the participants.

Once selected and enrolled in the program, the students are matched with elementary schools where they tutor children who have been identified as below grade expectation or at risk of failing. The Future Leaders provide support in the areas of reading, writing and math to the young children. During the school year, the Future Leaders are also given instruction by SLA's (Student Leader Advocates provided by the school district) in areas of learning the value of employment, how to apply for work, interviewing and working with teachers and principals at their worksites. One of the overall goals of the program is to prepare high school students for possible careers in education. One of the intended outcomes is that District 11 will recruit and hire more people of color as teachers.

- Youth that are currently in school attend a monthly class held at the WorkForce Center which is known as “Starting Block” and is currently provided in partnership with local

YMCA Youth Outreach services. The intention of this activity is to allow for a group of students to connect on a monthly basis, to benefit from adult mentorship from their vocational counselor and to expose them to a range of workplace and life skills topics. Topics covered in this class include: Dressing for Success, Green Jobs, Diversity on the Job, Time Management, Work Expectations, Handling Difficult People, Living on Your Own, Budgeting, Minnesota Career Information System (MCIS), Where Are the Jobs, Resumes and Interviewing Skills. This activity is considered part of the work activity and worksite supervisors build their work schedule around the activity to ensure ongoing participation. In advance of the class the students receive a newsletter with pre-work assignments.

Staff and students work as work as a group to enhance their communication and leadership skills through the activities and interactions. Planning for their future is key and the facilitators focus on providing them the tools to conduct career exploration including how to explore colleges and their program offerings, connecting them to financial aid resources and possible entry into the military. Subject matter experts are invited in as guest speakers on a range of topics.

## WSA 14 – DAKOTA-SCOTT WORKFORCE SERVICES

### SERVICE AREA: Dakota and Scott Counties

**MISSION STATEMENT:** *“To provide leadership and support to community partners in fostering the educational and employment success of youth.”*

### YOUTH COUNCIL CHAIR:

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### EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:

- **The Zone**, developed by the Dakota-Scott Youth Council and now used state-wide is the gateway to youth-friendly employment and labor market information in all three WorkForce Centers in Dakota and Scott counties. The Zone is both a physical space in some WFCs and a virtual space on the web.
- **Reality for Youth** - Approximately 120 students, who participate in special education services in Scott and Carver County high schools, attended a transition workshop called **The Reality Store**. The Reality Store is a simulation activity in which students identified their career interests, researched a specific career and received a mock checkbook with the monthly income entered for the specific career. The high school juniors and seniors

then visited booths staffed by community members. At each booth, students made decisions concerning the standard of living they would assume with their career choice and future family in mind. There were speakers that addressed a variety of topics including insurance, housing, banking & employment & training resources.

- **Recognizing Youth Achievement** – Each year, Tree Trust hosts a picnic to celebrate the accomplishments of program participants who worked on landscape crews throughout the Dakota County area. Youth work in various city and county parks on projects such as building a 25 foot bridge, benches for a Frisbee disc course, a timber wall as well as completing erosion control projects and other general landscaping projects. This youth program also teaches youth planning skills and rewards them with pay raises for perfect attendance. In addition to program participants, the event was well attended by parents, local officials and Youth Council members.
- **Recognizing Youth Champions** – The *Excellence in Youth Employment Services Awards* recognize organizations or programs, an employer or an individual who has demonstrated a commitment to and effectiveness in preparing young people, ages 14-21 to enter the workforce. Dakota Electric and St. Francis Regional Medical Center sponsor and present the awards. The honorees receive their award at the WIB's annual Legislative and Employer Recognition Event in front of an audience of area legislators, employers and community leaders. Additionally, press releases are issued to provide additional recognition for their achievements.
- **In the Community** –
  - Dakota -Scott County staff participate in career fairs at area high schools on an on- going basis. Staff has students complete career assessment tool, and provide information on the WorkForce Center and The Zone. Staff also conduct workshops on Interviewing, Job Hunting, Hot Jobs in Minnesota, and "What not to do when looking for a job."
  - Each spring, staff present "How to Land a Summer Job" workshop at local libraries.
  - WorkForce Center staff presented "*Jobs, Careers + Other Fun Stuff*" to 300 sophomores at Northfield High School providing them with the latest labor market information about careers which will be in demand and insights as to what traits employers are looking for when considering potential new employees.
  - Presentation was provided for District 917 Career and Tech Ed. Staff and Alternative Learning Center teachers and included information on: workforce outlooks; current and projected workforce needs; new initiatives; and advice for young job-seekers.
  - Each month, staff prepares and distributes "Who's Hiring Youth", a newsletter which is emailed and filled with tips for young job seekers and job openings of interest to youth. The distribution list includes teachers, career counselors, and others working with school-aged youth.
- **Getting Credit** – In partnership with the Southwest Metro Educational Cooperative, Scott County offered youth needing credits the opportunity to participate in the Youthbuild and The Landing collaborative projects. Work readiness skills were built into the development of each worksite. Worksite supervisors evaluated each youth's accomplishment in areas such as: interpersonal, information, systems, technology, personal qualities, basic skills and thinking skills. This year, due to transportation issues and the overall economy it was more difficult finding worksites. Those

challenges were put to the parents/guardians and youth who were then encouraged to seek out positions in the local area. This simple request doubled the number of Scott County's worksites available to youth!

- **Financial Literacy training for youth participants** - Youth develop a personal budget that exhibits their gross pay, taxes and other deductions and net pay. Youth decide how much of their total earnings they would like to save and how much they would like to spend. Youth develop an understanding of the financial consequences of missing a day of work. Youth develop an estimated cost of the specific landscaping/construction project the crew is working on, with the approximate cost of materials. As part of the program, youth attended a 3-hour seminar on a Saturday to learn the basics of finances including investing and planning ahead. Southwest Metro Educational Cooperative provided the classes.
- **Camps** – the Dakota-Scott Youth Council sponsors and promotes an annual week-long summer camp for girls in grades 5-8 which provides them with exposure to non-traditional careers. In previous years, the Youth Council provided scholarships for youth to attend the health-care focused Scrubs Camp and Camp Enterprise, an educational, weekend residency program for high school juniors and seniors.
- **Foster Care Youth** – Staff in both counties are working closer with youth aging out of the area county-based foster care programs. One of the early successes was leveraging resources from the stimulus funding to provide work experience opportunities for youth housed at the Lincoln Place a recently-opened housing development for youth transitioning out of foster care. Scott County is active with the Safe Haven transition youth in work experience, training, job search and support services.
- **Opening Doors** – The Dakota County Community Transition Committee Opening Doors Initiative is intended to foster connections between educators that work with transition aged students with disabilities, the local business community and area students that have special needs. Its mission is to promote effective transition services through community collaboration for youth that will prepare them for adult life. A few highlights of the program, which is being led by the area's Vocational Rehabilitation Services, include:
  - Labor market information to be distributed to educators in the local schools to help them to be better informed of the prevalence of jobs in the region and of high-growth high-demand jobs in our local economy;
  - The development of an e-mentoring project to match students with local business contacts;
  - The development of a speaker list to encourage business contacts to enter schools and share real time information to students about opportunities in their local economy;
  - Six career camps to present careers and opportunities to students about Minnesota Career Fields, Clusters and Pathways and schools where students can seek these job skills.

One of the first events was an Opening Doors Mini-Career Camp which took place at Dakota County Technical College. The event included components on: Dakota County Career Overview; State and Dakota County Support Services; Biometrics: Future Trends in Employment; Employment & Training Resources; and My Transition Journey.

Additionally, there were volunteers to talk with attendees about careers in the following areas: Arts, Communications and Information Systems; Agriculture, Food, & Natural Resources; Health Science Technology; Human Services; Arts, Communications, & Information Systems; Business, Management, and Administration; Engineering, Manufacturing, & Technology; and Human Services.

## **WSA 15 – RAMSEY COUNTY WORKFORCE SOLUTIONS, INC.**

**SERVICE AREA:** Ramsey County

**MISSION STATEMENT:** “Supporting and building a foundation for all youth to thrive as healthy, productive members of our community.”

### **YOUTH COUNCIL CHAIR:**

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### **EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

#### **Best Practices:**

**The Outreach to Schools** initiative has been expanded to serve students at the Roseville, North St. Paul, Humboldt, and Como High Schools. Four interns are providing this service.

**The Youth Council** has identified four primary strategic goals as part of the 2014-2015 Youth Council Work plan. These goals include:

1. Encouraging the alignment of the educational system with worker and industry needs;
2. Improving the availability and quality of workforce counseling in junior high and high schools to support the World's Best Workforce legislation;
3. Encouraging additional development of technical track options in high schools; and
4. Increasing outreach and program services to out-of-school youth.

**The Youth Council has taken a leadership role in promoting Job Corps** coordination strategies and assisting young offenders in re-entering the community.

**Ramsey County Workforce Solutions has initiated a 'credential' based Customer Services Training** at St. Paul College. Many youth obtain a credential every year.

**Ramsey County Workforce Solutions has a cooperative program with Ramsey County Corrections Juvenile Probation called "Invest in You."** "Invest in You" offers a critical thinking/customer service class followed by a two-week readiness training and a 100-hour work experience leading to unsubsidized employment. The goal is to reduce recidivism and increase graduation rates for youth. Youth offenders are referred by probation offices. Over 50 youth are served per year.

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## **WSA 16 – WASHINGTON COUNTY WORKFORCE CENTER**

**SERVICE AREA:** Washington County

**MISSION STATEMENT:** *“Empowering youth to be successful in work and life.”*

**YOUTH COUNCIL CHAIR:**

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**EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **Career Assessment and Exploration:** The Washington County Youth Council participates in a biannual Career Day event held at Century College and sponsored by Northeast Metro 916 Career and Technical Education Center. The event serves high schools throughout Washington County and exposes students to career and educational opportunities and career pathways. Youth are given the opportunity to explore careers of interest, hear from industry professionals and tour programs available during high school through the Career and Technical Education Center and after high school through Century College.

The Youth Council also participates in Career Skills Day designed for youth with disabilities. Students from local high schools and transition programs receive assistance with completing job applications, problem solving and interviewing. Local employers provide mock interviews and feedback to help youth in their job search. Youth are also given the opportunity to learn about community resources that may be available to them now and after graduation.

Youth enrolled in the Youth Program have the opportunity to discover their interests, preferences and personal styles through the use of the Strong Interest Inventory assessment. Youth take the online assessment and then attend a workshop to discuss results. In the workshop, youth are provided a personalized report that illustrates how their interests and preferences link to various jobs, work setting and career fields. Careers of interest are then explored through the use of sites such O\*Net and ISeek and through work experience placements.

- **Work Readiness Training:** Youth participate in Work Readiness Training through an interactive workshop entitled “Workplace Success.” The workshop prepares youth for what to expect in a workplace and provides them with the tools to be successful. Appropriate workplace behavior and employer expectations are discussed including language, appearance, attendance, cell phone use, professional relationships, attendance and time management. A panel of business representatives also provides tips and answer youth questions about how to find and keep a job.

Youth also participate in the National Career Readiness Certificate (NCRC) Certificate. The NCRC is a portable credit that demonstrates levels of achievement in workplace employability skills including applied math, locating information and reading for information.

- **Opportunity for youth to earn academic credit:** Youth participate in Tree Trust’s Summer Youth Employment Program (SYEP) have the opportunity to earn elective academic credit during the course of their summer employment through a partnership with Northeast Metro Alternative Learning Center (ALC). Youth working during the eight-week program are eligible to earn one credit for every 60 hours of work (up to two credits). The youth participants complete word processing and spreadsheet lessons to further enrich their understanding of their project and its impact on the community, their personal finances, and the impact this job can have on their future employment. Youth must complete the required number of hours and must receive satisfactory evaluations from their supervisor in order to earn the credit(s).
- **Community Partnerships:** Family Means is a community based program that provides after school and summer programming for children and teens in low income communities. The Youth Program provides wages for youth workers to work as program assistants. The collaboration allows older youth to serve as mentors. The result is that older youth increase their leadership and work readiness skills and younger youth have positive role models within their own community. Many younger youth have been overheard saying that they want to be a program assistant when they get older.

In 2013, we also added a collaboration to develop a community supported garden (CSA). Youth workers assisted with planning, weeding and harvesting of produce. Community members paid a minimal fee to receive healthy food in a convenient manner. Youth were exposed to new foods and recipes for preparation were provided. Due to the success of the project, plans are being made to expand the garden next year.

## **WSA 17 – STEARNS-BENTON EMPLOYMENT AND TRAINING COUNCIL**

**SERVICE AREA:** Benton and Stearns Counties

**MISSION:** *“The mission of the Youth Council is to lead and bring together community resources to focus on youth becoming capable and satisfied workers.”*

**YOUTH COUNCIL CHAIR:**

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**EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

- **Federally-Funded Youth Programs (WIA and WIOA)** are designed to give youth individualized attention in planning their career, navigating their education plans, and preparing to find a job. Career assessments, career plans, training scholarships, supportive services, and work experience related to their career pathway (when possible) are some of the services available. If necessary, community referrals are provided. Services are provided year-round.
- **CareerONE**, an intensive summer offering that provides at risk youth ages 14 – 21 work readiness skills, training in a safe, nurturing and learning rich environment. The purpose of the summer program is to give at-risk youth a realistic and positive work readiness training experience and to keep youth from regressing academically during the summer months. Summer components include: teamwork, contextual academic enrichment, career exploration, work readiness skills, workplace safety, financial literacy, reflections and journaling, and work projects for community based organizations and agencies.
- **The Youthbuild Program** is operated in collaboration with the St. Cloud Area School District 742, Area Learning Center and Central Minnesota Habitat for Humanity. Youthbuild provides an opportunity for high school dropouts and potential dropouts to focus on completing high school while working part-time on Habitat for Humanity Projects. Youthbuilders learn basic safety and construction skills while improving the availability of low-income housing in the community.
- **Outreach to Schools** places three interns in seven area high schools to provide career exploration, career fairs, job search assistance, college information and current labor market information to youth and families. Outreach to Schools is supported by funding

from the Initiative Foundation. This additional funding allows SBETC to provide the interns with a learning stipend. These efforts are assisting schools in attaining college and career readiness under the World's Best Workforce requirements.

- **Higher Education and Career Advising Pilot (HECAP)** provides career counseling activities during the 2013/2014 school year to high school students in District 742. SBETC is one of four pilot sites. This project is funded by the Minnesota Legislature and supported by Senator Bonoff.
- **Discovery Academy** is a high school initiative of the St. Cloud Technical and Community College. It provides an opportunity to take college courses in a high school setting and earn a college transcript. The Discovery Academy website connects teachers, learners and business partners with worksite learning opportunities.
- **Project Lead the Way (PLTW)**, a pre-engineering/engineering technology curriculum challenges high school students to consider Science, Technology, Engineering, and Math (STEM) careers.
- **Students Technology and Robots (S.T.A.R.) Camp**, an initiative stemming from the St. Cloud Technical and Community College's partnership with 360° Center of Excellence for Manufacturing and Applied Engineering, promotes engineering/manufacturing to a younger audience of students in an attempt to trigger interest and appreciation for the career field.
- **Career and Technical Education Programs** offer excellent after school and summer opportunities. Career & Technical Education, College Bound, Business Education Partnerships of St. Cloud Area School District 742 offer creative options including Camps to Careers (S.T.E.M. Academy, Digital Media Academy, Health Care Academy), and F4 Focus on the Future - Family Forums.
- **Partners for Student Success** is a community initiative began by St. Cloud Area School District 742. Its mission is to unite schools and the greater community to collectively impact and improve educational achievement, post-secondary/career readiness, and civic engagement of our children. This partnership originated from concerns with huge challenges facing children in the greater St. Cloud area including increasingly poverty, immigration status, and increasing expectations for success.
- **Cradle to Career** is an initiative of community organizations, business and education working together to "support student success through a cradle to career approach for education and workforce development." Key partners include: Stearns Benton Employment & Training Council, United Way of Central Minnesota, Partner for Student Success, Initiative Foundation, Central Minnesota Community Foundation, Readiness Pipeline, Center for Service Learning & Social Exchange, University of Minnesota Extension, Child Care Choices, St. Cloud Area School District and the Greater St. Cloud Area Development, identify cooperative ventures and new resources and measure our impact through common goals. This is one of eight current community priorities identified in our Central Minnesota area that is getting significant traction.
- **Youth Zone** at the Minnesota WorkForce Center – St. Cloud offers a special place for youth to access universal services of the Minnesota WorkForce Center.

- Collaboration efforts are underway with the **Greater St. Cloud Development Corporation Talent Corps (GSDC Talent Portal)** in setting up a portal for employers to list opportunities for youth in their workplaces. **The St. Cloud Chamber's Workforce Development Committee** is also partnered in these efforts and is a major player in developing internships for local youth at local companies in specific industries. The GSDC Talent Corps portal will be a one stop access for youth to access a listing of work experience sites, job shadow opportunities, internships, and etc.

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## **WSA 18 – WINONA COUNTY WORKFORCE COUNCIL**

**SERVICE AREA:** Winona County

**MISSION STATEMENT:** *“To assist individuals, employers and the community in achieving economic success by acting as a link to people and job opportunities, while providing employment related services to job seekers and employers.”*

**YOUTH COUNCIL CHAIR:**

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**EXAMPLES OF COOPERATIVE YOUTH SERVICES AND BEST PRACTICES:**

**Best Practices**

- Careers Camp is a Career Exploration Camp of local sector based jobs using hands-on activities to better understand education and training requirements, activities commonly done, skills required and local Labor Market for the job. Each year the camp has a theme to help engage participants in learning.
- Assist with organizing and supporting two Educational Science Camps (Nano and GUESS - Girls Understanding & Exploring STEM Stuff) that focuses on exposing and exciting high school aged students to science related technology. These camps are offered in conjunction with RINTEK and MN State College Southeast Technical Nano Projects.
- The Youth Program collaborates with Community Education to offer classroom assistance in taking the National Career Readiness Credential and to improve basic math and reading skills. Those successfully earning the credential have the opportunity to do practice interviews with NCRC employers.

- WorkForce Center staff continue to promote the Youth Zone website through outreach presentation to area schools, program participant orientation, business cards and social networking sites (Facebook and Twitter). This avenue helps to further a virtual presence for young adults.
- An enhanced summer orientation for youth participants in the summer work program to offer a three part series. The first part reviews information on child labor laws, work site responsibilities, how to keep a job, managing money and safety on the job. Part of the training uses computer games created by staff. The second part covers job seeking skills to help youth find their next job. Finally, the third part uses a laptop lab for students to write up-to-date resumes and cover letters.
- Year round program participants may now go through a pre-work safety orientation and assessment on the web. Safety on the job site is one of the most important things to keep in mind when working at any job. All employees have a Right to Know about the hazardous materials used in your work area and the potential effects of these materials upon your health and safety. At the end of the course, participants assess themselves on potential hazards in the workplace. Assessment results are sent directly to the WorkForce Center for verification.
- Distributed “Know Your Rights” books to Work Experience Coordinators in Winona County schools. Completed an accompanying activity guide manual that WorkForce Center staff use during outreach workshops.
- Use of college interns to do outreach to schools in Winona County that promote the youth program, WorkForce Center services, job seeking skills and career exploration activities.
- Developed an E-Mentoring program between local business and students at the Alternative Learning Center, originally developed by the University of Minnesota.
- Developed a questionnaire using Survey Monkey for youth program participants to offer comments, opinions and requests to the Youth Council and Workforce Investment Board. Students may be assisted by classroom teachers or provide input on their own time online/in-person/e-mail. Survey results are reviewed by the Youth Council when determining annual goals

### **Strategies**

1. Promote Career Awareness of jobs available in our area and skills/training needed to be successful in the field.
  - Career Camp
  - Robotics Camp – partner with University of Minnesota Extension
  - Job Seeking Skills Workshop
  - Paid Work Experience
  - Training Scholarships for out of school youth
  - Outreach Efforts – partner with Winona State University
2. Grow the Youth Zone and Social Networking Sites that offer a virtual presence for youth adults to gain accurate job seeking skills information and career exploration assistance.
3. Educate Work Experience Teachers and participants of available “FastTRAC” training and Bridging programs that can help with preparing or exploring a career.

4. Continue to explore ways to engage Older Youth in gaining competency in literacy documented through testing.
5. Grow the E-Mentoring Program with other school districts in Winona County. Promote E-Mentoring success through presentation to the state-wide ALC conference.

*Minnesota*<sup>™</sup>

Department of Employment and Economic Development

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