

## Adult Career Pathways Drive for 5 Quarterly Provider Meeting with notes

Date: 1/14/2025

Icebreaker: Favorite irresistible snack, put your answers in the chat. *Thanks for sharing!*



### Welcome

#### ❖ DEED Staff Introductions

- Ann Meyers; Director of Adult Career Pathways [ann.meyers@state.mn.us](mailto:ann.meyers@state.mn.us)
- Jenilee Drilling; ACP Lead Program Coordinator [jenilee.drilling@state.mn.us](mailto:jenilee.drilling@state.mn.us)
- Sarah Lee; ACP Grant Coordinator [sarah.lee@state.mn.us](mailto:sarah.lee@state.mn.us)
- Ama Akakpo; Director of Employment & Training Division [ama.akakpo@state.mn.us](mailto:ama.akakpo@state.mn.us)

### Employer Engagement:

- ❖ Liz Jennings ([Liz.jennings@state.mn.us](mailto:Liz.jennings@state.mn.us))- Employer Engagement Supervisor CareerForce Division
  - Introduction of Employer Engagement Specialists
  - Updates: *Career Force is fully staffed with 6 Regional Employment Engagement team members. They are here to meet with you, listen to needs, learn more about programs/regions/etc. How can we help? So many resources are available, even if you're just looking for someone to brainstorm with. We can help facilitate partnerships, make relationships within industry sectors, coordinate hiring events, collaborate with workforce development teams, coordinate employer services, prioritize Drive for Five industry sectors, highlight job quality incentives, and much more. The goal of Career Force is to help you reach yours. Services are available to both Part 1 and Part 2s. The paid work experiences/internships that are built into Part 1 work could be an excellent way to establish pathways/build relationships with training programs and employer partners.*

### Program Updates:

- ❖ Contract Extensions

- Extension of SFY2025 funds (only) may be extended through 6/30/2026.
- SFY2024 funds will expire 6/30/2025 and cannot be extended past that date.
  - All total grant funds were split between SFY2024 and SFY2025. Review your most recent RPR to ensure you are aware of the SFY2024 amount and where you are at with spending. *Take this time to really think about SFY24 funds. Take stock of where your expenditures are, make a plan, reach out to your coordinator for guidance.*
  - Be mindful of your Admin cost category so that it does not exceed 10% of the total award or 10% of the expended amount, *whichever is less.*
- Focus the time extension on training completion, job placement, and retention. *This is not the time to launch a new training program, but to hone in on measurable outcomes and complete work plan and contract goals.*
- An email will be sent to all program contacts this week from your Coordinator with next steps in this process.
- ❖ Performance/Outcomes
  - Be sure you are keeping up with your WF1 data entry and submission of your quarterly reports!
  - *All Part 1 grantees are required to use WF1 for data entry, and ALL grantees are required to submit quarterly reports. For Part 1 grantees, make sure you are opening activities in WF1 and uploading employment verification for participants. When submitting RPRs, please remember to also submit job placement incentive forms if applicable. Connect with your coordinator with any questions or concerns.*
  - Past performance and contract outcome progress will be taken into consideration as we move into the new legislative session (EX: participants enrolled, participants completing training, exits to employment, etc.).
- ❖ Quarterly Reports
  - Due the 30<sup>th</sup> of the month following the end of the quarter...January 30<sup>th</sup>!
  - Training for completing the quarterly reports is coming soon. Please watch your emails for the information.
  - Submitting a progress report each quarter is a requirement of your contract with DEED. Per State of Minnesota's Office of Grants Management [policy 08-09](#) "Grant payments shall not be made on grants with past due progress reports unless the state agency has given the grantee a written extension."
- ❖ Best practices and success stories
  - *17 Dakota County Area Chamber members have committed to completing the full Multicultural Leadership training and certification program.*
  - *Duluth Chamber of Commerce placed their first CDL graduate into employment last quarter.*
  - *Rural Minnesota CEP worked with a participant who was facing unemployment after nineteen years of dedicated work. They were able to help him enroll in and cover the cost of CDL training for him. He earned his Class A license and is now able to secure employment in a high-demand industry.*
- ❖ RPRs must be submitted by the 20<sup>th</sup> of the month following the month expenses are incurred. However, if no expenses are incurred within the month, a \$0 RPR must be submitted.
- ❖ Job Quality Incentives – Part 1 providers
  - If participant obtains a job and meets the Job Quality Placement Incentive requirements (\$25/hour or more, working 32 hours a week or more, permanent job), grantee opens an

“Employed Full Time” activity and “Retention” activity and uploads the employment verification (i.e., pay stub, offer letter, completed employment verification form, or another verifiable document from the employer) into the participant’s Workforce One Electronic Document Storage (EDS).

- When RPR is submitted to DEED, grantee attaches the RPR Job Placement/Retention Reporting form listing out participants who they are claiming Job Quality Incentive(s) on for that month.
- After 90 days,
  - If claiming the Job Quality Retention Incentive, the grantee obtains employment verification from participant verifying participant is still working at employer and uploads employment verification document to EDS.
  - When RPR is submitted to DEED, grantee attaches the RPR Job Placement/Retention Reporting form listing out participants who they are claiming Job Quality Incentive(s) on for that month.
  - Participant should then exit to “Pay for Performance Placement” exit reason.
  - If not able to contact/verify participants employment retention, follow regular exiting procedure and use the exit reason that best describes the participants situation.
  - If a participant obtains a job and DOES NOT meet the Job Quality Incentive requirements, follow regular exiting procedure, and use the exit reason “Entered Unsubsidized Employment”.

## Resources:

**Adult Career Pathways webpage** <https://mn.gov/deed/programs-services/adult-career-pathways/>

## Employer Engagement:

- ❖ Lena Balk – CareerForce Help Desk & Employment Services Manager - Training Program Finder Demo [lena.balk@state.mn.us](mailto:lena.balk@state.mn.us) <https://www.careerforcemn.com/training-programs>

*Part 1 grantees can post trainings on this website for free. Please reach out to Lena or your coordinator with questions.*

## Transformative Career Pathways – Capacity Building and Diversity and Inclusion RFPs

- ❖ <https://mn.gov/deed/about/contracts/open-rfp.jsp>

**Next meeting: April 8<sup>th</sup>, 2025**

Please send agenda items or information you want to share to the group. [Ann.Meyers@state.mn.us](mailto:Ann.Meyers@state.mn.us)

***Thank you!***