



Regional and Local Plans

Minnesota's Workforce Development System Under WIOA

Program Years 2016 & 2017

Submitted by

RWDA: WIOA REGIONAL DEVELOPMENT AREA 5
SOUTH CENTRAL/SOUTHWEST

LWDA: SOUTHWEST MN WORKFORCE COUNCIL
LWDA 6

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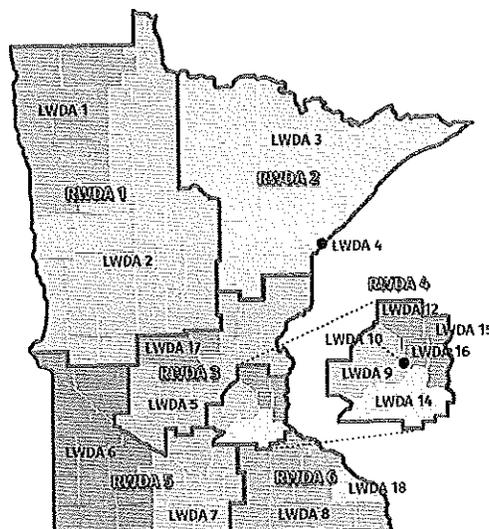
INTRODUCTION

The purposes of the WIOA are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education and economic development systems in support of a comprehensive, accessible and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions and states and the global competitiveness of the United States.
- (6) For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized post-secondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers and enhance the productivity and competitiveness of the Nation.

Workforce Development Areas

Minnesota has designated six Regional Workforce Development Areas (RWDA) in the state that represent a combination of Local Areas, as defined in WIOA, and Economic Development Regions, as defined in other federal law. These Workforce Development Areas have been approved and adopted by the Governor and the chief local elected officials of the Local Areas.



Each Regional Workforce Development Area is responsible for submitting a Regional Plan, inclusive of the Local Plans of the Local Workforce Development Areas. The Regional and Local Plans will align with the strategic vision set by the Governor, address the regional needs of the workforce and business communities and comply with the planning requirements as determined by the State of Minnesota's Department of Employment and Economic Development and the U.S. Department of Labor and applicable federal and state statutes.

Minnesota's Vision for the Workforce Development System

Vision Statement:

A healthy economy, where all Minnesotans have or are on a path to meaningful employment and a family sustaining wage, and all employers are able to fill jobs in demand.

This vision statement was developed through Minnesota's participation in the National Governor's Association's Policy Academy on Career Pathway Models. Minnesota's effort engaged seven state agencies and has influenced workforce development thinking at the system level. It is fitting to continue to move forward with pursuing the implementation of WIOA under this inclusive effort.

Mission:

The creation of a Career Pathway System that aligns local, state and federal resources, policies and services to meet the workforce needs of business and industry and improves access to employment, education and training services for Minnesota's current and future workforce.

Rationale:

The economic conditions of the 21st century require a more responsive approach to meeting the needs of business and industry; and the growing diversity of the workforce population. As economies become more global, competition will continue to increase and pressures on the inputs of production, specifically the timing, availability and skill base of the workforce. Rediscovering the value proposition of the Workforce Development System is critical to responding to the 21st century economy.

A Career Pathway System approach will position the needs of a skilled workforce at the center of the system, recognizing the important role of a "dual customer" approach – businesses and workers. Businesses will lead sector strategies that address the most critical growth needs in occupations that support family sustaining wages. The diverse needs of workers will impact the design and delivery of employment and training programs and services to fulfill these employment needs and their career goals.

SECTION A: REGIONAL PLAN

REGIONAL LEADERSHIP APPROACH

The regional leadership approach describes how the local area boards within each regional workforce development area will define and coordinate the strategic priorities established by the Governor under WIOA.

1. Describe the selection process for the membership who will provide the leadership to oversee the development and coordination of the regional plan.

The selection process for the Regional Workforce Development Area #5 (RWDA #5) leadership team was discussed and approved by both the South Central Workforce Council and the Southwest Workforce Council. The RWDA #5 leadership team is comprised of eight (8) members including the Chair and Vice-Chair of each of the Local Elected Official Boards and the Chair and Vice-Chair of each of the Local Workforce Council's. The Board will be staffed by the Executive Director of each Board.

The Chair of the two Workforce Councils will serve as co-chairs.

The make-up of the Board provides a strong mix of private sector and elected officials. Membership represents healthcare, manufacturing, agriculture services, as well as the local elected official's perspectives.

2. Describe how the selected organizations from the region will provide oversight to development and implementation of the regional plan. Complete **Attachment A – Regional Oversight Committee**.

Two regional planning meetings were held in RWDA #5 in Fall 2015. The purpose of the meetings was to gain input from business and major stakeholders throughout the 23-county region. The information/feedback gained from the planning sessions will be used to develop the regional plan and identified the strategic goals and strategies.

The leadership team is scheduled to meet on April 13, 2016 to finalize the operational/governance structure of the committee. The leadership team will meet – at a minimum – two times per year.

The local representatives will be charged with communicating back to each local board to ensure all members are kept informed and have the opportunity to provide feedback and recommendations to any regional initiatives that may develop.

The first task of the Regional Leadership Team is to review and analyze the regional priorities and strategies (based on information gathered at the Fall Planning Sessions), and approve the Regional Plan. Following that step, the Plan will be sent back to each local Board for final review and approval for submittal.

Future responsibilities of the Team may include:

- Bi-annual (minimum) meetings
- Assure regional strategies are clearly defined and measurable
- Monitor progress

- Review and approve potential areas of collaboration
- Review and approve regional initiatives
- Convene and engage key stakeholders, individuals from diverse groups, and others experiencing barriers to assist in developing and implementing regional strategies

3. Describe how the approach used will ensure that partner engagement includes diverse representation, specifically among populations experiencing barriers to employment.

Based on labor market information and demographics, the leadership team will focus on assuring that, to the extent possible, the populations experiencing barriers to employment are engaged in both the regional and local workforce development area meetings, discussions, goal setting, strategy development and implementation strategies.

Engaging stakeholders and individuals from diverse backgrounds and populations, as well as those experiencing barriers to employment is critical in establishing the goals and strategies that will lead to success.

Assuring that the diverse demographic make-up of the RWDA #5 area is strategically involved in the identification of issues and solutions, goal setting and strategy development broadens the scope of success and advancement of workforce development in the region.

Included in the partner engagement will be individuals, decision makers representing specific populations and other key stakeholders including, but not limited to: individuals with disabilities; tribal communities; communities of color; K-12; higher education; individuals involved and/or representing the criminal justice system; and representatives specifically focused on addressing employment and education disparities.

The Boards and staff will make a concerted effort in designing and implementing programming that will directly engage diverse populations and groups experiencing specific barriers to employment. Both organizations practice and are compliant with equal opportunity hiring practices and will assure that appropriate outreach for employment opportunities is shared and targeted to special populations.

4. Describe how performance negotiations will be managed among the local workforce development areas within the region.

Describing the management of performance negotiations at this time is difficult to outline due to lack of WIOA rules and regulations. Therefore, RWDA #5 will be addressing this question in more detail following release of specific guidance. At a minimum, we anticipate that the RWDA #5 leadership team will be responsible for the review and oversight of the negotiations. Each LWDB will conduct negotiations with the partners in the local area. Results of the negotiations will be reviewed by the Regional Leadership Team.

Staff will continue to work with GWDB, DEED and MWCA to develop a comprehensive plan for negotiations – again pending regulations. Further specifics are pending awaiting final regulations.

5. Describe any additional goals being set by the regional leadership or individual local area boards.

The regional leadership team is in the process of outlining the two year plan strategies and direction at their April 13, 2016 meeting. At that time they will prioritize and attach timelines to the identified goals and strategies that resulted from the Fall 2015 regional planning sessions.

Goals/Priorities that will be addressed include:

- Focus on final rules & regulations and assuring all aspects of WIOA implementation, governance and delivery are finalized and ready for full implementation on July 1, 2017;
- Assure that the two LWDB boards understand the structure and make up of each other; that the strategic design for the Region is clear and agreed upon;
- Advance Career Pathways as a system throughout the region;
- Strategize on methods to assist populations experiencing employment & education disparities;
- Address shortage of skilled workforce; provide skills training in demand occupations
- Increase career awareness for youth/parents and adults on demand occupations
- Expand connections between education and businesses
- Develop marketing/outreach strategies on workforce programs, services, & resources available in the region.

6. Describe how the local area boards will direct system alignment within the region through shared policies and practices.

The local area boards will direct system alignment within the region as follows:

- Review the established policies and practices of each local workforce development area, determine opportunities for shared policies and practices as appropriate; while maintaining the intent of each local board to maintain their unique and independent operations;
- Review the current Program Operator model (Consortia Model) in each LWDA, to determine any opportunities for enhancement on a regional basis;
- Review direct delivery of services models in each area to determine potential opportunities for best practices and collaboration;
- With the addition of the Rural Career Counseling Coordinator (RC3) position – the LWDBs have the opportunity to review the data and results of the asset mapping and gap analysis process and then provide direction on opportunities to broaden alignment with multiple partners and stakeholders and drive best practices and bring them to scale across the region;
- The One-Stop Operating Teams – (comprised of Job Service, Rehabilitation Services, Title I provider, and ABE) in LWDA 6 & 7, meet regularly to address operational issues which may include: staffing or programmatic items; collaborative opportunities; up-dates; customer access to programs and services; new grant/programming opportunities; policy development and/or clarifications and other issues. The One-Stop Operating Teams are aligned with the vision & mission as outlined by the local Boards. The One-stop Operating Teams look to

- the LWDB's to provide direction related to issues and/or opportunities resulting from the One-Stop Operating Team meetings;
- Reports from other partner teams are shared with the LWDB's to assure that the Boards are kept informed and have the opportunity to assure that the team efforts are in line with the vision and direction of the boards. Examples of partner teams include, but not limited to: Business Services Team; Pathways to Prosperity Partnership; Youth Standing Committees; and Project Operator Team.

7. Describe any cooperative service arrangements being planned for the region and how they will promote consistency within the regional workforce development area and with state policy.

Each local area has well established cooperative agreements in place with multiple partners/stakeholders and those will continue. The funding establishing the RC3 position does provide potential opportunity to expand and strengthen the existing agreements. This will become more evident once the asset mapping and gap analysis are completed. Southern Minnesota LWDB's (SC, SE, SW & Winona) have an established Southern MN Development Team that provides education and training opportunities for all partner staff on a bi-annual basis. The southern LWDB's intend to continue the staff development opportunity. In addition, the following area, that currently exist at each local area level, may be strengthened or broadened across the region and are currently being explored and viewed as potential expansion opportunities:

- Monitoring
- Policies
- Program development and career exploration activities/events
- Marketing programs, services and region
- Grant writing
- Professional development
- Best practices
- Legislative activity

REGIONAL STRATEGIC PLANNING

The strategic planning component of the Regional Plan addresses three elements: strategic analytics, strategic approach and strategic operations. The overarching theme is to engage regional stakeholders in the process of establishing the strategic plan and to ensure that decisions are data driven and that the data can be used to measure gains and identify needs for improvement.

Strategic Analytics: *The assessment of the regional workforce development area focuses on key conditions. These conditions are detailed in the following response needs.*

8. Describe the condition of the regional economy and cite the sources of data and analysis.

Regional Workforce Development Area #5 (RWDA #5) consists of the 23-county area of south central and southwest Minnesota. The region includes three economic development regions (Regions 6, 8 and 9) and one metropolitan statistical area (greater Mankato/North Mankato).

The RWDA #5 economy was analyzed by a thorough review of labor market information through our MN DEED Labor Market Analysts; engaging board members, partners and community in a dialogue about workforce and economic development needs; and input from local employers. This approach gives us a good understanding of the region by combining what statistics reveal with the real-time knowledge of local employers and community partners. The Regional Profile for the 23-county labor market area is attached (Attachment 1). Sources of data and analysis are notated on the attached profile. Below is a summary of the data.

Industry Employment: During the recession, RWDA #5 lost over 7,000 jobs. By the end of 2014, the region was back to 2004 employment levels. The region must gain back 3,800 jobs to return to its 2008 peak employment level of 178,000 jobs (see Table 10, page 11 of Attachment 1). The manufacturing industry was particularly impacted by the recession.

The labor market in RWDA #5 is characterized by a diverse industry base built largely on manufacturing, health care/social assistance, and retail trade (see Table 13, page 12 of Attachment 1). The top industries in the region that continue to experience employment gains include: manufacturing, health care/social assistance, construction, transportation/warehousing, agriculture, and professional/technical services.

Distinguishing Industries: RWDA #5 stands out in the state for its higher concentrations of employment in manufacturing and agriculture (see Table 14, page 13 of Attachment 1).

Industry Projections: The RWDA #5 is projected to grow in employment almost 3% from 2012 to 2022. Most of the employment gains is expected to be in health care/social assistance, particularly in nursing and residential care, but also including hospitals, ambulatory health care services and social assistance (see Table 15, page 13 of Attachment 1). Significant employment growth is also projected in construction, professional and technical services, administrative support and waste management, and trade.

Job Vacancies: Regional employers reported 7,245 job vacancies during the 4th quarter of 2014, which is a 52% increase compared to the previous year. Almost half of the openings were part-time. Full-time vacancies reported included transportation and material moving, production, installation/maintenance and repair, office and administrative support, architecture and engineering, construction, and business & financial operations occupations (see Table 10, page 9 of Attachment 1).

Our local employers report that they are having a difficult time finding skilled labor. Specific occupations that were identified as difficult to find were: maintenance/boiler operators, skilled trade occupations, truck drivers, lab technicians, physical therapists, physicians, nurses/nursing assistants, and social service technicians/social workers.

Occupations in Demand: There are well over 200 occupations showing relatively high demand in RWDA #5. Almost half of the occupations in demand require a high school diploma or less, while a little over half require some post-secondary training or degree. Many of the jobs are concentrated in the region's major industries: manufacturing, health care and transportation (see Table 11, page 10 of Attachment 1).

Employments Projections: The MN DEED Employment Outlook reports the region is expected to gain about 5,685 new jobs from 2012-2022, and at the same time will also

need to fill 48,000 replacement openings for existing jobs left vacant by retiring baby boomers and other career changers during that period (see Figure 9, page 10 of Attachment 1). Occupations projected to have the most job openings include: sales, office & administrative support, food preparation & service, production, management, personal care & service, transportation & material moving, healthcare, and installation, maintenance & repair.

Income and Wages: Median household incomes are lower in the region than the rest of the state. Median household incomes ranged from a low in Faribault County of \$44,264 to a high in Nicollet County of \$60,115. Well over half (54.7%) of the households in the region had incomes below \$50,000.

According to DEED's Cost of Living tool, the basic needs budget for an average family (2 adults with 1 child, with 1 full-time and 1 part-time worker) in the region was \$41,352, which is the lowest in the state. However, the monthly costs for housing, child care, taxes and transportation are also lower than the rest of the state. In order to meet the basic cost of living in the region, the full-time and part-time worker in the family would need to earn at least \$13.25 per hour (see Table 7, page 7 of Attachment 1).

The median hourly wage for all occupations in the region is \$15.48 per hour, which is the second lowest wage level of the 6 planning regions (see Table 8, page 8 of Attachment 1). Only Northwest Minnesota has a lower median hourly wage level at \$15.42 per hour. Wages are most competitive in social assistance, agriculture, protective services and production occupations. The lowest paying jobs are concentrated in food preparation and serving, personal care and service, sales and maintenance occupations. The highest paying jobs are found in management, legal, architecture and engineering, computer, business and finance, healthcare practitioners, and social science occupations.

9. Describe the condition of the regional workforce and cite the sources of data and analysis.

Although RWDA #5 has experienced population declines in past decades, it is projected to increase in population in the next 20 years. Regional workforce demographics are included in the Regional Profile attached (Attachment 1). Sources of data and analysis are notated on the attached profile. Below is a summary of the data.

Population Change: According to 2014 census data, RWDA #5 is home to 392,415 people (see Table 1, page 2 of Attachment 1). The region as a whole experienced a small 0.5% decline in population over the past 14 years, primarily due to larger losses in economic development regions (EDR) 6 and 8. These losses were nearly offset by a 3.7% increase in population in EDR 9. Five of the 23 counties in the region gained population during this period, including Blue Earth and Nicollet counties (greater Mankato area), LeSueur County (borders the 7-county metro area), Lyon County (Marshall area), and Nobles County (Worthington area).

Population by Age Group: RWDA #5 has an older population than the rest of the state, with 17.6% of the population ages 65 years and over, compared to 13.9% statewide. The region has a lower percentage of the age 25-64 population; however, the region has a higher percentage of people ages 15-24 due to numerous post-secondary institutions in the region. More than one-fourth of the region's population was part of the Baby Boomer generation, which is creating a significant shift in the population over time (see Figure 2, page 2 of Attachment 1).

Population Projections: Population projections reported by the MN State Demographic Center reveal that RWDA #5 is expected to gain nearly 23,000 net new residents from 2015 to 2035, a 5.7% increase. This population growth is expected to be in the under 5 age group as well as the 25-44 and 65+ age groups (see Figure 3, page 3 of Attachment 1).

Population by Race: Although RWDA #5 is less diverse than the state as a whole, it is becoming more diverse over time. In 2013, nearly 94% of the region's residents report White alone as their race, compared to 85.6% of residents statewide. While overall numbers are low, the region is experiencing significant percentage increases in Black or African American populations, Asian & Pacific Islanders, and two or more races (see Table 2, page 3 of Attachment 1). Nobles County and Watonwan County have the first and second highest percentage of residents reporting Hispanic origin in the state at 26.3% and 21.4% respectively. Just under 22,000 individuals with Hispanic or Latino origin live in the region. Blue Earth, Lyon, and Nicollet counties have experienced an increase in African immigrants settling in the area.

Population by Educational Attainment: RWDA #5 has four MnSCU institutions (8 campuses) and numerous private post-secondary institutions providing a fairly educated workforce ages 25-64. Almost 63% of this age group has some post-secondary education (38.2%) or a Bachelor's degree or higher (24.7%). However, 5.6% (or 9,332 individuals) has less than a high school diploma.

Labor Force Change: RWDA #5 experienced substantial fluctuations in labor force during the 2001 and 2007 recessions; however, overall from 2000 to 2014 the region lost about 1,400 workers (see Figure 4, page 4 of Attachment 1). As the region has recovered from the latest recession, the labor market in the region has been getting tighter, with only 9,000 unemployed workers that were actively seeking work in 2014. During the recession, there were 9.5 unemployed individuals for every job vacancy. This past year, the ratio decreased to 1.3 unemployed people for every job vacancy.

Labor Force Projections: According to labor force projections, the region is expected to experience a slight decline in labor force from 2015-2025 of -0.3% (a decrease of 629 workers). This will likely lead to an even tighter labor market in the future (see Table 3, page 4 of Attachment 1).

Unemployment Rates: With our diverse industry base, RWDA #5 has reported lower unemployment rates than the state and the nation. The region had a 3.9% unemployment rate in 2015 (see Figure 5, page 5 of Attachment 1). The region was home to seven of the 15 lowest county unemployment rates in the state in June 2015, led by Rock County at 2.3%.

Employment Characteristics: Although unemployment rates are low in RWDA #5, not all populations are benefiting from low unemployment rates. Populations experiencing unemployment rate disparities were highest among young people, minorities, individuals with disabilities, veterans, and people with lower educational attainment (see Table 4, page 5 of Attachment 1). Unemployment rates for these populations include:

- Youth ages 16 to 19 (14.5%)
- Young people ages 20 to 24 (8.7%)
- Black or African American (21.2%)
- American Indian & Alaska Native (9.7%)
- Asian/Pacific Islanders (7.0%)
- Hispanic or Latino (12.2%)

- Veterans (6.9%)
- Individuals with disabilities (10.4%)
- Individuals with less than high school diploma (10.3%)

Commute and Labor Shed: The vast majority of workers who live in the region also work in the region (76%). However, the region is a net exporter of labor, with 38,445 commuting into the region for work while 45,562 commute outside the region for work.

10. Describe the condition of the regional workforce development system and cite the sources of data and analysis (SWOT analysis).

The South Central WorkForce Council and the Southwest MN Workforce Council convened over 145 stakeholders at two regional planning events in Mankato and Redwood Falls. The majority of those attending were representatives from business and also included representatives from education (secondary, post-secondary, and ABE), economic development, partner/service agencies and elected officials.

Stakeholders were asked to identify and prioritize current workforce issues. Priorities identified by stakeholders to be addressed included:

- Shortage of skilled workers
- Need to expand career awareness/career counseling for students, parents and job seekers on demand occupations
- Need to develop more connections between business community and education for career awareness and work-based learning opportunities.
- Need to address populations experiencing employment disparities including: immigrants, individuals with disabilities, low-income populations, minority populations, offenders, older workers, veterans, and youth.
- Need to market the programs, services and resources available in the region.

Strengths and opportunities of the regional workforce development system were identified through the regional planning process in the context of our capacity to address the priorities identified above.

Key strengths of RWDA #5 :

- **Local Workforce Development Boards:** Two employer-driven boards with vast experience in convening stakeholders to identify and address workforce priorities. These boards are instrumental in aligning resources and services to address workforce needs and are respected in the region.
- **Local and Regional Collaborations:** The regional workforce development system has developed strong local and regional collaborations built on trust that aligns resources and expertise to implement workforce strategies. Collaborations include Adult Basic Education, Carl Perkins partners, community organizations, economic development, human services, labor unions, local elected officials, post-secondary institutions, and workforce partners (including veteran and vocational rehabilitation services).
- **Workforce Development Career and Training Services:** The regional workforce development system has vast expertise in delivering quality career and training services for youth and adults built upon a solid understanding and connection to the local/regional labor market. The workforce system also has vast experience in serving targeted populations and addressing barriers by

providing additional supports and connections to community resources. The regional workforce development system consistently meets and exceeds performance outcomes (MN DEED WIA Annual Reports).

- Access to post-secondary career and technical education: The region has two MnSCU community and technical colleges with six campuses. The workforce development system has strong connections with MN West and South Central Community & Technical Colleges in supporting their capacity to provide career and technical education programs and serves as a liaison for meeting the skill needs of area employers and training needs of job seekers. Our MnSCU partners have been very responsive to the needs of the region.
- Career Pathways: The region was an early implementer of FastTRAC/Career Pathway programs that align the expertise and resources of Adult Basic Education, MnSCU, and workforce development system for key industries in the region (health care, manufacturing and transportation). The career pathway system includes career exploration, contextualized basic skills instruction, stackable credits and industry-recognized credentials in demand occupations that lead to family-sustaining wages.

Opportunities identified:

- Capacity to meet needs: Although the regional workforce development system has vast experience and success in providing career services, it does not have the capacity to provide these services for all high school students and job seekers in the region.
- Stability of funding sources: Current funding sources for providing career services for high schools and career pathway development is based on competitive funding. It is difficult to plan long-term, make system changes and to recruit staff based on unstable funding sources.
- Asset map and gap analysis: The asset map of career and workforce development services being developed by our Rural Career Counseling Coordinator will enable the region to market services available in the region, align services, avoid duplication of services and target limited resources to fill gaps in services.
- Increase employer engagement: The region has a great opportunity at this time to increase employer engagement through: their need for skilled workers, sector-based career pathway strategies, career exploration activities, and work-based learning strategies such as transitional jobs, internships, apprenticeships and incumbent worker training. The recent infusion of funding from the DOL NEG grant and TAACCCT MnAMP grant, in addition to career pathway development, provide an opportunity to engage more employers in the region in sector-based strategies.
- Increase community engagement: The region has an opportunity to expand community engagement as we focus on populations that are experiencing employment disparities.
- Marketing the region: With declining population in our rural counties, the region has an opportunity to market the quality of life in the region (including job

opportunities) to attract and retain talent.

- **Technology:** The region will support efforts of the State to provide services to a broader audience through technology, especially for those customers who have limited barriers and are able to self-serve. In addition, we will be exploring as a region the opportunity to develop an on-line application for easier access to services.

11. Describe the regional workforce development area's vision for a skilled workforce.

RWDA#5 has adopted the state's vision:

The vision of Rural Workforce Development Area #5 is a healthy economy where all Minnesotans have – or are on a path to – meaningful employment and a family sustaining wage, and where all employers are able to fill jobs in demand.

This vision expresses our intent to “leave no populations behind”, ensuring all individuals have the resources and services they need to make informed career choices, obtain the skills necessary to compete for demand occupations with family sustaining wages, based on sector-based career pathway approaches that meets employers' needs for a skilled workforce.

In order to accomplish this vision and in response to regional priorities identified by stakeholders, RWDA #5 has identified five goals:

1. Address the shortage of skilled workers through sector-based career pathway approaches.
2. Increase service levels and outcomes for individuals experiencing employment disparities, focusing on racial disparities, but also including individuals with disabilities, low-income populations, offenders, older workers, veterans and youth.
3. Expand partnerships with local school districts to increase career awareness and career counseling opportunities for students and parents.
4. Increase employer engagement through sector based career pathways, career awareness opportunities and work-based learning activities.
5. Complete asset-map and gap analysis of career and workforce development services in the region utilizing results to broadly inform the region on services available and to align/target resources to fill gaps.

In order to compete for high growth, high demand jobs that pay a livable wage, our target populations need to acquire the skills and industry-recognized credentials required by employers in high-demand industries. RWDA #5's vision and goals will address the needs of our target populations by providing pathways to skill training that leads to stackable credits, credentials, and the skills necessary to compete for employment in high-demand industries that lead to self-supporting wages and also meets the needs of employers for a skilled workforce.

In addition to addressing the priority issues of regional stakeholders, these goals also align with the mission and goals of the state.

Strategic Approach: *The core areas of the strategic design focus on priorities of the Governor and the system of service delivery.*

Area 1 – Sector Partnerships

12. Describe how the region will use the labor market information and conduct outreach to business and industry to select the targeted sectors for developing career pathways for occupations in demand that provide family sustaining wages. If sectors and occupations have been already selected, describe them within this response. Complete **Attachment G – Local Workforce Development Area Key Industries in Regional Economy**.

RWDA #5 has utilized labor market information and input from business and industry to identify our key industries and to select the targeted sectors for developing sector-based career pathways.

Local Workforce Development Area (LWDA) Key Industries identified by our local boards were based on input from employers, stakeholders and a review of labor market information and are as follows (see also Attachment G):

- South Central LWDA: agriculture, business/professional services, construction, health care/social assistance, manufacturing, and transportation/warehousing.
- Southwest LWDA: agriculture, health care/social assistance, manufacturing, and transportation/warehousing.

RWDA #5 will focus on the four key industries the local workforce development areas have in common: ***agriculture, health care/social assistance, manufacturing, and transportation/warehousing.***

RWDA #5 career pathway sector strategies during the first 2-years of this plan will focus on our top three industry employment sectors: manufacturing, health care and trade/transportation/utilities (focusing on transportation) industries. As noted in the labor market information above and on Attachment A, manufacturing is the largest employment industry in the region employing 31,654 workers and health care/social assistance is the second largest employment industry employing 25,529 workers. These three career pathways address 13 of top 30 demand occupations in the region and half of the top 10 job vacancy occupations. In addition, these three pathways address occupations employers indicate they struggle to find skilled workers: nursing, health care & social service technicians, industrial maintenance technicians, machinists, welders, and truck drivers.

13. Describe how the make-up of the sector partnerships will be determined and the expertise and resources they bring to the partnership.

The South Central and Southwest Workforce Councils each convene a sector-based career pathway partnership. Key partners are identified based on those with the expertise, resources and interest in supporting career pathway development.

Participating partners include:

- Adult Basic Education
- Community Based Organizations
- Economic Development
- Employers
- Human Services Agencies
- Post-Secondary Institutions
- Workforce Center Partners (including Job Service, Vocational Rehabilitation

Services and WIOA providers)

Roles and responsibilities of participating partners are delineated in our career pathways plan and through a Memorandum of Understanding with the partners. Roles and responsibilities for each partner include:

Adult Basic Education:

- Participate in career pathway planning and development
- Outreach and referral of adult learners, including targeted populations
- Conduct program intake and eligibility
- In partnership with Navigator, screen/assess adult learners, including basic skills pre- and post-assessment
- ESL/GED/high school diploma instruction
- Development and delivery of bridge curriculum including contextualized basic skills instruction and exposure/exploration of industry specific career pathways
- Engage employers in career awareness activities
- Provide integrated technical skills training instruction for "gateway" courses determined by partners, reinforcing skill concepts and providing instructional support.
- Data collection utilizing ABE's MABE/MARCS data management system

Community Based Organizations:

- Participate in career pathway planning and development
- Outreach and referral of adult learners, including targeted populations
- Inform partnership on the needs of targeted populations
- Career counseling
- Case management to address barriers
- Support services
- Job search assistance

Economic Development:

- Participate in career pathway planning and development
- Outreach and referral of employers
- Inform partnership on business development and expansion opportunities

Employers:

- Participate in career pathway planning and development
- Inform partnership on industry and occupational skill needs
- Provide career awareness activities: guest speaker in classroom, industry tours, job shadowing opportunities
- Provide work-based learning opportunities: transitional jobs, internships, apprenticeships
- Provide employment opportunities for graduates
- Provide professional development funds for next steps in career pathway

Human Service Agencies:

- Participate in career pathway planning and development
- Outreach and referral of adult learners, including targeted populations
- Alignment with MFIP/DWP/SNAP cash assistance programs
- Support Services

MnSCU Community & Technical Colleges:

- Participate in career pathway planning and development
- Outreach and referral of adult learners, including targeted populations
- Develop stackable credits and credentials for career and technical education in demand occupations
- Provide transition assistance with college enrollment and financial aid application
- Provide credit for prior learning
- Provide training facilities, equipment and instructors
- Provide integrated instruction for credit, in partnership with ABE, for "gateway" courses determined by the partners, resulting in industry-recognized credentials
- Engage employers in work-based learning opportunities
- Data collection utilizing MnSCU ISRS data management system

Workforce/WIOA Providers:

- Participate in career pathway planning and development
- Outreach and referral of adult learners, including targeted populations
- Conduct program intake and eligibility
- Provide "Navigator" services, serving as the central point of contact for adult learners and providing wrap around supports as necessary
- Provide connections and engage local employers
- In partnership with ABE, screen and assess adult learners for program participation
- Administer National Career Readiness assessment as appropriate for adult learners in bridge course
- Provide career counseling including career pathway and labor market information for adult learners in bridge classes and development of an employment plan
- Provide access to WIOA and other funding sources, for support services and training costs, including access to other community resources
- Provide additional "navigation" support during transition periods (i.e. completion of bridge course, completion of integrated instruction, etc.)
- Provide job search and job placement assistance
- Provide follow-up and retention services
- Data entry and tracking on Workforce One data management system

Workforce Development Boards:

- Convene and provide staff support for career pathway partnerships
- Participate in career pathway planning and development
- Provide labor market information (through MN DEED) for the identification of industry sectors and occupations in demand.
- Outreach and referral of adult learners, including targeted populations
- Provide career pathway administration and oversight
- Liaison with the MN Department of Employment and Economic Development and other career pathway funders
- Complete required reports
- Serve as fiscal agent for the partnership.

14. Describe how the partnership(s) will work toward developing and implementing a career pathway sector strategy during the two years of this plan. If sectors and occupations have not been selected, address the process for these decisions within this response.

As indicated earlier, both the South Central and Southwest Workforce Development Areas were early implementers of career pathways. The health care and manufacturing career pathways in the region are very mature in their development as well as partnership relationships. Throughout the years numerous system and process improvements have been made. The two local partnerships have been asked to share their career pathway development as a best practice regionally, statewide and nationally. The career pathway partnerships continue to develop continuous improvement strategies for these two industry sectors, and are especially focused on outreach and recruitment strategies to ensure that the cohorts of adult learners are sufficient enough to implement sustainability strategies and on expanding the partnership to include partners that can contribute expertise and resources in serving populations experiencing employment disparities. It is also important to note that career pathway development is very dependent on relationships built between partnership administration and staff. As a result, administrative and staff changes require continuous professional development and oversight.

In the past year, the two career pathway partnerships have been working on implementing career pathway strategies for the transportation sector, specifically providing preparation and training for Class A Commercial Driver's Licensure to meet the demand for truck drivers in the region. Part of this development includes a recent meeting with the Department of Transportation who is interested in partnering as an employer of graduates of the program.

In general, our career pathway approach includes:

- Alignment with the skill needs of industries and employers in region;
- Aligning the expertise and resources of employers, ABE, post-secondary education, community and workforce partners;
- Career counseling, career navigation and support services;
- Bridge programming that includes contextualized basic skills instruction, exposure to industry careers and an introduction to basic occupational skills;
- Enhanced academic instruction that integrates career and technical education with instructional support and reinforcement of skill concepts that results in stackable credits and credentials along a career pathway;
- Work-based learning opportunities including: clinicals, internships and apprenticeships;
- Working with post-secondary education to provide credit for prior learning;
- Placement and retention services; and
- Career laddering opportunities.

Area 2 – Stakeholder Engagement

15. Describe the process for identifying the characteristics, size and scope of populations not fully benefiting from the economic recovery, experiencing factors such as high unemployment, lack of credentialed skills and other barriers to employment.

Our process for identifying the characteristics, size and scope of populations not fully benefiting from the economic recovery includes a three-pronged approach:

1. The first approach is a comprehensive review of available data including: labor market information, MN State Demographer information, U.S. Census data and available studies with regional data, for example *Kids Count*. Based on an initial review of data the following populations continue to experience high unemployment rates:

Total Labor Force Population	Number	Unemployment Rate
Youth Ages 16-19	13,094	14.5%
Youth Ages 20-24	23,713	8.7%
Black or African American	2,232	21.2%
American Indian/Alaskan Native	870	9.7%
Asian/Pacific Islander	3,189	7.0%
Some Other Race	2,388	13.5%
Two or More Races	1,688	10.0%
Hispanic or Latino	9,755	12.2%
Veterans	11,719	6.9%
Individuals with any Disability	11,164	10.4%
High School Drop-outs	9,332	10.3%

2. The second approach is a broad engagement of stakeholders, including workforce center partners. In the current economy with jobs readily available, the individuals seeking services at workforce centers are often those facing barriers to employment. Workforce and community partners currently report, in addition to the populations above, offenders, older workers, and low income individuals with limited skills still struggle to find meaningful employment at family-sustaining wages.
3. The third approach will be through our asset mapping and gap analysis being conducted this year which may provide a greater understanding of the needs of youth populations that continue to experience declining labor force participation rates and populations experiencing employment disparities.

16. Describe who will be included in the broad stakeholder engagement to address a targeted number of socio-economic issues faced by diverse populations.

RWDA #5 will continue to expand our broad stakeholder engagement. Current stakeholder engagement includes:

- Employers representing key industry sectors
- Feedback from youth and adult customers
- Workforce partners
- Local school districts
- Alternative and charter schools
- Adult Basic Education
- Post-Secondary Institutions
- Service Cooperatives/Carl Perkins Career & Technical Education
- County Commissioners
- County Human Service Agencies
- County Corrections
- Labor organizations
- Local, county, regional and state economic development agencies
- Veteran organizations

- Chambers of Commerce
- Community based organizations
- Vocational Rehabilitation Services, Services for the Blind and private non-profits serving individuals with disabilities
- Organizations serving diverse populations (i.e. Diversity Council, MN Council of Churches, African Family Education Center)

17. Describe how this engagement will impact the development and implementation of the selected sector strategies during the first two years of this plan.

The broad engagement of stakeholders greatly impacts the development and implementation of sector strategies including:

- Instrumental in the identification of selected sectors;
- Informs us on the skill needs of employers;
- Provides the basis for curriculum development (aligning with skill needs of employers)
- Provides career exploration opportunities;
- Provides work-based learning opportunities;
- Allows us to focus limited resources through the alignment of resources and expertise;
- Provides us a greater understanding of the unique needs of targeted populations;
- Provides us a greater understanding of the programs, services, and requirements of partners;
- Provides additional supports for addressing barriers of adult learners and job seekers;
- Avoids duplication of services and resources;
- Assists us in working towards a common mission and goals; and
- Benefits our dual customers of employers and job seekers by meeting their expectations and needs.

Area 3 – Employment & Training Program Design

18. Based on the regional/local assessment of workforce development system services, describe how strategies will be created to pursue a more responsive alignment of employment and training services, based on career pathway thinking.

The region has already put a lot of focus and energy in aligning employment and training services with our career pathway approach. Progress to date includes:

- Building cross-agency partnerships; establishing shared mission and goals; defining roles and responsibilities; developing a work plan and Memorandum of Understanding for the partnership.
- Engaging employers; aligning with the skill needs of industry; developing career exploration and work-based learning opportunities.
- Developing a customer-centered design in which basic skills instruction is concurrent with career and technical training; our colleges are developing stackable credits and credentials within their programs of study allowing multiple entry and exit points; colleges are working on better approaches to provide credit for prior learning; opportunities for career laddering are in place; career navigators are in place to provide career counseling services, case management, supportive services, employment and retention services.

- Funding streams have been aligned; training programs are for credit which enables the use of financial aid as well as utilizing WIOA Title I and IV funding.
- We have begun work on aligning local programs and policies. Examples are aligning with WIOA programs and aligning policies for such things as cross-agency referrals and information sharing.
- We gather and track results as best we can to provide outcome information for our respective boards, however, with three data systems it is difficult. System changes have been made, but measuring them is more antidotal at this point.

During this two-year plan, RWDA #5 will utilize the U.S. Department of Labor *Career Pathway Toolkit* to continue to benchmark where we are at and to develop strategies for a more responsive alignment of employment and training services. Current strategies identified in our regional assessment include:

- Expanding partnerships to include more input and alignment of services for individuals experiencing employment disparities, and increasing connections with local school districts.
- Continue to increase employer engagement.
- Complete asset map and gap analysis of career/workforce development services.
- Development of better outreach strategies.

In addition, the region is willing to work in concert with MN DEED on Funding & Resource Needs, Policy and System Alignment, and System Management at the state level which would significantly impact our ability to address these areas at a regional level.

19. Describe how the entities responsible for participating in this process will be selected, including their expected roles and responsibilities.

The entities responsible for participating in this process will be the stakeholders of our sector-based career pathway partnerships. The stakeholders and their roles and responsibilities have been identified under Question 13. These stakeholders are knowledgeable and have been dedicated and committed to implementing a career pathway approach. As indicated earlier, our plan is to expand this partnership to increase employer and community engagement. Recommendations of the stakeholders that require policy, program and system change of the workforce system will be brought to our respective local workforce development boards for final approval and implementation.

20. Describe how the outcomes will be determined in terms of employment and training services modeling career pathway thinking by the end of the two year plan.

Once regional strategies have been identified and approved, an action plan will be developed that indicates the strategies, the steps to implement the strategies, the timeline and how we will measure progress, outcomes, and ultimately success. As the conveners of the career pathway partnerships, the local workforce development boards and staff will be responsible for general oversight and that the partnership is making progress on their goals.

SECTION B: LOCAL PLAN

Strategic Operations: *The core elements of strategic operations focuses on operating policies and procedures related to the one-stop system and physical locations of service delivery.*

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

The SW MN Local Workforce Development Board (LWDB) is responsible for the designation of the Workforce Centers within Local Workforce Development Area (LWDA) 6. Due to the vast geographic area of LWDA 6, and the challenge to meet the needs of the areas customers effectively, the Board has established WorkForce Centers in Marshall, Montevideo and Worthington. The WorkForce Centers in LWDA 6 are staffed by the core partners:

- SW MN Private Industry Council Staff – Title I (Adult, Youth & Dislocated Worker); Minnesota Family Investment Program (MFIP); Minnesota Youth Program (MYP); Pathways to Prosperity (P2P); Disability Employment Initiative (DEI), Supplemental Nutrition Assistance Program (SNAP) Employment & Training, as well as other specialty programs
- Wagner/Peyser – Job Service
- Vocational Rehabilitation Services
- Veteran's Services

Staff are based at the sites on a full-time or an itinerant basis.

ABE Staff are also available at the Workforce Centers as follows:

- Montevideo - ABE Staff are located in the Center 3 times/week
- Marshall - ABE Staff are located adjacent to the Center and available 5 days/week
- Worthington – ABE Staff are located in the local community and available to provide service at local Center as needed.

LWDB 6 will comply with the DEED WorkForce Center System Certification Standards policy for Comprehensive, Affiliate and Specialized Stand Alone Centers. Policy is pending for final approval from Governor's Workforce Development Board (GWDB), Department of Employment and Economic Development (DEED) & Minnesota Workforce Council Association (MWCA). Based on the release of the Workforce Center Certification policy and a comprehensive review and analysis of financial resources necessary to support the infrastructure of WorkForce Centers, LWDB 6 will finalize any potential changes to the number of Comprehensive Centers, affiliate and/or standalone partner sites for LWDA 6. Until that process is complete the LWDB 6 will continue to maintain operations with the Workforce Centers in Marshall, Montevideo and Worthington.

Specialty service sites will continue to be available throughout the local area including: human service offices; city halls; libraries; K-12 locations; MNSCU campuses; and others as identified by customer need. The specialty sites are staffed by local partner staff on an itinerant basis as needed.

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

Connectivity and coordination among the sites occurs on a regular basis through a variety of methods including, but not limited to:

- Core staff provide career services at the LWDA WorkForce Centers on a regular scheduled basis (8 a.m. – 4:30 p.m.). Specialty/itinerant locations are staffed on an as needed basis. This provides the staff the capacity to communicate and coordinate services to meet customers' needs and alleviate barriers for the customers.
- Staff from the following partners/programs provide itinerant services throughout the LWDA: Management Staff; Job Service; Reemployment Assistance (REA); SW MN Private Industry Council (Adult, DW, and Youth); P2P; DEI and others as deemed necessary and available.
- Management Team meetings - conducted on a regular basis to assure operations and services are in compliance with rules & regulations and are meeting customer expectations and quality service is being provided;
- Joint Partner Staff meetings - held monthly at each of the Centers; the meetings provide opportunities for cross-training and open communication and sharing on matters impacting the local Center, as well as overall LWDA issues.
- Business Services Team - includes staff from core partners and other key stakeholders; meets monthly to review business needs and exchange information;
- Pathways to Prosperity (P2) Partnership Team - meets regularly for purposes of planning, review of existing career pathways programs; evaluation of business needs; review of grant opportunities; and to celebrate success of program outcomes;
- Vocational Rehabilitation Partner Collaboration Team - includes key stakeholders and partners and meets regularly to focus on services to individuals with disabilities. The focus of the collaborative team is to provide an avenue to share information on needs of business, placement opportunities, and other shared issues.
- Staff Development Opportunities – Center and partner staff support shared training opportunities as a method to assure professional development for staff, so they have the relevant information and expertise to meet the needs of consumers and overall operations.
- Southern MN Professional Staff Development Team – has been in existence for approximately 5 years and is a collaborative initiative of the 4 southern LWDA's in southern MN. The Southern LWDA directors recognized the need for formal and localized professional development for staff with the end result being the development of the Southern Professional Staff Development Team. This concept has allowed local staff to share best practices, interact with others with similar roles, and build a network of workforce development professionals. The team provides All-Staff Training Days on a semi-annual basis for partner staff across the southern portion of MN.

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

As referenced in question 2, connectivity and coordination efforts between the physical sites and core partners are well established.

Various integrated partner committees, special projects, and strategies have been developed to assure that LWA partners, stakeholders and service providers are connected and involved with coordination of services as referenced in response #2.

Partners and other stakeholder organizations, not physically located in the WorkForce Centers, are invited to participate on Ad Hoc committees, share program information and best practices at Board meetings, and actively assist in identifying programs and strategies to help address workforce development issues in LWDA #6.

The asset mapping and gap analysis, currently being conducted by the Rural Career Counseling Coordinator (RC3), will provide a roadmap of next steps in development and expansion of connectivity and coordination among service providers throughout the LWA.

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

The LWDB will review current strategies for effectiveness and fiscal implications.

Current strategies include:

- WIOA Partner staff based at Human Service offices on regularly scheduled basis;
- WIOA Partner staff located at MNSCU campuses;
- Expanding partnerships related to on-going initiatives;
- Providing services in local communities and at special locations such as: treatment centers, jails, schools, Chamber and other civic organization events and other appropriate locations/events as a means to reach underserved and special populations.

Opportunities for expansion to strengthen access to services will reviewed and discussed at the management team level, shared with staff for input and practical application, and moved to Board level for final analysis and approval for implementation as appropriate. Expansion options may include, but not be limited to:

- Review and consideration of non-traditional office hours and potential implementation at the WorkForce Centers;
- Work with culturally/ethnic focused community based organizations to review opportunities to offer programming and services for special populations in locations such as: housing units; community centers, libraries, etc.;
- Conducting workshops and Job Fairs at locations other than WorkForce Centers and potentially expanding to communities where Centers are not located;
- Review and consider opportunities to partner with business to reach the under-employed and incumbent workers and develop expanded career pathway and incumbent worker training to provide opportunities for employee advancement;
- Build upon and expand the Hire Wire Plus Initiative and marketing strategies to

- expand awareness of SW MN and career opportunities with both business and job seeker's;
- Utilize the use of social media to expand awareness of services;

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

Career Services available at LWDA 6 locations or online:

LWDA 6 will review the WDA's career services' delivery system to strategically ensure that all elements of Career Services are readily available and accessible at service locations and/or on-line to all populations, including youth and individuals with barriers to employment. To achieve this review and future recommendations, LWDB 6 will review TEGL #3-15 in context of designing a comprehensive strategic approach to assure that opportunities, to the degree possible, are available both in-person and through various technology options.

- Basic Career Services, as identified and outlined in TEGL #3-15, will continue to be provided, either at service locations or online. The basic career services may include: eligibility; outreach; intake and orientation; initial assessment; labor exchange services and information; program referrals; performance and cost information; UI information; financial aid information; and information to the availability of support services.
- Individualized Career Services, as identified and outlined in TEGL #3-15, and based on appropriateness for an individual to obtain or retain employment, the following services will be made available at the Center: comprehensive and specialized assessments of skill levels and service needs; development of individual employment plan; group and/or individual counseling and mentoring; career planning (case management); short-term pre-vocational services; internships and work experiences linked to careers; workforce preparation activities; financial literacy services; out-of-area job search and relocation assistance; ESL; and integrated education and training programs.
- Follow-Up Services, as identified and outlined in TEGL #3-15, will be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
- Career Services provided by Wagner-Peyser staff: Labor exchange services, fall under the Basic Career Services mentioned above. All of the Basic Career Services will be made available by WP staff in coordination with other one-stop center partners as outlined in TEGL #3-15.
- The Resource Areas - located at the three WorkForce Centers in LWDA 6, provide an on-line avenue for business and job seekers to access multiple tools related to career services. Similarly this information is also available at local libraries, human service agencies and other locations with public internet access. At these locations, career services information such as labor market information, career assessments, and other services can be located through various on-line sites including but not limited to: DEED website; SW MN PIC website; Career Profile; SW MN ABE website; financial literacy site; NorthStar Digital literacy; and others.

6. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

Access to technology is a challenge in portions of LWDA 6, since the WDA experiences pockets of limited broadband and connectivity. Federal, state and local resources are being targeted to address the issue of broadband, connectivity, and affordability in respect to technology. Understanding the needs of both job seekers and business is critical to assuring that job seekers and businesses in SW MN area are able to compete locally, at the State level, as well as national and international levels.

From the strategic perspective, the LWDB understands the need to leverage technology to provide services and ensure compliance with accessibility standards. The multi-generational make-up of today's workforce requires a new look at the wide range of needs, abilities, and preferences when it comes to learning and gaining access to materials and information through the use of technology.

LWDB 6 recognizes that due to the significant financial investment of bringing technology to scale in LWDA 6, the Board will need to work with the State (DEED), as well as at the regional and local level to enhance on-line access for services.

The MNSCU campuses and other education training providers, offer on-line training opportunities for customers, which allows customers the ability to access on-line career education at a local level with minimal travel expense.

LWDA 6 staff are exploring the option of an on-line customer application, as well as other on-line materials. The SW MN PIC website (www.swmnpic.org) and DEED's website (<http://mn.gov/deed/>) both host an array of labor market and career information and provide links to other relevant sites.

Social media options, such as LinkedIn and Facebook, are being reviewed as potential options for service expansion. Social media options continue to be incorporated to varying degrees throughout WDA 6 services and most notably in the youth services area.

Compliance with accessibility standards will be addressed by:

- Review and update locally developed hard copy materials and on-line documents and services, to assure the materials meet the accessibility standards outlined by DEED policy;
- Continue to provide accessibility equipment and software within the resource areas at the WorkForce Centers;
- Participate in the on-site accessibility review by DEED to assure that LWDA 6 is in compliance with the established DEED accessibility standards. Assure that identified corrective action is completed on a timely basis.

7. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

Support Services is a critical component of assuring that program participants are able to overcome identified barriers, such as child care, transportation, housing, and other needs. Addressing and assisting the customer with meeting the identified needs is one of the first steps toward self-sufficiency. Staff review each individual's case for need and then look at the ability to assist customers with a comprehensive package of resources (including support services).

Through cross-training of WorkForce Center partner staff, it is assured that the core partner staff have a broad understanding of available partner resources.

The concept of the integrated services team design is currently being implemented into LWDA 6 service design and will be used, as appropriate, to assure that a comprehensive package of resources is available to assist each individual based on need and eligibility qualifications. When the integrated team concept is utilized, the partners agree to a primary case manager in an effort to avoid duplication and maximize all available resources for the benefit of supporting the customers' path to self-sufficiency.

The Pathways to Prosperity partnership has provided an additional level of partnership, knowledge and working relationships which provides information and sharing that strengthens the network of support services and other resources for customers.

In addition to the internal resources available for customers, the Center staff is trained and knowledgeable of other community resources. This is accomplished through inviting partner staff to WFC staff meetings. In circumstances where additional, or specialized services are required, staff make appropriate referrals to assure the customer is made aware of and provided access to all opportunities and resources that will add value to meeting the customer's needs.

Support services available through the WorkForce Center core partners and community resources:

- Transportation
- Child Care
- Housing
- Work related clothing and tools
- Emergency assistance
- Food Shelf
- SNAP
- Fuel Assistance
- Child Care Resource & Referral
- Weatherization
- Head Start – both early and standard
- Senior Employment

8. Describe how local area boards will ensure state policies on infrastructure funding requirements are adhered to and the process for addressing any discrepancies or disagreements.

As part of the on-going transition to WIOA, the WIOA One-Stop Operations Committee (comprised of state and local representatives) is in process of developing and making recommendations to DEED regarding the Cost Allocation Plan (CAP) and Memorandum of Understanding (MOU). This policy will be the base for establishing infrastructure funding at the Centers in LWDA 6. Once the policy has been issued by DEED, the local partners will a) develop the local CAP for each Center, b) submit to LWDB for review and approval and (c) submit to DEED for implementation. Since the CAP & MOU guidance is still in development stage at DEED level, LWDB 6 has directed the partners to renew and update the current CAP & MOU for PY16. The PY16 CAP & MOU will remain effective until the final WIOA regulations are issued and final DEED CAP & MOU policy is finalized and implemented.

9. Describe how local area boards, who contract out for provider services, will ensure that providers fully participate in infrastructure funding requirements and the alignment of service delivery within the local workforce development area.

LWDB 6 presently does not contract out for provider services, therefore, this is not applicable.

Depending on the WIOA final regulations and clarification of contracting for career services, the local LWDB 6 will then review and determine the process to contract and ensure that providers fully participate in infrastructure funding requirements and alignment of service delivery within the local workforce development area is clearly delineated.

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

The LWDB has the responsibility to ensure that the Partner Memorandum of Understanding (MOU) is developed and that the commitment of resources from all required and participating partners be clearly defined. The existing MOU will remain in effect in LWDA 6 until WIOA final rules and regulations are issued. Partners will review the current document for any potential updates.

Upon issuance of the WIOA final regulations and issuance of DEED policies, a new MOU will be developed for LWDA 6 and will be effective for the period beginning July 1, 2017.

As outlined in WIOA law, the new MOU shall contain, at a minimum, the following elements:

- List of all parties to the MOU;
- A list of the comprehensive and affiliate One-Stops in the local area;
- Agreement period – maximum of 3 years;
- Partner responsibilities;
- All parties to the agreement must ensure at a minimum that they will:
 - a) Make their career services available to individuals through the Area's One-Stop delivery system;

- b) Share in the costs of the one-stop system;
- c) Remain as a party to the MOU throughout the agreement period;
- d) Participate in the operation of the one-stop system as agreed to in the MOU;
- e) Provide priority of service to Veterans;
- f) Comply with WIOA regulations as well as all applicable federal, state and local laws, rules and policies;
- Description of services to be provided through the one-stop delivery system including list of services and how the services are delivered to customers in the one-stop system;
- Methods of referral;
- Agreement on how the costs of the services and the operating costs of the system will be funded.

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

LWDB 6 is aligned with Minnesota vision of "a healthy economy where all Minnesotans have – or are on a path to – meaningful employment and a family sustaining wage, and where all employers are able to fill jobs in demand", through an integrated system.

The vision of LWDB 6 is "to be the accountable champion for an effective workforce development system that is appropriately integrated with education, business, and economic development". The local board will be reviewing the local vision in 2016 as part of their ongoing strategic review and alignment with WIOA.

This vision expresses LWDB #6's intent to "leave no populations behind", ensuring all individuals have the resources and services they need to make informed career choices, obtain the skills necessary to compete for demand occupations with family sustaining wages, based on sector-based career pathway approaches that meet employers' needs for a skilled workforce.

Based on the regional priorities identified by stakeholders during the fall 2015 regional planning sessions, which align with both Minnesota's vision and the local vision, the following 5 priorities will be implemented:

1. Address the shortage of skilled workers through sector-based career pathway approaches.
2. Increase service levels and outcomes for individuals experiencing employment disparities, focusing on racial disparities, but also including individuals with disabilities, low-income populations, offenders, older workers, veterans and youth.
3. Expand partnerships with local school districts to increase career awareness and career counseling opportunities for students and parents.
4. Increase employer engagement through sector based career pathways, career awareness opportunities and work-based learning activities.
5. Complete asset-map and gap analysis of career and workforce development services in the region utilizing results to broadly inform the region on services available and to align/target resources to fill gaps.

In order to compete for high growth, high demand jobs that pay a livable wage, our target populations need to acquire the skills and industry-recognized credentials required by employers in high-demand industries. The vision and goals will address the needs of the identified target populations by providing pathways to skill training that leads to stackable credits, credentials, and the skills necessary to compete for employment in high-demand industries that lead to self-supporting wages and also meets the needs of employers for a skilled workforce.

The Board structure provides opportunities for ad hoc committees to address the priorities and strategies identified during the planning phase. The committees include key business leaders, which provides the opportunity for business input to address needs of business and industry.

- B. Describe the local area board's goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

As noted above, the goals/priorities of LWDA 6 are:

1. Address the shortage of skilled workers through sector-based career pathway approaches.
2. Increase service levels and outcomes for individuals experiencing employment disparities, focusing on racial disparities, but also including individuals with disabilities, low-income populations, offenders, older workers, veterans and youth.
3. Expand partnerships with local school districts to increase career awareness and career counseling opportunities for students and parents.
4. Increase employer engagement through sector based career pathways, career awareness opportunities and work-based learning activities.
5. Complete asset-map and gap analysis of career and workforce development services in the region utilizing results to broadly inform the region on services available and to align/target resources to fill gaps.

The goals will be addressed through ad hoc committees of the board and involve LWDB members, partners, key stakeholders and other community interested community representatives.

Preparing an educated and skilled workforce from the customer based side is achieved through both individual and group activities. The initial step is to meet with customers, identify their needs, and then progress with development of an employment plan identifying training opportunities and other resources needed to help them achieve their goal of self-sufficiency.

Diversity, preparing youth, providing services for people with barriers to employment, meeting the skilled workforce needs of employers, and career pathways will be the focus areas that will drive the entire process of achieving the LWA goals.

- C. Describe how these goals relate to the performance accountability measures based on the primary indicators in order to support regional economic growth and economic self-sufficiency.

Annual WIOA Performance measures are negotiated on an annual basis. The PY16 negotiations are pending awaiting guidance from U.S. DOL and Department of Education. LWDA 6 will await direction from DEED regarding development of measures.

WIOA Law outlines the following primary indicators:

WIOA Adult and Dislocated Worker Programs

1. Initial Employment Indicator: The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
2. Subsequent Employment Retention: The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
3. Initial Earnings: The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4. The indicators of effectiveness in serving employers: There is no specific metric established at this time – awaiting final WIOA regulations.
5. Credential Attainment: The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause 4 (iii), during participate in or within 1 year after exit from the program. *This includes the attainment of: a high school diploma or equivalence; pathway license, industry certification, or apprenticeship certificate; pathway certificate and diploma; or pathway associate degree attainment.*
6. Skill Gain: The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains toward such a credential or employment.

WIOA YOUTH & YOUNG ADULT PROGRAMS

1. Entered Employment, Education or Training: The percentage of program participants who are in education or training services, or in unsubsidized employment during second quarter after exit.
2. Retention: The percentage of program participants who are in education or training services, or in unsubsidized employment during fourth quarter after exit.
3. Initial Earnings: The median earnings of participants in unsubsidized employment during the second quarter after exit.
4. Credential Attainment: The percentage of participants who obtain a recognized postsecondary credential, secondary school diploma or equivalent during participation or within 1 year after program exit.
5. Progress Toward Goals: The percentage of participants who during a program year are in education that leads to a recognized postsecondary credential or employment and who are achieving measurable gains toward those goals.
7. The indicators of effectiveness in serving employers. There is no specific metric established at this time – awaiting final WIOA regulations.

The WIOA performance indicators above are aligned with the goals and services of the career pathway system approach for LWDA 6.

LWDB 6 will continue to use the current PY15 performance standards until the PY16 measures are issued and negotiated.

- D. Describe the strategy to work with the entities that carry out the core programs to align resources available to the local workforce development area, to achieve the strategic vision and goals of the local area board.

The established MOU is the master document that identifies each partner's responsibilities related to the core programs and aligning resources.

In addition to regular partner meetings; REA services offered at the local Centers; business and partner involvement in identification of career pathway training needs; membership on the local LWDB; job fairs and other special events that provide customers (youth, adults and individuals with barriers) with career options and employment; partnering on work-based learning opportunities for customers; partnering when appropriate on customer education plans and others are all examples of strategies that are used to carry out the core programs and align resources to achieve the strategic vision & goals of the local board.

During the course of the next two years, LWDB 6, in alignment with LWDB 7, will continue to identify best practices and develop a regional work plan outlining the opportunities to work with collaboratively to assure that core programs are aligned with resources throughout the region.

12. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.

LWDA 6 has had and continues to have an effective and professional relationship with the Carl D. Perkins Career and Technical Education provider.

With the addition of the Rural Career Counseling Coordinator, the WIOA Region 5 and Local Workforce Development Area 6 have begun the process of conducting an asset mapping and gap analysis process. The results of this work will provide the ability to share best practices, identify gaps needing to be filled, and provide expanded opportunities for collaborations with other stakeholders across school district boundaries. The goal is to have the analysis and mapping process completed by fall 2016.

The LWDB Youth Standing Committee aligns multiple agencies and partners with the following identified common goal: "To work in partnership to insure youth have access to the services they need to become self-sufficient and successful." The partners of the Youth Standing Committee and others hold annual collaborative events and activities in LWDA 6.

The Carl Perkins, Career and Technical Education Coordinator, Chairs the SW MN Youth Standing Committee, which provides for continued and expanded alignment between the workforce development system and the Carl Perkins Career and Technical Education programming.

The local youth staff work directly with the local school districts throughout LWDA 6. Career and Technical Education personnel are key partners in the Career Pathways Partnership and provide input on opportunities for advancing partnerships and leveraging resources.

Examples of annual collaborative activities/events/services between LWDB, Carl

Perkins and other entities to align and support services with programs of study such as:

- Youth & Adult Career Pathway Project – Marshall: The SW MN Career Pathway Partnership, in collaboration with the Marshall Area Technical Education Center (MATEC) has established career pathway training opportunities in both healthcare and welding on-site at the MATEC Center. The program is open to both youth and adults. This unique opportunity of bringing youth and adults together in the same learning environment has proven to be a very successful model.
- The 2015 *Southwest Minnesota Workforce Council Career Expo* was held on September 29th and 30th at the college campuses of Southwest Minnesota State University–Marshall and Minnesota West-Worthington. The event intends to provide valuable career and education information to high school students, plus highlighted regional businesses and the type of jobs they provide in our communities. During the two expo events we served 1,831 students from 36 schools, which involved the cooperation from over 290 volunteers from the following partners.
 - Minnesota West Carl Perkins Consortium
 - Southwest Minnesota Private Industry Council
 - Minnesota West Community and Technical College
 - Southwest Minnesota State University
 - SW/WC Service Cooperative
 - DEED Business Services
 - Worthington Area Chamber of Commerce
 - Marshall Area Chambers of Commerce
 - Marshall, Montevideo, and Worthington Workforce Centers
 - Department of Employment and Economic Development
 - Regional businesses and service agencies

In 2015, 109 exhibitors, teachers, and students evaluated the event as a valuable opportunity to expose students to career opportunities in Southwest Minnesota. The exhibitor list can be found at:
<http://www.swsc.org/Page/274>

13. A. Describe how the local area board, working with the entities carrying out core programs, will expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment.

During the next two years, the local board will review and analyze the existing strategies to determine methods to expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment. A base for the review will be the results of the asset mapping and gap analysis process that is currently underway in the LWDA.

Even though the current outreach system in LWDA 6 is fairly extensive, it is recognized that there are opportunities to provide expanded focus on specific targeted populations and individuals facing extreme barriers to education and employment. Standard outreach practices will continue to all populations with an enhanced effort to populations of people with barriers to employment based on language, culture and individuals with disabilities.

LWDA 6 is a partner in the Disability Employment Initiative (DEI), which builds upon available services and existing successful career pathways to add flexible and innovative strategies that increase the participation of individuals with disabilities in the workforce center system. One of the goals of DEI is to create systemic change by expanding the capacity of the public workforce system to increase the participation of individuals with disabilities. These system-level changes will benefit not only individuals with disabilities, but all individuals with challenges to employment.

The 2016 Pre- Employment Transition Services (PETS) Pilot Project will provide services in the form of work experiences, introduction to career pathways and related support services to VR-eligible youth. Local VRS staff, in coordination with the PIC Youth Staff, will incorporate pre-employment transition services, such as job exploration counseling; work experiences in an integrated environment in the community (including internships in public and private sector); and workplace readiness training for participants in the project. Through the project, PIC Youth staff will provide identified youth with *work-based learning* opportunities through placement in entry level paid work experiences that provide them with an opportunity to learn basic skills and competencies for success in employment.

- B. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

As stated in WIOA Section 680.900 – LWDB #6 requires that resources and service coordination occur in the local area. LWDA #6 will provide clients with information related to partner and community resources which may be able to assist in helping alleviate the individual's barriers. The LWDA designated counselor, or case manager, will make the appropriate referral to partner and community organizations when a need for support assistance is identified during the course of the individualized employment plan development. This will ensure that all potential resources have been considered in addressing the needs of the client.

The current referral process will be reviewed and updated, as necessary, to assure that the document/process is still a relevant, comprehensive and usable tool. In addition, it will be reviewed to assure that it addresses meets requirements to expand access to supportive services through other partnering agencies.

The concept of the Integrated Resources Team is currently being explored in LWDA #6 – the IRT method would align all appropriate partners, providing the ability to leverage and maximize support resources and reduce the potential of duplication.

Cross training, as well as presentations at joint and all-staff meetings assure all partner staff are familiar with resources throughout the LWDA.

Partner staff will discuss, design and implement an 'outreach' series to provide information to civic organizations, CBO's, and others to assure staff knowledge of resources is comprehensive.

WIOA Title I support service assistance to a customer is determined by the unmet

need of a client. When the WIOA Title I provider cannot assist the customer with support services to address need, then appropriate referrals are made.

As outlined in TEGL WIOA 3-15, support services may include, but not be limited to:

- Transportation
- Child Care/Dependent Care;
- Housing or rental assistance
- Counseling: personal; financial; legal
- Emergency financial assistance
- Emergency health insurance
- Tools and clothing
- Others

- C. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.

The SW MN Workforce Council has been a leader in the development of the career pathway system in LWDA 6 for more than ten years. Throughout that period, the system has been refined and adapted to meet the evolving needs of businesses and job seekers in the region, as well as incorporating best practices and lessons learned. The LWDB will continue its focus on the development of the pathway system, with an emphasis on those pathways that lead to high demand jobs that provide family-sustaining wages.

The career pathway structure is the foundation of many of the training opportunities in the region that help individuals with challenges to develop the skills they need to become self-sufficient. The LWDB will expand partnerships with businesses to continue to get their input on the pathway systems within their industries, and identify the various on and off ramps for individuals to connect to those pathways. Through the leadership and support of the LWDB, the career pathway system will continue to develop and grow in the region.

In order to meet the needs of the region, as well as to be sustainable, partners and systems need to collaborate. This collaboration includes not only working together, but blending and braiding available resources. Individuals will be co-enrolled as appropriate in multiple funding sources, to best meet the needs of the individual, as well as to stretch limited resources. An example of this would be to co-enroll an individual that meets the criteria in WIOA Title I, Pathways to Prosperity, and the Disability Employment Initiative (DEI). Each of the funding sources could provide different resources, all serving to help the individual attain their employment goals. In addition, the individuals are provided other needed supports through Adult Basic Education and other education and community-based organizations as they move along their career pathway.

Another example is the developing opportunities that combine youth and adults into a career pathway training setting – thereby providing multi-generational education settings for the learners. Southwest has worked with local secondary locations (Marshall MECLA; Lac qui Parle Valley; and Worthington) to provide these learning opportunities in both Certified Nursing Assistant and welding trainings.

A key component of the career pathway system in the region is to include opportunities for college credit and/or industry-recognized credentials throughout the system. Activities are offered to all participants that lead to portable, stackable credentials that provide the framework for success on a career path.

14. A. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.

Engagement of employers is critical to the success of the WIOA system in LWDA 6.

Methods of engagement will include, but not be limited to:

- Private sector members make up over 50% of the LWDB. The members represent key industries in the local and regional area including: manufacturing, healthcare, agriculture, services and others.
- Business is the primary customer of the Business Services within Wagner/Peyser. The BSR staff maintains regular contact with businesses through one-one contacts, advisory group meetings, seminars, job fairs, etc.
- Employers are actively involved in the career pathway planning process by assisting with identifying training needs and curriculum development. In addition, employers providing the training opportunities for the CP system, as well as training sites for experiential learning opportunities for youth and adults.
- Employers serve on advisory boards with the post-secondary partners in the region, and provide input on workforce development and training needs.
- Employers/Chambers have been very engaged in the annual SW MN Career Expo events held in Marshall & Worthington, both in planning and participation at the events. In addition, Chambers provide opportunities in their communities for youth job shadow experiences, tours and internships for high school credit.
- With the skilled labor shortage, employers are very interested in attracting new employees and retaining current residents. Employers are currently motivated to be engaged with workforce development. Business services staff report great interest from employers in learning about Labor Market Information and competitive wages for the positions locally and across the state/nation.

- B. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.

LWDB 6 is key to planning workforce development strategies for the region. The board identifies economic and business trends, develops community linkages and partnerships, and provides a focus on system outcomes. Through a sector-driven approach, the local board focuses on the key industries in the region, working with businesses to identify needs and challenges within those industries. The local area board will develop strategies and provide leadership to increase business awareness of the workforce development system's importance to the

region.

The DEED Business Services Representatives have regular contact and discussion with business leaders throughout the LWDA. The BSR's will provide insight to the Board as they establish a strategic approach to support the workforce development system that directly meets the needs of business.

- C. Describe how the local area board will better coordinate programs and services with regional economic development providers.

Coordination of programs and services with regional economic development providers is currently including:

- Economic Development Representatives serve on LWDB;
- LWDA Staff serve on Representation on Regional Economic Development Boards and local EDA's;
- Staff are members of the SW MN Economic Development Professionals Collaborative
- LWDA Staff inform DEED Economic Development Representative of economic development opportunities and/or concerns in the region they become aware of
- DEED Economic Development Representative reaches out to LWDA staff for input and assistance as needed.

The LWDB board plans to continue and expand the existing relationships and partnerships.

- D. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).

LWDA 6 has a REA representative based in the area. The REA representative conducts regularly scheduled UI workshops in each of the 3 WorkForce Center. Participants in the sessions are provided information on the various programs/services available through Center partners as well as other community services. Participants are encouraged to schedule an appointment with the Dislocated Worker Program Specialist at the end of the session.

When information regarding large layoffs becomes available, whether through the local staff (BSR's, DW staff or through DEED Rapid Response) that information is shared immediately with all key staff within the LWDA, so immediate procedural steps can be employed, as outlined in response to Section C: Local Operations – Questions 1A, 1B and 1C.

In addition to the LWDA Business Service Staff, the LWDB has recently employed a Workforce Development Specialist/Placement Coordinator position. The role of the new position will be to work with business and workforce development partners to deploy the activities of the various funding sources focusing on demand industries with a special emphasis on work-based learning opportunities; transitional jobs; on-the-job training; incumbent workers; and apprenticeship. It is

anticipated that with this increased emphasis and business awareness that additional opportunities will occur for laid-off workers and possible lay-off preventative services for businesses.

15. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

Networking is critical to coordinate workforce investment activities with economic development activities. To that end, the following network opportunities are in place in LWDA 6:

- Economic Development has representation on the LWDB 6;
- LWDA 6 staff have membership on and coordinate with the Southern Minnesota Economic Development Specialist Network as an opportunity to share information related to entrepreneurial skills training and microenterprise services;
- LWDA 6 staff have representation on the two (2) Regional Development Commission's;
- Local economic development specialists participate in Ad Hoc initiatives led by the LWDB;
- Work with Small Business Administration (SBA) and Initiative Foundation;
- Post resource information on www.swmnpic.org website
- Partner staff share information with customers that express an interest in entrepreneurial skills training and microenterprise services and make appropriate referrals to agencies such as SBA; Initiative Foundation and others that have the knowledge and resources to assist;
- Provide training for LWDA staff to assure they have the knowledge of local and state resources to assist individuals who wish to pursue entrepreneurial skills training and microenterprise services;
- As appropriate, and based on program eligibility, program resources such as Adult and/or dislocated worker funds may be used to assist individual with support service and/or training related expenses.

16. A. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.

Continuous improvement and staff development is critical to the system for success. The LWDB supports staff development through a variety of activities, including but not limited to:

- Quarterly Staff Development Days
- Monthly partner joint staff meetings
- DEED and other State and National Sponsored Workforce Trainings
- Participation in the Southern MN Staff Development Team
- Work in partnership with DEED monitor team for technical assistance and related trainings
- Specific Trainings including but not limited to:
 - LMI Information and Tools
 - Reception and Resource Area Training and Certifications
 - NCRC

- MN Performs and Roster Training
- Services to individuals with disabilities
- Veterans services
- WorkForce One
- Assessment tools
- Rapid Response Process
- TAA Training
- Opportunities for ex-offenders
- Customer registration system

- B. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

Through its relationships with local employers, the LWDB identifies industry needs for workers with specific skills, education, and credentials. The board works with eligible training providers to ensure that educational and training opportunities are available to help individuals gain those skills and meet employer needs. Career Pathways training options will continue to be developed with the involvement of business to better define need and design programming and curriculum to better meet the local employer needs.

The board acts as a convener, bringing together the stakeholders and facilitating the process of ensuring that the employment needs of employers, workers, and job seekers are met.

Marketing to businesses, through BSR and partner staff, will focus on opportunities, including, but not limited to: on-the-job-training, incumbent worker training, customized training, apprenticeships, transitional jobs, career pathway opportunities.

Staff will continue to promote the state job bank (www.minnesotaworks.net) with business and job seekers.

"Employability skills" development and/or lack of on the part of job seekers continues to be an area of concern on expressed by business. Creative Job Search classes are offered as one method of addressing this issue. In addition, job clubs and other 'job seeker' groups for special populations (such as MFIP; SNAP; etc.) are held throughout the LWDA to provide direction in this area.

"Employability skills" development is a key focus area for the youth services division, both for in-school as well as older youth and young adults.

Adult Basic Education/ESL providers are also critical partners in assuring that the employment needs of local employers, workers and job seekers. ABE is actively involved in the SW MN Career Pathways Partnership and provides direct training and support to job seekers and employers alike.

- C. Describe how the local area board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

LWDA 6 anticipates working together with State partners and locals to determine the best means of facilitating access, through the use of technology and other

means. Currently due to limited financial resources, the ability to address the technology issue on a large scale for the LWDA would pose a significant financial burden as a standalone process.

LWDB 6 does recognize that there are preliminary and affordable technology approaches that may be implemented in the more immediate future to facilitate access through the use of technology and other means.

One example of this is the common on-line customer application that is currently in development and discussion.

Another method is the use of more interactive applications and the use of the LWDA website. Currently is occurring, but there are opportunities for expansion.

Staff use text messages and email to communicate with program participants and partners.

Video conferencing is being considered for trainings and/or group meetings where such technology already exists such as libraries, government centers, schools and other potential locations in the communities.

LWDA 6 is involved in a partnership with Hennepin County referred to as Hire Wire Plus. This opportunity provides a technology based tool for both job seekers and employers to market themselves, while at the same time providing awareness to the local area.

- D. Describe how entities within the one-stop delivery system will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

The WorkForce Centers, in LWDA 6, are mandated to comply with section 188 of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

Through the Disability Employment Initiative (DEI), the Disability Resource Coordinator (DRC) provides outreach, access, and support to ensure that job seekers with disabilities are integrated into the Workforce Center customer flow. The DRC also works with LWDA 6 staff to provide the support and training that they need to provide services to customers with disabilities. The role of the DRC includes systems level work, including the identification of programmatic challenges to access that could impact not only individuals with disabilities, but others with challenges to employment. In LWDA 6, the WorkForce Centers have been DEED certified to be fully accessible to all Minnesotans. The local Centers are equipped with the required accessible equipment, software and technology to meet the requirements of ADA and are regularly monitored by DEED for compliance.

LWDA 6 will follow policies and procedures outlined by DEED for all aspects of accessibility and work with DEED staff to address concerns or areas of needed

assistance.

Vocational Rehabilitation Services is the designated partner for accessibility related technical assistance.

E. Describe the roles and resource contributions of the one-stop partners.

The roles and resource contributions of each of the one-stop partners will be outlined in the Cost Allocation Plan (CAP) and the Memorandum of Understanding (MOU) for each of the three (3) Centers.

The CORE Partners include:

1. Southwest MN Private Industry Council, Inc. roles:
 - WIOA Administrative Entity as designated by Joint Powers Board;
 - Title I Provider – Adult; Dislocated Workers; and Youth Services
 - Minnesota Family Investment Program (MFIP); Diversionary Work Program (DWP); and SNAP E&T Provider in LWA
 - Minnesota Youth Program Provider
 - Career Pathways and Pathways to Prosperity Administrator
 - Other programs/services based on special funding opportunities

The above identified programs offered by PIC provide a variety of services including, but not limited to: career planning and counseling; skills and aptitude assessments; job search assistance; classroom training financial assistance; support services; employability workshops; financial literacy assistance; and others. Each of the programs have specific eligibility criteria that must be met.

2. Wagner/Peyser/Job Service roles:
 - Business Services
 - Veteran's Services
 - Re-employment Assistance
 - Staff assisted Resource Rooms
 - Creative Job Search
 - Labor Exchange
3. Vocational Rehabilitation Services role: Work with individuals with disabilities that pose barriers to employment by providing:
 - Pre-employment transition services
 - Vocational assessments
 - Community-based evaluations
 - Job Search assistance
 - Job coaching
 - Tuition assistance and supportive services
 - Case management
 - Other services dependent on individual need.

17. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

The adult and dislocated worker customers seeking assistance through the adult and dislocated worker employment and training activities often time have common needs such as the need for advancement and new employment opportunities due to

underemployment. In addition the need for assistance in identifying skills training and other services which may be available. Local Workforce Center staff provide information about and referrals to appropriate programs and assist the customer with opportunities to address their skill development and address identified barriers. Services available include but are not limited to one-to-one career counseling, resume preparation, referral to Creative Job Search, career assessments, digital literacy assessments, NCRC assessments.

Adult & dislocated worker job seekers must be able to complete and perform basic employment skills including accurate completion of applications, possess a quality resume, have strong interviewing skills, have the ability to articulate their skills and identify how skills are transferable and most importantly express how they will be successful on the job. Assistance with the development of these basic skills are provided through specialty workshops and one-to-one counseling.

Key to the success of adult and dislocated workers is quality career planning information and assistance. This includes availability of labor market information including information on the regional jobs in demand. Career-planning is critical to assure that job-seekers are pursuing education and training opportunities to prepare them for current and future opportunities in the high-demand high-wage industries and occupations.

The LWDA staff provide the adult and dislocated worker job-seekers with labor market information and other resources to assist them in determining their career direction and their training choices in order to achieve their identified employment goal. Knowledge of career options and demand occupations is critical for job seekers as they make educated decisions about their future. The Career Profile data tool and other resources are made available to the job seeker to assist them in making their career pathway.

Identification of barriers and a plan to address the barriers is part of the employability development planning process. Identified barriers are addressed through appropriate referrals and supportive services assistance.

In addition to training opportunities being offered at local and on-line post-secondary institutions, LWDA #6 has developed specific pathways to prosperity career training opportunities. These short-term training options have provided skilled workers who have been able to fill job vacancies with local businesses and provide the first step for career laddering opportunities.

The face of the Job Seeker in southwest Minnesota continues to be more diverse. The new labor force in the region is in need of additional training to meet the communication barriers and culturally specific work related differences. ABE plays a critical role in addressing these very specific needs. Depending on need and specific training, the assistance with ESL and specialized training is integrated into career pathway programming, with a special emphasis on business identified skill sets.

18. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.

LWDA #6 has a long standing history of quality and comprehensive youth activities and services as described below. LWA #6 Youth and Young Adult Programs and Services

focus on an array of activities, including youth with disabilities, so individuals are able to develop skills necessary to be productive employees and be self-sufficient.

Experiential Learning Activities: LWDA 6 Youth Programs defines experiential learning as an opportunity for youth to “learn by doing” and then reflect on that experience. This is accomplished through experiences in a classroom setting (i.e. small group discussion, role play, exercises and simulations) or hands-on learning through structured activities. Many youth need to develop career success skills before they are ready to succeed in unsubsidized employment. LWDA youth staff address the individual’s barriers by providing experiential and work-based learning opportunities for eligible youth through paid internships/work experience opportunities. Through the work based experiences, participants gain the skills and experience necessary to find success in the workplace.

Experiential/Work based learning provides youth with the opportunities to:

- Learn about and meet employer expectations while gaining transferable skills;
- Experience different jobs to help them determine what they like and dislike;
- Build work-readiness skills to prepare them for a future career;
- Experience work/careers that will improve their employment prospects;
- Be exposed to opportunities in the private sector, including regional industries that have been identified by the LWDB as high demand, high growth and include Manufacturing, Healthcare, Retail, Transportation, Construction, and Mechanical industries.
- Participate in a worksite evaluation which measures workplace performance and is required to assess work readiness for the work readiness performance indicator. The method to achieve this is having the worksite supervisor observe the youth’s performance at the worksite and then provides a rating on the key categories of:
 - Attendance/Punctuality (Dependability)
 - Positive Attitude/Behaviors
 - Interpersonal Skills (Communication, Relations)
 - Decision Making/Stability
 - Communication Skills – Written & Verbal
 - Appearance

Career Pathways for Youth and Young Adults: The youth CP program has developed and continues to maintain a strong partnership with SW Adult Basic Education Consortium, K-12 Administrators, local employers, post-secondary institutions, DEED’s Regional Labor Market Analyst, business and other local community experts. The CP strategies are successfully sustained through the use of WIOA Youth and Minnesota Youth/Outreach to Schools funds, the Youth Competitive Grants, as well as other leveraged resources.

The delivery method of the career pathway system in LWDA 6 has resulted in high completion rates for individuals enrolled in the CP training. The CP model provides youth and young adults an accessible training which prepares them to be more employable. The CP design has three basic components:

- Bridge component – provides preparatory basic skills training – additional instruction which enhances the participants’ Basic English and Math comprehension, computer/technology literacy, work readiness, soft skills, and employability skills.
- Integrated training - includes but not limited to basic employment skills, job search skills, and an introduction to either industry in which the participant is

making their pathway.

- **Career and technical skills training** - concentrates on the regions high demand/high pay industries, primarily manufacturing and healthcare. To assure increased participant completion and skills mastery, career pathway training, work experience, and support services are provided through the project partnership.

The intended outcome of the CP trainings is higher skill attainment and successful completion of industry recognized credentials, college credits, job placement, job retention, enrollment in higher education career pathway/degree programs, and enhanced awareness of resources and opportunities for career advancement. All of the information is packaged into a portfolio for the participants' future access and reference. Ultimately, the goal of the programs is to create career pathways for participants while creating systems change in strengthening partnerships between systems with the end result to be able to better support individuals to increase employability and better provide employers with skilled workers.

Dropouts and Potential Dropouts: For potential dropouts, the Youth Standing Committee and LWDA Youth Staff are instrumental in collaborating and connecting youth with the appropriate supports and resources needed to obtain their high-school diploma. The partnership staff in LWDA #6 are knowledgeable of where and how to access the appropriate services and resources needed to assist a youth to remain in school and access/provide the services and resources needed to achieve successful diploma attainment.

Career and skills assessments are administered to dropouts and potential dropouts to assist them in identifying a career path. Labor market information is provided and reviewed with youth to provide them detailed information on employment opportunities and salary ranges in respect to their identified career path. An education plan is developed and based on financial need resources are provided to assist the individual with tuition/books costs and/or support services as identified and required.

Youth with language and/or cultural barriers to employment: LWA 6 Youth and Young Adult staff collaborate closely with the Southwest MN ABE Consortium. Referrals to ESL classes are made when it is determined that language or cultural barriers to education or employment exist. Interpreters are available to work with individuals with language and cultural barriers. Training opportunities are provided for local staff to address area such as: cultural differences and commonalities; methods to validate student's cultural identity; methods to educate students, staff and others about diversity of the world around them; and ways to promote equity and mutual respect. Youth staff work with the Minority Advocates located in the local schools and a variety of Integration Collaborative' s in the region to incorporate programming approaches.

Youth in Foster Care and Aging out of Foster Care: LWA 6 staff are in direct contact with county social workers, school counselors, and private agencies dealing with foster care as an opportunity to provide employment services to youth being served through the foster care system. Resources are available through: WIOA, MYP and the Youth Intervention Program (YIP) grant to serve youth in foster care and youth aging out of foster care. The Support for Emancipation and Living Functionally (SELF) Program representative is a member of the Youth Standing Committee. Additional information regarding best practices related to foster care and aging out of foster care in LWA 6 is located at: <http://www.mn.gov/deed/programs-services/office-youth-development/resources/index.jsp>

Homeless Youth or Runaways: Support services, along with employment opportunities, are provided to homeless youth. Referrals are generated by schools, community action agencies, social service agencies, law enforcement and other entities. When identified, LWDA Youth staff coordinate closely with county social services staff and others to assure that appropriate services and resources are available to assist the homeless youth in their transition. LWDA 6 staff serve on local and regional boards and committees that focus on the homeless and hungry population, including youth. Additional information regarding LWDA 6 best practices for outreach and services provided to homeless youth and runaways can be accessed at: <http://www.mn.gov/deed/programs-services/office-youth-development/resources/index.jsp>

Youth Offenders And At-Risk Of Involvement With The Juvenile Justice System

Youth offenders and Youth At-risk of Involvement with the Juvenile Justice System in LWDA 6 are offered employment and job keeping opportunities, along with career exploration activities. Resources targeted for services to this population include: Youth Intervention Program (YIP); Southwestern Youth Services; Yellow Medicine County Funds; and Chippewa County Funds; along with MYP and WIOA Youth and Young Adult funds.

In addition to the services for youth offenders and at-risk youth provided throughout the LWDA, special programming has been developed to serve youth at the SW Youth Services facility. SW MN Youth Services is an all juvenile male detention facility located in Magnolia, MN. As part of the specialized services, LWDA 6 staff conduct employment seeking/keeping workshops at the facility and provide the youth with paid work experiences, which provides them an opportunity to learn basic work skills while earning income to reduce court costs/restitution. SW MN Youth Services provides the space and referrals.

Youth with Disabilities: the following are some of the initiatives related to Youth with Disabilities in LWA 6:

- LWA staff works closely with special needs teachers in high schools and alternative schools to address the employment needs of students with disabilities. Staff routinely attend IEP staffing and consult with Vocational Rehabilitative Services counselors to jointly assist with future planning. LWA 6 staff participate on local CTIC's, thereby having direct involvement in discussions and services directly impacting the Youth – following the integrated resources team concept.
- Staff actively partner in the High School Transition Program for Disabled Youth administered by the SW/SC Service Cooperative and Advanced Opportunities. The overall goal of the program is to link youth with disabilities to gainful employment through individualized needs assessment and comprehensive services such as career planning, postsecondary career education, systems linkages and service coordination, and other promising practices.
- LWA 6 received funding for an Adult Disability Employment Program, which provides services and resources to young adults who fall into the "adult" age category.
- LWA 6 is participating in the 2016 Pre-Employment Transition Services (PETS) Pilot – a collaborative initiative between the DEED Office of Youth Development and DEED Vocational Rehabilitation Services (VRS) division. Through the pilot,

LWA youth staff work collaboratively with the local VRS staff to provide pre-employment transitional services to youth who are eligible for VRS. This collaboration is required under WIOA Title IV, Subtitle B, Section 422, and encouraged by the Department of Labor in Training and Employment Guidance Letter (TEGL) 8-15. The 2016 PETS Pilot Project will provide work experiences, introduction to career pathways and related support services to VR-eligible youth. Local VRS staff, in coordination with the SW MN PIC Youth Coordinator(s), will incorporate pre-employment transition services, which may include:

- Job exploration counseling;
 - Work experiences in an integrated environment in the community (including internships in public and private sector);
 - Workplace readiness training for each participant.
- PIC Youth Programs provides youth with *disabilities with work-based learning* opportunities through placement in entry level paid work experiences that provide an opportunity to learn basic skills and competencies for success in employment. Examples include: opportunity for youth to learn about and meet employer expectations while gaining transferable skills; allows youth to try out different jobs to help determine what they like and dislike; helps build work-readiness skills to prepare them for a future career; and provides youth with exposure to work/careers that will improve their employment prospects.

Teen Parents: LWA 6 is the service provider of the TANF Innovations Project - a partnership between DEEDs Office of Youth Development and the Department of Human Services. Through the project, youth staff work collaboratively with local MFIP Job Counselors to provide direct services, such as: experiential work based learning opportunities; introduction to career pathways and related support services to teen parents and youth on MFIP. The project is designed to demonstrate effective interagency collaborations and local partnerships resulting in improved outcomes for teen parents and youth on MFIP, as well as identify best practices and success stories.

Native American Youth And Other Under-Served, Under-Represented Youth Populations:

- Services to Native American Youth - The Upper Sioux and the Lower Sioux Native American communities are located in LWDA 6. LWA Youth Staff focus recruitment strategies for youth from these two communities with the assistance of school and community youth personnel. A strong partnership has evolved between the Dakota Wicohan Cultural Resource Center from the Lower Sioux community and the LWA 6 youth program. Dakota youth from the community participate in a project to learn and teach the Dakota language. The project is titled, Sunktanka and involves the sacred traditions of the horse. Youth funding is used to support the project.
- LWA 6 staff work closely with other youth serving organizations to ensure WIOA services are available to all under-served and under-represented youth populations, as appropriate. The partnerships include, but not limited to:
 - Nobles County Integration Collaborative;
 - Area Adult Basic Education ESL programs;
 - Yellow Medicine Integration Collaborative;
 - SELF;
 - Circle Sentencing Programs

Rural Career Counseling Coordinator: WIOA Regional Workforce Development Area 5 (LWDA Areas 6 and 7) has been awarded funding for a Rural Career Counseling Coordinator (RC3). The RC3 is responsible for strengthening connections between workforce, education, area businesses, job seekers, and other stakeholders; aligning regional resources; implementing sector strategies; and promoting career pathway opportunities within the region. Based on the on-going initiatives, including career pathways, career education, and out-reach to schools services, one of the key responsibilities will be to enhance alignment and assure non-duplication of services. This is being achieved by conducting an analysis of existing services and identifying where gaps exist. Upon completion of the asset mapping process, the results will be shared with the Regional Leadership Board and the Workforce Development Boards in WIOA Region 5. Based on the information, the boards and staff will develop recommendations and strategies for future steps to fill gaps and implementation of identified strategies. The RC3 will work closely with partners throughout the region to ensure overall coordination, as well as to develop and share best practices and bring them to scale, as well as reduce potential duplication.

19. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

As noted in #18 – Region 5 has hired a Rural Career Counseling Coordinator for purposes of conducting asset mapping and gap analysis. The LWDB will utilize the information gained through the mapping and analysis process to identify existing programs and activities, work in partnership with education and others to outline and implement opportunities to coordinate strategies, enhance services, and avoid duplication of services.

The Youth and Young Adult programs in LWDA 6, in coordination with education, have significant impact in preparing youth for the workforce with relevant skills and knowledge for the future. Hands-on opportunities are provided which allow students to apply skills they learn in the classroom, including:

- Early Assessment;
- Work-Based Learning;
- Leadership Skill Development;
- Introduction to Career Pathways;
- Employer Engagement
- Credential Achievement
- Portfolio Development

Examples of existing collaborative education and workforce investment activities in LWDA 6 include:

Southwest Minnesota Workforce Council Career Expo

The *Southwest Minnesota Workforce Council Career Expo* is held annually Southwest Minnesota State University–Marshall and Minnesota West-Worthington campuses. The event provides valuable hands-on career and education information to high school students. The event also highlights regional businesses and the type of jobs they provide in the local communities. In 2015 over 1,831 students from 36 schools participated in the event; 109 exhibitors, and involved the participation of 290 volunteers from the following partners.

- Minnesota West Carl Perkins Consortium
- Southwest Minnesota Private Industry Council
- Minnesota West Community and Technical College
- Southwest Minnesota State University
- SW/WC Service Cooperative
- DEED Business Services
- Worthington Area Chamber of Commerce
- Marshall Area Chambers of Commerce
- Marshall, Montevideo, and Worthington Workforce Centers
- Department of Employment and Economic Development
- Regional businesses and service agencies

Additional information on the Career Expo event is available at:
<http://www.swsc.org/Page/274>

Breaking Traditions

Breaking Traditions is an annual event sponsored by Minnesota West Community and Technical College and Southwest Minnesota Private Industry Council. The event is designed to encourage high school students to consider a variety of career pathways. Breaking Traditions is in its 22nd year, and each year the program expands to give participants more opportunities to explore careers through hands-on activities; tours of MNWest CTC campus programs; and tours of local businesses associated with the programs offered at the Minnesota West Campuses. In 2015, two hundred thirty one (231) students from the region's Alternative Learning Centers and High Schools visited the 5 campuses of Minnesota West Community and Technical College and the Luverne Center. While on campus, the students learned about the college admission process, financial aid, and were able to do hands on activities in majority of the programs – from Healthcare to Auto Mechanics, Cosmetology to Power Sports, Fluid Power to Computers, and Pharmacy Assistant.

Life-Skills Day

For the past 13 years, the LWDA Youth Programs conduct a one-day LifeSkills workshop on the Southwest Minnesota State University campus in Marshall. The event includes the following topics: budgeting, post-secondary education, personal finances, and topics focused on independent living skills. Eighty Five (85) juniors and seniors from local school districts attended the 13th Annual LifeSkills event in 2015.

The LWDB is focused on providing services to youth and young adults which will impact and improve the way they view their future opportunities. Services are designed to work in partnership with education partners to ensure all youth have access to employment and training services they need to be self-sufficient and successful. Staff work with students in area school districts to assist them with education and career planning, including: college planning; assistance with applications; financial aid information and scheduling campus visits; job search; resume preparation; industry tours, career fairs; career and college readiness days; and Career Pathway training.

Outreach to Schools

Youth Services staff are available to provide a variety of services throughout the LWDA school districts with a focus on career assessments; postsecondary planning; career and job fairs; job search strategies; National Career Readiness Certificate; industry

connections; financial literacy; and interviewing skills training. The package allows the districts to select programming that feeds into the needs of their students, scheduling and curriculum.

20. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.

Coordinating education and support services with public transportation, childcare and other appropriate support services, has been and will continue to be a critical aspect of the services provided by core partners in LWA 6. In an effort to expand and broaden the scope of support services, the Integrated Resource Team approach is being explored for implementation with appropriate customers. Programs offered through the local workforce system, offer support services based on need of customer and available financial resources. In addition, other financial community assistance is leveraged as appropriate to stretch resources and assure the customer has access to resources to achieve their identified goals including education and workforce investment activities.

Through the course of the Region 5 WIOA Regional Planning meetings, the issues of transportation and childcare surfaced as the two (2) major barriers facing job seekers and businesses.

Transportation continues to be one of the critical barriers facing job seekers in LWDA #6. The local area lacks a comprehensive public transportation system that covers the entire LWA. Local county & city transit systems are in place, but are limited based on available service hours, which conflicts with the need of job seekers and business when work hours are outside of the established transit parameters.

Childcare is another barrier faced by job seekers. The issues related to childcare revolve around lack of childcare providers – overall and particularly for infants; childcare hours do not match with shift work; and accessible childcare for children with special needs. The Childcare Resource and Referral Agency is the main community agency/resource to assist with licensing, training and maintaining available childcare lists.

21. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

Wagner Peyser provides labor exchange services to both business and job seekers. Services including job search assistance, job referral and placement assistance to job seekers, re-employment services to UI claimants, recruitment assistance to businesses, job postings through Minnesota Works website, Creative Job Search Workshops and others.

Minnesota's WIOA State Plan describes the state's strategy for providing reemployment assistance to Wagner Peyser targeted populations of UI claimants. The strategy (with implementation date of July 2016) will be as follows:

- A Wagner Peyser staff person will attend every Reemployment Services and Eligibility Assessment (REA) session that the UI program offers across the state. The UI program typically offers REA sessions to approximately 40,000 applicants per year to those who are at risk of exhausting their benefits.

- The REA and Wagner Peyser staff will conduct a quick assessment of every participant to determine who will most likely need additional services from the WorkForce Center.
- The Wagner Peyser staff person will conduct an overview of WFC services either 1:1 or in a group setting (depending on the size of the group) that includes information on how to register for the state's labor exchange system MinnesotaWorks, and information about programs such as the Dislocated Worker program that they may be eligible for.
- The Wagner Peyser staff person will assist the REA customer with creating an initial registration and enrolling in the Creative Job Search workshop. Creative Job Search is typically the first job finding/job placement service that is offered to UI applicants. The workshop consists of training on how to find a job that includes career planning, preparing for the job hunt, skills identification, resumes and cover letters, applications and references, social media, interviewing skills, and more.
- Wagner Peyser will follow up with REA participants who are not enrolled in a program to ensure that they have a complete registration and resume in MinnesotaWorks, and that they are taking advantage of job placement services.

The above activities will be coordinated with the programs within the LWDA as follows:

The Wagner Peyser program also provides services to businesses with 1.5 FTE Business Services Representative(s) (BSR) assigned to the LWDA 6. The goal of the BSR(s) is to contact businesses in the key industry sectors identified in state and local plans, help the business solve their workforce issues, and promote job openings to job seeking customers in the WorkForce Centers.

The activities of the BSRs will be coordinated with other providers in the LWDA through the established BSR Partner Team meetings, at local joint staff meetings, presentations at LWDB meetings, participation on various organizations and committees such as the SW Economic Development Professionals and others.

22. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under title II.

SW ABE's program is an active partner in the local and regional workforce system, being collocated at some of the Workforce Centers and community college campuses. ABE administers the skills assessment (CASAS) for dislocated worker and MFIP orientation sessions on behalf of area employment service providers, co-enrolls and cross refers students to employment service programs, and works to provide just-in-time literacy programming for career pathways across the region. ABE has built programming and partnerships to create multiple points of entry for students along several career pathways and is eager to work more closely with the local area board to embed this work further across the region.

Every Adult Education program in the state provides a program narrative to the State Department of Education every five years for approval of their service model and programming. Future 5-year narratives will include provisions for local ABE program to provided evidence that programming aligns with the local and regional WIOA plan. These components may include evidence of common referral, co-location, program collaboration, alignment of assessment processes, and helping select and design key

occupational pathways. All ABE's are expected to re-compete in 2017 and a new 5-year rotation will begin. Under this provision of WIOA it is expected that the narrative will be shared with the local area board once approved by the State Department of Education. Plan creation will occur with consideration of the local and regional workforce strategies in mind.

23. Describe the replicated cooperative agreements (as defined in section 107(d)(11)) between the local area board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

LWDB 6 and Vocational Rehabilitation Services collaborate to enhance services to individuals with disabilities, individuals with other barriers to employment, and individuals living in poverty. To the extent possible, services are co-located in WorkForce Centers to provide access to a wide variety of services. Each WorkForce Center provides an orientation to services available to assist job-seekers make an informed decision on choice of service provider. Direct service staff participate in cross-training to ensure they understand the services offered by the various partners, and the eligibility criteria for each program.

Vocational Rehabilitation staff is available for consultation without the need for the person to apply for services. Typical topics include how and when to disclose a disability, effective use of assistive technology, Social Security work incentives, and benefits planning. There is currently a joint effort to provide joint financial planning and work incentives planning for individuals receiving Social Security Disability Insurance. Disability Benefits 101, a software program developed using Medicaid Infrastructure grant funding, is available to all partners to assist staff inform job-seekers about the impact earned income will have on federal and state benefits, including public health insurance.

The LWDB consults with Vocational Rehabilitation Services as they are developing initiatives such as incumbent worker training programs, customized training programs, career pathways initiatives, youth services, and other business services.

LWDB 6 sponsors local Job Fairs. Vocational Rehabilitation participates in the Job Fairs and other community events. The local partners also share job leads, and Vocational Rehabilitation may purchase placement services from the local Board as part of a performance-based funding agreement.

LWDA 6 is one of three (3) Workforce Development Areas that are participating in the Pre-Employment Transition Services (PETS) Pilot. Overall pilot project objectives are to:

- Provide work experiences, introduction to career pathways and related support services to VRS-eligible youth
- Demonstrate effective intra-agency collaborations and local partnerships which improve outcomes for VRS-eligible youth
- Identify best practices, co-enrollment strategies with Minnesota Youth Program (MYP) and success stories that can be shared across states and local workforce system providers.

Specific services outlined in the LWDA #6 Pilot are:

- Local VRS staff in coordination with the PIC Youth Coordinator(s) will incorporate pre-employment transition services, which may include:
 - job exploration counseling;
 - work experiences in an integrated environment in the community (including internships in public and private sector);
 - And workplace readiness training for each participant.

PIC Youth Programs provides youth with *work-based learning* opportunities through placement in entry level paid work experiences that provide them with an opportunity to learn basic skills and competencies for success in employment, for instance:

- Provides an opportunity for youth to learn about and meet employer expectations while gaining transferable skills.
- Allows youth to try out different jobs to help determine what they like and dislike.
- Helps build work-readiness skills to prepare them for a future career.
- Gives youth exposure to work/careers that will improve their employment prospects.

24. Describe and identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i).

Based on WIOA Section 107 (d)(12)(B)(i)(I) the Chief Elected Official Joint Powers Board has designated SW MN Private Industry Council, Inc. to serve as the local grant recipient and serves as fiscal agent for WIOA Title I funding. The Current Joint Powers Agreement, approved by the 14 County Boards comprising LWDA 6, affirms the designation. The Joint Powers Agreement is effective through June 30, 2018.

25. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under this title.

Based on the established delivery system in LWDA 6, the LWDB provides direct delivery of service and does not contract out services for Adult, Dislocated Worker and Youth Programs.

Once the final WIOA rules and regulations have been issued, LWDB 6 will review the current delivery system and should the LWDB determine the need for awarding sub-grants and contracts, based on regulations, they will adhere to procurement requirements as identified in CFR 97.36.

The process that would be followed in this case would be for the LWDB to issue a competitive Request for Proposal, which would include solicitation for bids that request information addressing the following: knowledge of identified need; administration and staff experience; identification of services to be provided; ability to achieve identified performance outcomes; confirmation of ability and willingness to collaborate and partner; detailed budget and costs; and overall operational capacity. A point value will be assigned to each factor and then ranked for a total score. The specific outline of the proposal will be developed in detail should the solicitation process be required. Should that happen, LWDB 6 would look to LWDB 7's expertise in guiding them through the process, since LWDB 7 has the experience and expertise with the competitive process.

Southwest Minnesota Private Industry Council is the administrative entity, fiscal agent and grantee/direct service provider of WIOA Title I Adult, Dislocated Worker and Youth Programs in LWDA 6, as authorized and documented in the Joint Powers Board Agreement for the 14 counties in southwest Minnesota which is updated every two years.

26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B and the One-stop delivery system.

The WIOA partners will be required to provide a quarterly report to the LWDB reflecting negotiated performance levels and actual performance.

Partner staff will keep the Board apprised of modifications.

A comprehensive yearend report will be provided to the Board by each partner. LWDA 6 has achieved and exceeded the performance measures in the past.

Should deficiencies be identified, the LWDB will work with appropriate provider in identifying corrective action and plan for improvement.

Two new standards have been established under WIOA: employer engagement and measurable skills gain. DOL is in the process of providing further detail on these two standards in respect to measurement criteria and process. Once the final regulations provide more guidance the LWDB will outline a plan to monitor these two standards.

27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

The LWDB has not issued the specific factors related to becoming or remaining a high-performing board at this time. Once the standards are developed, LWDB 6 will review and expand on the factors to identify the local board approach to assure that the board remains a high-performing board.

As outlined in the MN State Combined Plan, LWDB 6 will focus on the following six strategies:

1. Business Led Sector Partnerships – LWDB 6 has selected healthcare and manufacturing as two sectors that provide opportunities for employment and career advancement. Business has been and will remain involved in the Career Pathway Partnership. Representatives from these two sectors are also represented on the LWDB, therefore having the ability to provide input, assist with identification of strategies, and serve on Ad Hoc committees as appropriate;
2. Workforce Stakeholder Engagement – stakeholders have been engaged in the WIOA Plan preparation and identification of goals and strategies through involvement at the Regional Planning Sessions held in fall 2015. Continued stakeholder involvement will be critical to the on-going work of the LWDB. Stakeholders will be invited and encouraged to participate as members of special committees and ad-hoc work identified by the Board.

3. **Employment & Training Program Design** – the partners in LWDA 6 have a history of mutual respect and collaborative work. With the asset mapping and skills gap analysis just beginning in the area, partners will provide valuable input to identifying what works and where the gaps are in an effort to identify promising practices and provide opportunities to bring those to scale in areas where gaps exist. In addition, LWDA 6 will continue to build on the long-standing career pathways partnership to continue to broaden and strengthen the opportunities for program design and expansion.
4. **Funding Needs and Resources** – as noted, the asset mapping and gap analysis will identify resources and opportunities as well as gaps in funding throughout the LWA. Once identified, the LWDB will review and consider opportunities and strategies in the areas of funding and resources.
5. **Policy and Program Alignment** – as appropriate, LWDB 6 will work to align policy and program alignment on a regional level with LWDB 7, as well as with other partners.
6. **System Management** – the core partners currently operate from a shared system management base and will continue to operate in that manner, while at the same time evaluating effectiveness and opportunities for improvement.

28. Describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.

Training services in LWDA 6 are viewed as a critical service for many of the adult and dislocated workers to achieve successful outcomes. Following an initial interview, evaluation, assessment and career planning with a customer, the career development staff may determine a need for training based on the fact that the individual:

- Is unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
- Is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career service alone; and
- Has the skills and qualifications to successfully participate in the selected program of training services.

When it is determined that training services will be provided, LWDA 6 uses the Individual Training Accounts (ITA) method to communicate with the education provider the level of assistance that will be provided on behalf of the customer through WIOA resources.

All training services are linked to in-demand employment opportunities in the LWDA 6 or within WIOA MN Planning Region 5 or within a geographic area in which the adult or dislocated worker is willing to commute or relocate.

The final selection and approval of training assistance assures that customer choice is taken into consideration; is linked to in-demand occupations; is informed by performance

of training providers; and is coordinated to extent possible with other sources of assistance. The details of the training agreement are documented and retained in customer file.

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

Opportunity for Public Comment on PY17 WIOA Unified Plan was provided as follows:

- Draft of Plan emailed to all SW MN Joint Powers/Local Elected Official Board Members;
- Draft of Plan emailed to all LWDB # 6 members;
- Opportunity for public comment posted on the www.swmnpic.org website (official site of LWDB 6) from April 12, 2016 – May 12, 2016;
- Legal Notice for Public Comment placed in Marshall, Montevideo & Worthington papers;
- Email notices for Public Comment sent to Chambers, EDA's, CAP's, ABE consortia, education representatives, attendees at the fall 2015 Regional Planning Session; and other key stakeholders and community partners notifying them of Public Comment web posting;
- Following posting period, Executive Committee of LWDB and CEOB Officers will take comments into consideration and revisions will be made prior to submitting plan to DEED by May 13, 2016;
- The Chairs of both the Local Elected Official Board and the LWDB have been charged with final approval and sign-off to meet submission deadline;
- Plan will include any comments received that represent disagreement with the plan.

30. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

The LWDB recognizes the necessity for technology applications and ability to use technology to reach a broader population of customers and for efficiency of service. The Board also recognizes that with the limited resources available locally, the area of technology will be one that we will need to partner with the statewide partners to continue to refine an integrated case management system. Title I partner is currently developing an on-line single application for WIOA Title I services. Consideration will be given to whether there is the ability to expand that application to other partners as well.

Current technology uses already in place include, but are not limited to:

- On-line assessment tools
- Texting
- Website with multiple customer resources

SECTION C: PROGRAM OPERATIONS

1. A. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

LWDA 6 staff communicate directly with DEED Rapid Response staff and comply with policy and procedures for Rapid Response as outlined in DEED Rapid Response Policy that is found on DEED website. LWDA 6 staff abide by the policy immediately upon notice of a dislocation event occurring in LWDA 6.

LWDA 6 staff are trained and knowledgeable of all requirements related to the policies and procedures for Rapid Response.

Based on policy, when the LWDA 6 personnel (Business Service Representatives and other local Workforce Center Partner staff) hear about dislocation events before the State Rapid Response team is notified, the LWDA personnel will notify the State Rapid Response Team within 24 hours of learning about a dislocation event. The communication to DEED Rapid Response regarding the dislocation will occur either by email and/or phone.

Based on the current operations structure in LWDA 6, the SW MN Private Industry Council has been identified as the primary respondent to dislocation events. When the dislocation results in a competitive process for services, the SW MN PIC staff will remove themselves from contact with all workers from the dislocation event, until the competitive process is complete. In these rare circumstances the WorkForce Center reception staff will refer questions regarding the event to the DEED designated Rapid Response staff.

- B. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

The LWDB has appointed SW MN Private Industry Council as point of contact for the Dislocated Worker Programs and primary contact to the DEED Rapid Response office.

When Workforce Center Partner staff becomes aware of a potential dislocation event, in the LWDA 6, staff provide the dislocation information to the Adult/DW Program Manager. It is then the responsibility of the Program Manager to provide the information (within 24 hours) to the DEED Rapid Response representative. The initial details of the dislocation is normally communicated by phone and may be followed up with additional information via email and/or other methods such as regular mail. In addition, supporting information such as press releases; newspaper articles, etc. will be provided to DEED Rapid Response Team.

The LWDA 6 staff will fully cooperate and provide assistance to with a dislocation as Requested by DEED Rapid Response Team.

- C. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

LWDB 6 has designated the SW MN PIC Adult/Dislocated Worker Program Manager as the lead rapid response liaison for LWDA #6. Local communications regarding layoffs will be communicated to and coordinated with the LWDA #6 rapid response liaison. It is the role and responsibility of the LWDA 6 liaison to coordinate the dislocated worker activities and services within the local area to effectively serve workers affected by layoffs. The liaison is required to assure that communication is broadly shared with all appropriate partners and a comprehensive approach to align all potential services needed to benefit the workers is developed.

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

2. A. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

LWDA #6 PIC TAA designated lead staff is responsible for notifying the State Trade Act staff by phone or email when the LWDA becomes aware of companies that may be TAA certifiable. The TAA lead staff provide all current information that is available and will assist in obtaining additional information required for the State Trade Act staff to being an investigation.

- B. How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?

All LWDA #6 PIC DW staff have participated in DEED sponsored TAA training and understand their role and responsibility in the process.

As noted in 2A, it is the responsibility of the designated local lead liaison to assure that there is open communication between all parties; assist with initial information meetings; assure that customers are provided needed assistance in completing the TAA application; serve as liaison between customer and TAA staff when there are customer concerns; communicate TAA concerns to customers; and participate in DEED sponsored TAA trainings.

TAA eligible individuals are co-enrolled with the DW programs and training plans are approved through the local dislocated worker program. Eligible dislocated workers participate in an individual assessment and develop an employment plan in coordination with the LWDA DW Counselor. All approved training plans are then submitted to the State TAA unit for final TAA funding approval.

Based on established follow-up policies, all TAA clients are followed up with by the DW staff every 30 days at a minimum.

- C. Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?

Yes X

3. A. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes X

- B. Describe the steps taken to ensure consistent compliance with the policy.

LWDA Staff are provided with copies of both the DEED and local support service policies and trained in the local process and policies to stay compliant with policy. The local policy has defined categories, limits and amount of services for each program. The process for staffing and approval of customer education and employability plans is also outlined in the policy.

Assigned staff review the client barriers and determines the support service need during individual assessment with each eligible client. Based on unmet need and availability of support service funds, the staff follows the outlined process for approval as outlined in policy.

Support services are approved through the standard fiscal approval process as outlined in the fiscal policies manual and the support service policy. Signatory requirements are internally in place and monitored through the fiscal controls system.

SECTION D: SYSTEM OPERATIONS AND ATTACHMENTS

1. The local workforce development area has processes in place to assure non-duplicative services, and avoid duplicate administrative costs.

Yes X

2. The local workforce development area is aware of and staff participate in the Reception and Resource Area Certification Program (RRACP) to better serve all customers?

Yes X

3. A. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

Yes X

- B. Complete **Attachment B – Local Workforce Development Area Contacts**.

- C. The local workforce development area is aware and conducts annually a physical and program accessibility review?

Yes X

4. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the regulations?

Yes X

5. A. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the regulations?

Yes X

- B. Complete **Attachment B – Local Workforce Development Area Contacts**.

6. How do you identify current or former Military Service Members coming into your WorkForce Center?

In accordance with DOL Training and Employment Guidance letters and the Executive Order, Workforce Center staff and Management support and actively work toward providing Priority of Service to all Veterans and eligible Spouses seeking employment and training services or information at the local Workforce Centers. Upon their initial visit to the centers, every customer is asked whether or not they served in the United States Military, either active duty, National Guard or as a Reservist. Veteran's status is confirmed almost immediately to expedite services. If a Workforce center customer identifies themselves as a Veteran they are provided a Veterans Questionnaire form for completion to determine if they have any identified Significant Barriers to Employment (SBE). Veterans with an SBE(s) are referred to the Disabled Veterans Outreach Program Specialist (DVOP). Veterans that do not identify as having an SBE are provided assistance by Job Service and partner staff. In addition, they are provided information on universal services and other assistance or programs available to

customers of the Workforce Center.

To ensure that Veterans are aware about the services available at the Workforce Center, our Veterans Employment Staff and Management participate in the Minnesota based Beyond the Yellow Ribbon events and coordinate with County Veteran Service Officers (CVSO's), Veterans Service Organizations (VFW, DAV, American Legion), The Minnesota Department of Veteran Affairs and state VA Higher Education Representatives located on MNSCU campuses in the region. Additionally all Workforce Center staff receive training on and are cognizant of the community resources available to Veteran throughout the various community agencies as well as those specific to Veterans.

See Attachment 2 for Flow Chart & Veteran's Questionnaire

7. How do you inform current or former Military Service Members coming into your WorkForce Center about "Veteran Priority of Service?"

Signage announcing Veteran Priority of Service is prominently posted at all Workforce Center entry points and throughout the reception and resource areas. All customers are asked by Resource Room staff if they served in the United State Military, National Guard or Reserve Component. If the customer identifies as a Veteran or served in the Military, they will be asked to complete a Veterans questionnaire form to determine if they if they have any identified Significant Barriers to Employment (SBE). Veterans that do not identify as having an SBE(s) will be provided assistance by Job Service or partner staff. Veterans are referred to DOL programs immediately. If a waiting list exists for the program exist, they will be put at the top of the list for service. All workshops provided at the Workforce centers will have open slots available to Veterans up to the day the workshop is scheduled. Veterans along with current military members are able to identify themselves as such on Minnesota Works (State Job Bank) and are listed at the beginning of searches done by recruiters and employers. Employers are also able to designate as a "Veterans Friendly employer" so Veterans can do keyword searches to find employers seeking Veterans for hire. Non DVOP staff are trained specifically as the point of contact for Veterans not receiving intensive service from DVOPS.

8. If your WorkForce Center has a presence on the Internet (outside of your local DEED WorkForce Center site) how do you promote Public Law 107-288, "Veterans Priority of Service" to veterans on that website?

In addition to local Workforce Center sites, Veterans Priority of Service is indicated and promoted on the Minnesota DEED main website at <http://mn.gov/deed/job-seekers/veteran-services/>. CAREERwise Education and the Career Profile tool with input and assistance from JSVG staff continues to be a partner in promoting and enhancing career opportunities for Veterans by offering dedicated links to Veterans and other link sources for translating military skills to civilian skills. Minnesota's civil service career website (<http://mn.gov/mmb/careers>) in collaboration with JSVG staff continues to develop links and other efforts to reach and assist Veterans.

9. How do you identify current or former Military Service Members with "significant barriers to employment?"

Current or former Military service members with significant barriers to employment are identified primarily through the customer completion of the Veterans questionnaire form (Attachment 2) and secondarily through the interview process with Resource Room or other Job Service Staff.

10. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your WorkForce Centers?

Military Service members that are identified as having a Significant Barrier to employment are referred to designated or available job service staff for intake for provision of intensive services. Job service staff initiates a needs assessment and makes appropriate referrals for other needed services not provided by job service. Workforce Center Partner staff receive ongoing training on Priority of Service to Veterans from Management and Veterans Employment staff. Job Service staff that provide service to Veterans with SBE's consult with the DVOP as soon as possible to ensure appropriate services and consultations are ongoing.

In addition, Veterans seeking assistance with access to benefits, programs, medical services, homelessness prevention or is in some sort of crisis, staff are trained to provide information available through local Veteran services officers. Veteran Service Officers are experts in "all things Veteran" and act as the gateway to Veterans and family members to the services they need. The link is: <http://www.macvso.org/>.

11. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your WorkForce Centers?

Veterans Employment staff (LVER's and DVOPS) are co-located with partner staff in area Workforce Centers. They attend and participate in all local Workforce center staff meeting. Vets employment staff train other Workforce staff and partners to enhance their knowledge of Veterans employment and training issues and increase the visibility of Veterans, promoting Veterans as a category of job seekers in the workforce development system that have highly marketable skills and experience. Veterans Employment staff are included in all mailings and opportunities to promote the Priority of Service mandate.

12. Are all WIOA-funded partners complying with the guidance provided in the TEGL regarding Selective Service?

Yes X

13. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

The standard practice in LWDA 6 is to request that job-ready job seekers and individuals interested in and/or participating in State Dislocated Worker, MFIP, or

Veteran's programs register in MinnesotaWorks.net and post their resumes on the site. Registration in MinnesotaWorks.net is an identified activity in the clients Individual Employment Plan.

This process is completed, as needed, with the assistance of Resource Area staff or Job Counselors. Customers are informed of the value of making their resumes viewable on the site for immediate access by employers.

14. **Conflict of Interest and Integrity:** Local area boards must make decisions in keeping with several laws and regulations. Indicate below that your local area board is aware of DOL Training and Employment Guidance Letter 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations.

Yes X

15. The local workforce development area's conflict of interest policies are in compliance with the above two references?

Yes X

16. A. The local workforce development area is aware of the referenced statute on Government Records.

Yes X

- B. The local workforce development area is aware of the requirement to retain documentation for six years.

Yes X

- C. Complete **Attachment B – Local Workforce Development Area Contacts.**

17. **Handling and Protection of Personally Identifiable Information:** The local workforce development area is complying with the guidance provided in TEGL 39-11.

Yes X

18. **Human Trafficking:** The local workforce development area is aware of TEGL 09-12 and will follow the procedures for working with trafficked persons.

Yes X

19. **Gender Identification:** The local workforce development area is aware of TEGL 37-14 and will follow the procedures for developing a similar policy including key terminology, and have in place regarding working with customers who may be lesbian, gay, bisexual and transgender. Local workforce development areas will also participate in any related training.

Yes X

20. **Uniform Guidance:** The local workforce development area is aware of TEGL 15-14 regarding Uniform Guidance.

Yes X

21. A. Briefly describe the local area board's policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2016.

LWDB #6 policy and timetable for filling vacancies, replacing/reappointing members whose terms have ended is as follows:

- Recruitment Process includes the identification of individuals who have major decision-making, ownership, or management authority within their business or organization, with an emphasis on individuals who represent regional targeted industries and occupations in demand.
- Geographic and diversity representation are taken into account during recruitment.
- Notice of vacancies are published in local newspapers and recruitment letters sent to local Chamber of Commerce throughout the region, as well as other civic organizations with direct business networks such as regional development commissions and city & county economic development organizations.
- LWDB #6 Members, Chief Elected Official Board members, Business Service Representatives, WDA management staff and other WorkForce Center staff also provide direct assistance with the recruitment process.
- Nominations are reviewed by the Chief Elected Official Board. The CEOB Board appoints members based on the information provided by the nominee including qualifications, interests, and how the applicant feels they can contribute to the goals and strategies of the Council.
- Nomination forms and any accompanying documents assuring compliance with WIOA are maintained in the administrative office of the Southwest MN Private Industry Council.
- For terms ending 6/30/2016 members have been polled to determine their level of interest in continuing to serve for another 2-year term. For members who expressed an interest in reappointment, their application will be reviewed and approved at the June 20, 2016 CEOB meeting.
- For members indicating that they are not seeking reappointment, the standard recruitment process has begun. Presently membership for the following openings is actively underway: Private Sector – Nobles County; Private Sector – Rock County; Labor representative.

- B. Is your local area board currently in compliance with WIOA?

Yes _____ No X

If No, what steps will be taken to bring your local area board into compliance by June 30, 2016?

LWDB 6 process for bringing the LWDB into compliance by June 30, 2016 for private sector representation includes the identification of individuals who have major decision-making, ownership, or management authority within their business or

organization, with an emphasis on individuals who represent regional targeted industries and occupations in demand.

Recruitment for all open vacancies include a public notice in local newspapers; recruitment letters sent to local Chamber of Commerce, other business led organizations, regional development commissions and city and county economic development organizations.

LWDB Members, Chief Elected Official Board members, Business Service Representatives, LWDA staff and partners also provide direct assistance with the recruitment process.

Nominations are reviewed by the Chief Elected Official Board (CEOB). The CEOB Board appoints members based on the information provided by the nominee including qualifications, interests, and how the applicant feels they can contribute to the goals and strategies of the Council.

Nomination forms and any accompanying documents are maintained in the administrative office of the Southwest MN Private Industry Council.

For terms ending June 30, 2016 members have been polled to determine their level of interest in continuing to serve another term. For members who expressed an interest in reappointment, their application will be reviewed and approved at the June 20, 2016 CEOB meeting.

All other open positions will also be appointed at the June 20, 2016 CEOB meeting.

- C. Complete **Attachment C – Local Area Board Membership List**.
- D. Complete **Attachment D – Local Area Board Committee List**.
- 22. Complete remaining portions of **Attachment B – Local Workforce Development Area Contacts**.
- 23. If applicable, complete **Attachment E - Local Workforce Development Area Sub-Grantee List**.
- 24. If applicable, complete **Attachment F - Local Workforce Development Area Non-WFC Program Service Delivery Location List**.

ASSURANCES AND CERTIFICATIONS

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - Section 508 of the Rehabilitation Act of 1973, as amended - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** – Funds may not be provided to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** – 2 CFR 200.501 and Single Audit Act Amendments of 1996 - organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with USC 41, Section 8301-8303;
- **Data Sharing** – MN Access to Government Data, MN Duties of Responsible Authority; MN Access to Information; MN Administrative Rules Data Practices; DEED Policy – Data Practices;
- **Disability** - that there will be compliance with the Architectural Barriers Act of 1968, Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;
- **Drug-Free Workplace** – Drug-Free Workplace Act of 1988 – requires all organizations to maintain a drug-free workplace;
- **Equipment** – 2 CFR 200. 313, 200.439 – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – 15 USC 2225a – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (Public Law 101-391);
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; 20 CFR 667.630; DEED Policy – Fraud Prevention and Abuse;
- **Health Benefits** – Public Law 113-235, Division G, Sections 506 and 507 – ensure use of funds for health benefits coverage complies with the Consolidated and Further Continuing Appropriations Act, 2015;
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations 20 CFR 667.274;
- **Insurance** – Flood Disaster Protection Act of 1973 – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - Executive Order 13166 - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - Section 188 of the Workforce Innovation and Opportunity Act (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;

- **Nondiscrimination** - Section 188 of the Workforce Investment Act of 1998 (WIA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - Title VI of the Civil Rights Act of 1964, as amended – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - Title VII of the Civil Rights Act of 1964, as amended - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - Title II of the Genetic Information Nondiscrimination Act of 2008 - Prohibits discrimination in employment on the basis of genetic information;
- **Nondiscrimination** - Title V of the Older Americans Act of 1965 - Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - Title IX of the Education Amendments of 1972, as amended - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - Title I (Employment) Americans with Disabilities Act (ADA) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - Title II (State and Local Governments) Americans with Disabilities Act (ADA) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - Section 504 of the Rehabilitation Act of 1973, as amended - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - Age Discrimination Act of 1975, as amended - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - Title 29 CFR Part 31 Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - Title 29 CFR Part 32 Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Nondiscrimination** - Title 29 CFR Part 33 Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Nondiscrimination** - Title 29 CFR Part 35 Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - Title 29 CFR Part 37 Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - Title 29 CFR Part 38 Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - Executive Order 13160 Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - Executive Order 13279 - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status

- (employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);
- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and WIOA Section 188, as provided in the regulations implementing that section, will be completed;
 - **Opportunity** – Executive Order 12928 – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
 - **Personally Identifiable Information (PII)** – Training and Guidance Letter 39-11 – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
 - **Procurement** – Uniform Administrative Requirements – 2 CFR 200-317-36 – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
 - **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;
 - **Salary/Bonus** – Public Law 113-235, Division G, Title I, Section 105 – none of the funds appropriated under the heading "Employment and Training" shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. Further clarification can be found in TEGL 5-06;
 - **Seat Belts** - Executive Order 13043 – Increasing Seat Belt Use in the United States;
 - **Text Messaging** – Executive Order 13513 – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
 - **Trafficking of Persons** – 2 CFR 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
 - **Veteran Priority of Service** - Public Law 107-288: Jobs for Veterans Act - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
 - **Veterans** - Public Law 112-56: Vow to Hire Heroes Act of 2011 - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
 - **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. (38 USC 4215), U.S. Department of Labor, Training and Employment Guidance Letter 5-03 and Minnesota's Executive Order 06-02;

- **Voter Registration** - that the required voter registration procedures described in Minnesota Statutes 201.162 are enacted without the use of federal funds;
- **Voter Registration** – 52 USC 20501 – 20511 – National Voter Registration Act of 1993.

CERTIFICATIONS

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this ***Regional and Local Workforce Development Area Plan*** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)
- C. that the public (including individuals with disabilities) have access to all of the local area board's and its components' meetings and information regarding the local area board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable local area board;
- F. that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the local area board;
- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- L. that local area board and staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;
- N. that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.
- Q. that the local area board and it's sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

SIGNATURE PAGE

Local Workforce Development Area Name LOCAL WORKFORCE DEVELOPMENT ARE 6
SOUTHWEST MINNESOTA

Local Area Board Name SW MN WORKFORCE COUNCIL

Name and Contact Information for the Local Area Board Chair:

Name JOHN ROIGER
Title CHAIR
Organization SW MN WORKFORCE DEVELOPMENT BOARD
Address 1 P.O. BOX 350
Address 2
City, State, ZIP Code DAWSON, MN 56232
Phone 320-769-4308
E-mail Lqp2@frontiernet.net

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

Name RON ANTONY
Title CHAIR
Organization SW MN CHIEF ELECTED OFFICIAL BOARD
Address 1 2535 230TH AVENUE
Address 2
City, State, ZIP Code CANBY, MN 56220
Phone 507-530-6777
E-mail Ron.antony@co.ym.mn.gov

We, the undersigned, attest that this submittal is the Program Year 2016-2017 Local Plan for our Workforce Development Board and Local Workforce Development Area and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

Local Area Board Chair

Name JOHN ROIGER
Title Local Area Board Chair

Signature

Date 5/5/2016

Chief Local Elected Official

Name RON ANTONY
Title Local Elected Official Chair

Signature

Date 5/6/2016

REGIONAL OVERSIGHT COMMITTEE

Regional Workforce Development Area

WIOA Region 5

Local Workforce Development Area

Local Workforce Development Area #6

MEMBER	ORGANIZATION
John Roiger	Lac qui Parle County Co-op Oil
Robyn Leese	Ritalka/Spec Sys
Commissioner Ron Antony	Yellow Medicine County Board of Commissioners
Commissioner Joe Fox	Swift County Board of Commissioners
Deborah Barnes	Lakeview Health Services/Oak Terrace
Candace Fenske	Madelia Community Hospital
Commissioner David Haack	Nicollet County Board of Commissioners
Commissioner John Roper	Faribault County Board of Commissioners

LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

ROLE	Contact Name	Phone	Email	Reports to (name only)
Rapid Response Liaison for Mass Layoffs (see section C.2.D.)	Linda Spronk	507-825-6858	lspronk@swmnpic.org	Juanita Lauritsen
Equal Opportunity Officer (see section D.3.B.)	Juanita Lauritsen	320-269-5561	jlauritsen@swmnpic.org	LWDB Chair
Program Complaint Officer (see section D.5.B.)	Juanita Lauritsen	320-269-5561	jlauritsen@swmnpic.org	LWDB Chair
Records Management/Records Retention Coordinator (see section D.16.C.)	Juanita Lauritsen	320-269-5561	jlauritsen@swmnpic.org	LWDB Chair
ADA Coordinator (see section D.22.)	Mimi Schafer	320-441-6587	Mimi.schafer@state.mn.us	Jay Hancock
Data Practices Coordinator (see section D.22.)	Juanita Lauritsen	320-269-5561	jlauritsen@swmnpic.org	LWDB Chair
English as Second Language (ESL) Coordinator (see section D.22.)	Pat Thomas	507-537-7046	pthomas@starpoint.net	Harry Weilage

Official Name of WorkForce Center **Marshall WorkForce Center**

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Mary Mulder	507-476-4055	mmulder@swmnpic.org	Juanita Lauritsen
Job Service Manager	Reggie D. Worlds	507-344-2600	Reggie.worlds@state.mn.us	David Niermann
Vocational Rehabilitation Services Manager	Mimi Schafer	320-441-6587	Mimi.schafer@state.mn.us	Jay Hancock
State Services for the Blind Manager	LeeAnn Buysee	507-476-4045	leeann.buysee@state.mn.us	Ed Lecher
Local Workforce Development Area Director	Juanita Lauritsen	320-269-5561	jlauritsen@swmnpic.org	LWDB Chair
Adult Basic Education (ABE)	Pat Thomas	507-537-7046	pthomas@starpoint.net	Harry Weilage – Marshall Community Development Director

Carl Perkins Post-Secondary Manager	Tom Hoff	507-537-2271	Tom.Hoff@swsc.org	SWWC Service Cooperative Director
Adult	Linda Spronk	507-825-6858	lspronk@swmnpic.org	Juanita Lauritsen
Dislocated Worker	Linda Spronk	507-825-6858	lspronk@swmnpic.org	Juanita Lauritsen
Youth	Eriann Faris	507-476-4053	efaris@swmnpic.org	Juanita Lauritsen

Official Name of WorkForce Center

Montevideo Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Juanita Lauritsen	320-269-5561	jlauritsen@swmnpic.org	LWDB Chair
Job Service Manager	Reggie D. Worlds	507-344-2600	Reggie.worlds@state.mn.us	David Niermann
Vocational Rehabilitation Services Manager	Mimi Schafer	320-441-6587	Mimi.schafer@state.mn.us	Jay Hancock
State Services for the Blind Manager	LeeAnn Buysee	507-476-4045	leeann.buysee@state.mn.us	Ed Lecher
Local Workforce Development Area Director	Juanita Lauritsen	320-269-5561	jlauritsen@swmnpic.org	LWDB Chair
Adult Basic Education (ABE)	Darcy Kleven	320-269-7131	dkleven@mrved.net	MRVED Director
Carl Perkins Post-Secondary Manager	Tom Hoff	507-537-2271	Tom.Hoff@swsc.org	SWWC Service Cooperative Director
Adult	Linda Spronk	507-825-6858	lspronk@swmnpic.org	Juanita Lauritsen
Dislocated Worker	Linda Spronk	507-825-6858	lspronk@swmnpic.org	Juanita Lauritsen
Youth	Eriann Faris	507-476-4053	efaris@swmnpic.org	Juanita Lauritsen

**Attachment B
Official Name of WorkForce Center Worthington WorkForce Center**

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Kevin Honetschlager	507-476-4041	kevin.honetschlager@state.mn.us	Reggie D. Worlds
Job Service Manager	Reggie D. Worlds	507-344-2600	Reggie.worlds@state.mn.us	David Niermann
Vocational Rehabilitation Services Manager	Mimi Schafer	320-441-6587	Mimi.schafer@state.mn.us	Jay Hancock
State Services for the Blind Manager	LeeAnn Buysee	507-476-4045	leeann.buysee@state.mn.us	Ed Lecher
Local Workforce Development Area Director	Juanita Lauritsen	320-269-5561	jlauritsen@swmnpic.org	LWDB Chair
Adult Basic Education (ABE)	Marty Olsen	507-376-6105	Marty.olsen@isd5018.net	District
Carl Perkins Post-Secondary Manager	Tom Hoff	507-537-2271	Tom.Hoff@swsc.org	SWWC Service Cooperative Director
Adult	Linda Spronk	507-825-6858	lspronk@swmnpic.org	Juanita Lauritsen
Dislocated Worker	Linda Spronk	507-825-6858	lspronk@swmnpic.org	Juanita Lauritsen
Youth	Eriann Faris	507-476-4053	efaris@swmnpic.org	Juanita Lauritsen

LOCAL AREA BOARD MEMBERSHIP LIST

Regional Workforce Development Area	WIOA Region 5
Local Workforce Development Area	Local Workforce Development Area #6

MEMBER	POSITION/ORGANIZATION	TERM ENDS
REPRESENTATIVES OF BUSINESS IN LOCAL WORKFORCE DEVELOPMENT AREA (must be majority)		
John Roiger (Chair)	Manager Lac qui Parle Co-op Oil Company	6-30-2017
Robyn Leese (Vice-Chair)	Human Resource Manager Ritalka, Inc/Spec Sys, Inc/RVI, Inc.	6-30-2017
Rick Fey	Procurement & Distribution Manager Monogram Meats	6-30-2017
Carla Goetke	Owner Investors Choice Financial Services Inc.	6-30-2016
Alyssa Hammerschmidt	Director of Marketing & Communications Farmers Union Industries	6-30-2017
Hillary Henrich	Operations Manager Big Stone Therapies, Inc.	6-30-2016
Don Johnson	Executive Director Southwest Youth Services	6-30-2016
Rahn Larson	Editor Cottonwood County Citizen	6-30-2016
Pam Martinson	Human Services Director Appleton Area Health Services	6-30-2017
Dave Cushman	Service Manager ASA Auto Plaza	6-30-2016
John Popowski	Owner Popowski Farms	6-30-2017

Jeffrey Varcoe, Ph.D.	Vice President – Food Safety & Quality Schwan's Shared Services, Inc.	6-30-2017
Melanie Wiegert	Human Services Manager Schuneman Equipment Co.	6-30-2016
Nobles County Private Sector – Open Nomination of Len Bakken – Human Resources Director @ JES in Worthington pending approval at June 20, 2016 SW MN LEO Board meeting		
LABOR & COMMUNITY-BASED ORGANIZATIONS (20% Minimum and 2 or more nominated by state labor federations and one joint labor-management apprenticeship program labor organization or training director)		
Paul Schwarz	Local Representative Minnesota Council 65	6-30-2017
Labor – Open		
Nan Larson	Rural Innovation Network Director Agricultural Utilization Research Institute	6-30-2016
Linda Spronk	Adult/Dislocated Worker Program Manager SW MN Private Industry Council	6-30-2016
EDUCATION & TRAINING (Required: ABE; Higher Education)		
Rhonda Brandt	Principal MN Valley Area Learning Center	6-30-2016
President Connie Gores	President Southwest Minnesota State University	6-30-2016
Dawn Regnier	Director Minnesota West Community & Technical College – Customized Training Division	6-30-2017
Pat Thomas	Manager Marshall Adult Basic Education	6-30-2016
GOVERNMENT (Required: Economic Development; Job Service; Rehabilitation)		

Joel Churness (Secretary)	Director Lac qui Parle Family Services	6-30-2017
Reggie D. Worlds	Manager Job Service	6-30-2017
Ralph Knapp	Board Member Murray County Economic Development	6-30-2017
Mimi Schafer	Rehabilitation Area Manager DEED	6-30-2017

CONTACT INFORMATION

NAME	ADDRESS/PHONE/EMAIL
CHAIR John Roiger	P.O. Box 350 Dawson, MN 56232 320-769-4308 Lqp2@frontiernet.net
VICE CHAIR Robyn Leese	121 North 1 st Street Suite 201 Montevideo, MN 56265 320-269-3227 Ext. 110 robynl@ritalka.com
SECRETARY Joel Churness	930 1 st Ave P.O. Box 7 Madison, MN 56256 320-598-7594 jchurness@co.lac-qui-parle.mn.us

LOCAL AREA BOARD SUBCOMMITTEE LIST

Regional Workforce Development Area	WIOA Region 5
Local Workforce Development Area	SW MN Workforce Development Board #6

Committee Name	Objective/Purpose
Executive Committee	Serves as the network of committee Chairs and Board Officers responsible for maintaining overall direction of Board and develop recommendations for the LWDB regarding organization, federal, state and local issues. Oversee the overall operation of the Board. Serves as the liaison to the Chief Elected Official Board.
Youth Standing Committee	Serves as the standing committee which addresses local workforce development area youth services and partnerships to insure youth have access to the services they need to become self-sufficient and successful. The mission of the committee is to guide the coordination of services that fully develop the employment potential of youth in southwest Minnesota.
Marketing/Community Awareness	Serves in Ad hoc capacity to promote the southwest area and provide community awareness regarding employment and lifestyle opportunities.
Disabilities Collaborative	Provides a platform for agencies serving individuals with disabilities to share information and develop strategies to address the needs of the consumers.
Career Pathways	Comprised of local board representatives, business, partners and other key stakeholders. The purpose of the partnership is to identify needs of business and develop customized training opportunities to address the identified gaps in labor force.
Management Team	The Core Partners (SW MN PIC; Job Service; Rehabilitation) make up the Management Committee. The committee is responsible for on-going program review; continuous improvement; and day-to-day operations of the WorkForce Centers. The committee is responsible for the development of the cost allocation plans for the Centers as well as the Memorandum of Understanding between the partners. The CAP's and MOU's are reviewed and approved by the LWDB.
Diversity & Emerging Workforce	New Ad Hoc Committee – objective/purpose in development stage

LOCAL WORKFORCE DEVELOPMENT AREA NON-WFC PROGRAM SERVICE DELIVERY LOCATION LIST

Regional Workforce Development Area	WIOA Region 5
Local Workforce Development Area	Local Workforce Development Area 6

Name and Location (City)	Program Service Delivered
Big Stone County Family Service – Ortonville	MFIP/DWP/FSS; Youth Services
Lac qui Parle Family Services – Madison	MFIP/DWP/FSS; Youth Services
Swift County Family Services – Benson	MFIP/DWP/FSS; Youth Services
Yellow Medicine Family Services – Granite Falls & Canby	MFIP/DWP/FSS; Youth Services
Lincoln County Family Services – Ivanhoe	MFIP/DWP/FSS; Youth Services
Redwood County Family Services – Redwood Fall	MFIP/DWP/FSS; Youth Services
Murray County Family Services – Slayton	MFIP/DWP/FSS; Youth Services
Pipestone County Family Services – Pipestone	MFIP/DWP/FSS; Youth Services
Rock County Family Services - Luverne	MFIP/DWP/FSS; Youth Services
Jackson County Human Services – Jackson	MFIP/DWP/FSS; Youth Services
Cottonwood County Human Services - Windom	MFIP/DWP/FSS; Youth Services

Minnesota West CTC Campuses – Canby, Granite Falls, Jackson, Pipestone & Worthington	Adult, Dislocated Worker & Youth
Secondary Schools throughout LWDA 6	
Libraries, city offices, etc. throughout LWDA 6	

LOCAL WORKFORCE DEVELOPMENT AREA KEY INDUSTRIES IN REGIONAL ECONOMY

The Southwest Minnesota Workforce Development Board has identified the following key industries for Local Workforce Development Area 6:

- Manufacturing
- Health Care & Social Assistance
- Agriculture
- Transportation and Warehousing

The Southwest Workforce Development, the South Central Workforce Council and the Region 5 Leadership Team have identified the following key industries for the Regional Plan:

- Manufacturing
- Health Care & Social Assistance
- Agriculture
- Transportation and Warehousing

Additional data supporting the selection of the above key industries is outlined in the SW Minnesota Regional Profile as reflected on the accompanying pages, as well as the following link:



[rp_southwest.pdf](#)

EDA 6

NAICS Industry Title	2014 Annual Data				2010-2014		2013-2014		
	Number of Firms	Number of Jobs	Percent of Jobs	Total Payroll	Avg Annual Wage	Change in Jobs	Percent Change	Change in Jobs	Percent Change
Total, All Industries	1,528	17,328	100.0%	\$598,124,054	\$34,476	-880	-4.8%	-181	-1.0%
Health Care & Social Assistance	111	3,610	20.8%	\$114,812,894	\$31,772	-339	-8.6%	-13	-0.4%
Manufacturing	80	2,273	13.1%	\$102,987,233	\$45,292	-145	-6.0%	-2	-0.1%
Retail Trade	199	1,756	10.1%	\$35,694,586	\$20,332	-5	-0.3%	-22	-1.2%
Educational Services	34	1,649	9.5%	\$57,233,386	\$34,736	-37	-2.2%	-7	-0.4%
Public Administration	81	1,187	6.9%	\$42,011,945	\$35,464	-28	-2.3%	0	0.0%
Wholesale Trade	84	1,122	6.5%	\$56,596,922	\$50,440	-105	-8.6%	-14	-1.2%
Construction	193	1,040	6.0%	\$50,471,965	\$48,568	+26	+2.6%	-34	-3.2%
Accommodation & Food Services	96	916	5.3%	\$9,343,378	\$10,192	-41	-4.3%	-13	-1.4%
Transportation & Warehousing	108	610	3.5%	\$20,695,792	\$33,904	-4	-0.7%	+28	+4.8%
Other Services	130	560	3.2%	\$12,324,858	\$21,944	-98	-14.9%	-3	-0.5%
Finance & Insurance	103	517	3.0%	\$22,903,869	\$44,304	-66	-11.3%	-43	-7.7%
Arts, Entertainment & Recreation	28	467	2.7%	\$10,891,545	\$23,452	+10	+2.2%	-16	-3.3%
Agriculture, Forestry, Fish & Hunt	84	381	2.2%	\$13,523,230	\$35,412	-60	-13.6%	-40	-9.5%
Professional & Technical Services	76	359	2.1%	\$14,522,844	\$40,456	-52	-12.7%	-2	-0.6%
Admin. Support & Waste Mgmt.	46	231	1.3%	\$5,887,709	\$25,584	-19	-7.6%	+1	+0.4%
Utilities	12	187	1.1%	\$14,772,324	\$79,248	+54	+40.6%	+1	+0.5%
Real Estate & Rental & Leasing	32	181	1.0%	\$3,158,050	\$17,420	+13	+7.7%	-1	-0.5%
Information	22	160	0.9%	\$4,572,674	\$28,548	-10	-5.9%	+2	+1.3%
Management of Companies	5	76	0.4%	\$3,439,390	\$44,980	+16	+26.7%	-3	-3.8%
Mining	6	41	0.2%	\$2,279,460	\$53,820	+9	+28.1%	+1	+2.5%

Source: DEED Quarterly Census of Employment & Wages (QCEW)

EDA 8

Table 13. Region 8 Industry Employment Statistics, 2014

NAICS Industry Title	2014 Annual Data				Avg. Annual Wage	2010-2014		2013-2014	
	Number of Firms	Number of Jobs	Percent of Jobs	Total Payroll		Change in Jobs	Percent Change	Change in Jobs	Percent Change
Total, All Industries	3,949	54,587	100.0%	\$1,917,435,861	\$35,100	+1,498	+2.8%	+269	+0.5%
Manufacturing	173	10,240	18.8%	\$439,776,867	\$42,952	+559	+5.8%	+253	+2.5%
Health Care & Social Assistance	320	9,198	16.9%	\$280,534,326	\$30,472	+468	+5.4%	-121	+1.3%
Retail Trade	530	6,081	11.1%	\$131,958,110	\$21,684	-4	-0.1%	+25	+0.4%
Educational Services	76	4,472	8.2%	\$166,123,458	\$37,284	-58	-1.3%	-5	+0.1%
Accommodation & Food Services	265	4,209	7.7%	\$56,014,702	\$13,312	+11	+0.3%	-44	-1.0%
Public Administration	211	2,923	5.4%	\$102,040,294	\$34,996	-118	-3.9%	-36	-1.2%
Wholesale Trade	248	2,843	5.2%	\$141,971,061	\$49,920	-8	-0.3%	+26	+0.9%
Finance & Insurance	232	2,434	4.5%	\$127,637,998	\$52,416	+117	+5.0%	+6	+0.2%
Construction	515	2,269	4.2%	\$95,293,554	\$41,600	+123	+5.7%	-21	-0.9%
Transportation & Warehousing	274	2,087	3.8%	\$70,747,775	\$33,852	-25	-1.2%	-85	+4.2%
Agriculture, Forestry, Fish & Hunt	212	1,580	2.9%	\$54,094,413	\$34,164	+344	+27.8%	-31	-1.9%
Other Services	322	1,404	2.6%	\$37,586,518	\$26,728	-104	-6.9%	-22	+1.6%
Professional & Technical Services	186	1,261	2.3%	\$62,484,182	\$49,556	+138	+12.3%	-34	-2.6%
Admin. Support & Waste Mgmt.	102	1,252	2.3%	\$43,509,849	\$34,788	+411	+48.9%	-9	-0.7%
Management of Companies	8	717	1.3%	\$33,934,228	\$75,244	-239	-25.0%	-85	-10.6%
Information	68	505	0.9%	\$16,089,846	\$31,824	-80	-13.7%	-14	-2.7%
Arts, Entertainment & Recreation	80	440	0.8%	\$5,529,323	\$12,792	-29	-6.2%	-15	+3.5%
Utilities	30	321	0.6%	\$22,187,413	\$69,108	-32	-9.1%	-24	-7.0%
Real Estate & Rental & Leasing	87	263	0.5%	\$6,345,350	\$24,076	+6	+2.3%	0	0.0%
Mining	11	84	0.2%	\$3,576,594	\$40,976	+17	+25.4%	+7	+9.1%

Source: DEED Quarterly Census of Employment & Wages (QCEW)

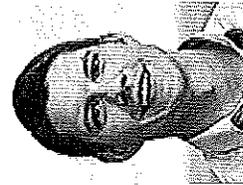
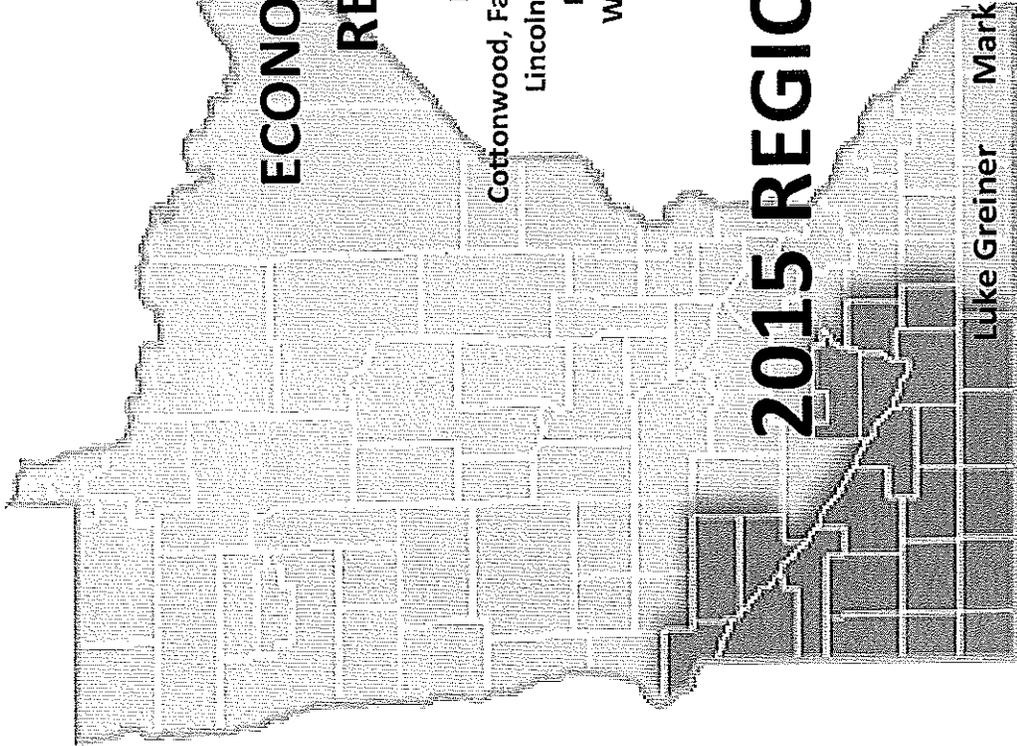
SOUTHWEST MINNESOTA ECONOMIC DEVELOPMENT REGIONS 6W, 8, and 9

Covering the following counties:

Big Stone, Blue Earth, Brown, Chippewa,
Cottonwood, Faribault, Jackson, Lac qui Parle, Le Sueur,
Lincoln, Lyon, Martin, Murray, Nicollet, Nobles,
Pipestone, Redwood, Rock, Sibley, Swift,
Waseca, Watonwan, and Yellow Medicine

2015 REGIONAL PROFILE

Published September 1, 2015



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DEMOGRAPHICS

POPULATION CHANGE, 2000-2014

The Southwest Minnesota planning region includes a total of 23 counties, covering three Economic Development Regions (EDRs) and two Workforce Development Boards (WDBs). Southwest Minnesota was home to 392,415 people in 2014, comprising 7.2 percent of the state's total population. The region saw a small 0.5 percent decline in population over the past 14 years, primarily due to larger losses in EDR 6W and EDR 8, which was nearly offset by a steady increase in EDR 9. In comparison, the state of Minnesota saw a 10.9 percent gain (see Table 1).

Only 5 of the 23 counties in the region gained population from 2000 to 2014, with the other 18 seeing declines – including Swift County, which was the fastest declining county in the state. The largest counties in the region are Blue Earth and Nicollet County, which make up the Mankato/North Mankato Metropolitan Statistical Area (MSA). With 65,385 people, Blue Earth is the 13th largest county (out of 87) in the state, and Nicollet has just over 33,000 people. Other large counties in the region include Le Sueur (27,770 people), Lyon (25,665), Brown (25,292), Nobles (21,590), and Martin (20,220).

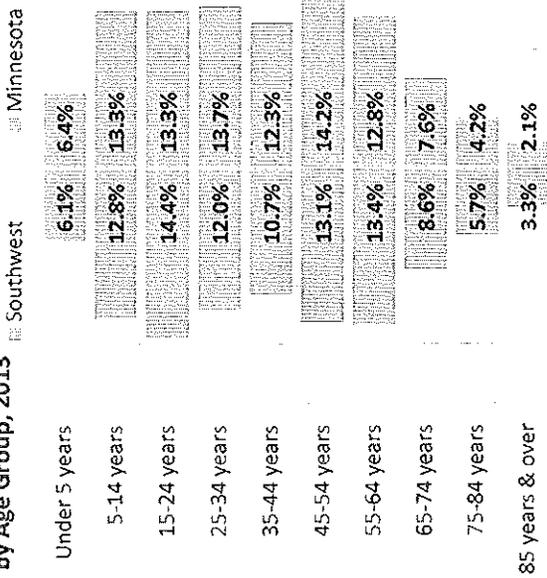
Table 1. Population Change 2000-2014

	2000		2014		2000-2014 Change	
	Population	Estimates	Population	Estimates	Number	Percent
Southwest Minnesota	394,518	392,415	43,673	-2,103	-6,338	-0.5%
Region 6W	50,011	43,673	117,764	-3,953	-3,220	-12.7%
Region 8	121,717	117,764	230,978	+8,188	+3,770	+3.2%
Region 9	222,790	230,978	5,457,173	+537,694	+10,990	+10.9%
State of Minnesota	4,919,479	5,457,173	Source: U.S. Census Bureau, Population Estimates			

POPULATION BY AGE GROUP, 2000-2013

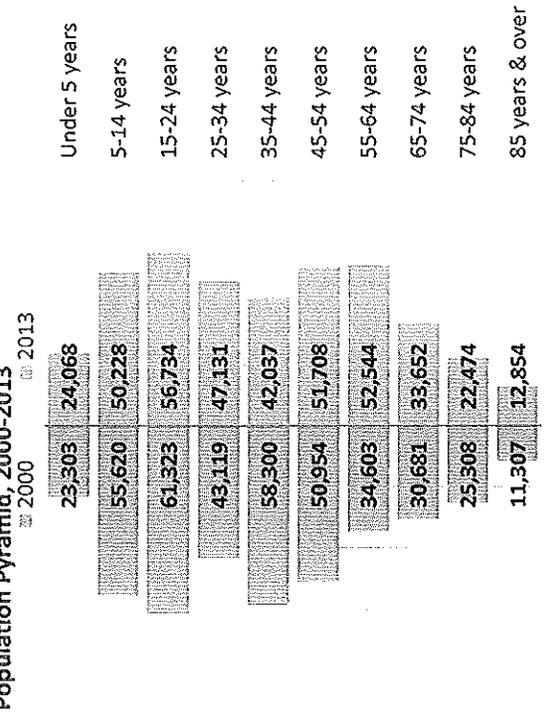
Southwest Minnesota has an older population than the rest of the state, with 17.6 percent of residents aged 65 years and over, compared to 13.9 percent statewide. Consequently, Southwest Minnesota had a lower percentage of people in the 25- to 54-year-old age group, typically considered the “prime working years,” as well as a smaller percentage of school-aged children. However, having several postsecondary institutions in the region led to a higher percentage of people aged 15 to 24. More than one-fourth of the region's population was a part of the Baby Boom generation, people born between 1946 and 1964, which is creating a significant shift in the population over time. While the number of younger residents is declining, the number of residents aged 55 years and over was rapidly increasing (see Figure 1 and Figure 2).

Figure 1. Percentage of Population by Age Group, 2013



Source: U.S. Census Bureau, American Community Survey

Figure 2. Southwest Minnesota Population Pyramid, 2000-2013



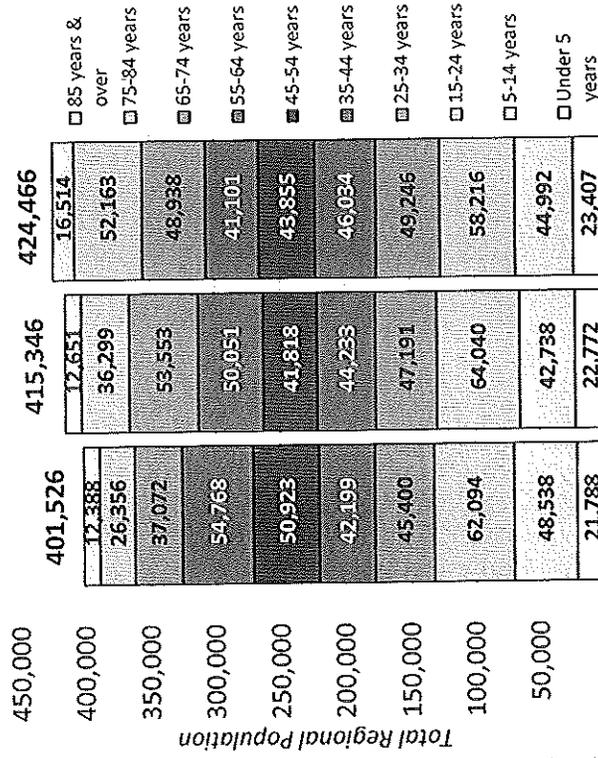
Source: U.S. Census Bureau, American Community Survey

POPULATION PROJECTIONS BY AGE GROUP, 2015-2035

After several decades of population declines in EDR 6W and EDR 8, the entire region is projected to enjoy a population increase in the next twenty years. According to population projections from the State Demographic Center, Southwest Minnesota is expected to gain nearly 23,000 net new residents from 2015 to 2035, a 5.7 percent increase (see Figure 3). In comparison, the state of Minnesota is projected to grow 10.8 percent.

However, much of this population growth is expected to be in the older age groups. Southwest Minnesota is projected to add nearly 42,000 people aged 65 years and over, a 55 percent increase. The region is also expected to gain people in the 25- to 44-year-old age group, as well as a corresponding increase in children under 5 years of age. In contrast, Southwest Minnesota is expected to lose school-aged children and young adults from 5 to 24 years of age, as well as people from 45 to 64 years of age – as the current Baby Boom generation moves through the population pyramid.

Figure 3. Southwest Minnesota Population Projections by Age Group, 2015-2035



Source: Minnesota State Demographic Center

POPULATION BY RACE, 2013

Southwest Minnesota's population is less diverse than the state's, but is becoming more diverse over time. In 2013, nearly 94 percent of the region's residents reported White alone as their race, compared to 85.6 percent of residents statewide. The region had much smaller percentages of Black or African American residents, American Indian and Alaska Natives, Asian or Other Pacific Islanders, and people of two or more races. However, at 5.6 percent, Southwest Minnesota had a higher percentage of people reporting Hispanic or Latino origin than the state, and a similar percentage of people of some other race (see Table 2).

Nobles County had the most diverse populace in the region, including 26.3 percent of residents reporting Hispanic origin, which was highest in the state. Redwood and Lyon also had relatively diverse populations in the region. In contrast, over 97 percent of residents in Big Stone, Brown, Faribault, Lac qui Parle, Lincoln, and Rock County were White alone.

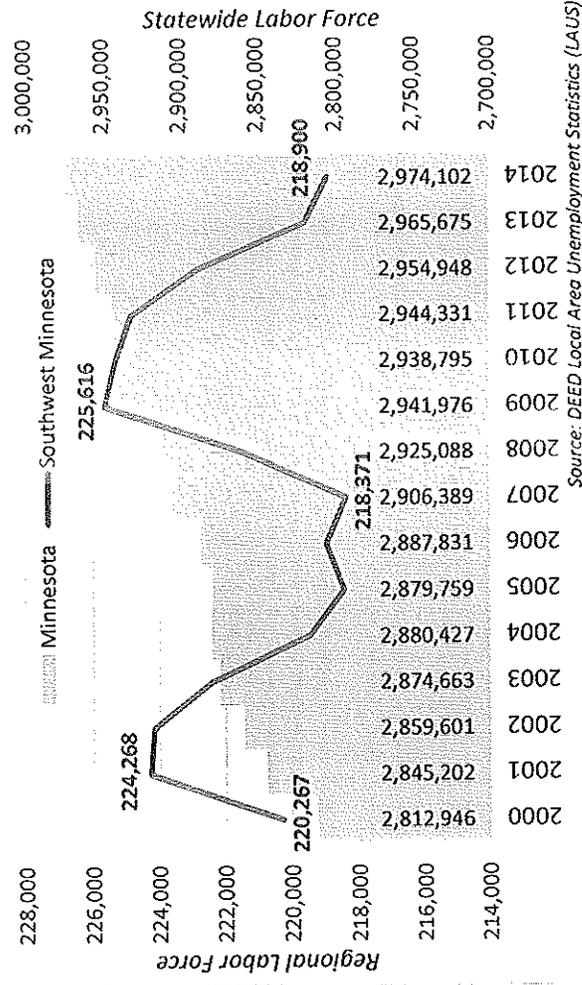
Table 2. Race and Hispanic Origin, 2013	Southwest Minnesota		Minnesota	
	Number	Percent	Change from 2000-2013	Percent
Total	394,440	100.0%	0.0%	100.0%
White	370,037	93.8%	-1.5%	85.6%
Black or African American	5,573	1.4%	+106.2%	5.2%
American Indian & Alaska Native	2,250	0.6%	+13.4%	1.1%
Asian & Other Pac. Islander	6,070	1.5%	+40.9%	4.2%
Some Other Race	5,140	1.3%	-19.2%	1.4%
Two or More Races	5,370	1.4%	+60.6%	2.5%
Hispanic or Latino	21,892	5.6%	+75.9%	4.8%

Source: U.S. Census Bureau, American Community Survey

LABOR FORCE CHANGE, 2000-2014

According to data from DEED's Local Area Unemployment Statistics program, Southwest Minnesota has experienced some substantial fluctuations in the size of the available labor force over the last 14 years in response to changing economic conditions. During the recessions in both 2001 and 2007, workers flooded into the labor market to earn extra income; then dropped back out when the region's economy improved. In line with the region's population decline overall, Southwest Minnesota lost about 1,400 workers over the last 14 years, from 220,267 available workers in 2000 to 218,900 workers in 2014. In contrast, the state was gaining workers over the past decade and a half (see Figure 4). As the economy has recovered, the labor market in the region has been getting tighter, with only about 9,000 unemployed workers that were actively seeking work in 2014.

Figure 4. Annual Labor Force Estimates, 2000-2014



LABOR FORCE PROJECTIONS, 2015-2025

If Southwest Minnesota's population changes at the projected rates shown in Figure 3 above, the region would be expected to see a continued decline in the labor force over the next decade. Applying current labor force participation rates to future population projections by age group creates labor force projections for the region, which show a small drop in workforce numbers (see Table 3).

In addition to the overall decline, the labor force will also see a significant shift over time, with large gains in the number of workers aged 65 years and over against huge declines in the number of workers aged 45 to 64 years. However, the region is still expected to see gains in the number of entry-level workers and 25 to 44 year olds. The 25 to 54 year old age group will still make up about 55 percent of the total workforce. This will likely lead to a tight labor market in the future as well, with employers needing to respond to the changing labor force availability in the region.

Table 3. Southwest Minnesota Labor Force Projections

	2015		2025		2015-2025 Change	
	Labor Force Projection		Labor Force Projection		Numeric	Percent
16 to 19 years	14,796		14,363		-433	-2.9%
20 to 24 years	23,979		26,334		+2,355	+9.8%
25 to 44 years	78,314		81,733		+3,419	+4.4%
45 to 54 years	45,169		37,093		-8,076	-17.9%
55 to 64 years	42,171		38,539		-3,632	-8.6%
65 to 74 years	11,529		16,655		+5,126	+44.5%
75 years & over	2,325		2,937		+612	+26.3%
Total Labor Force	218,283		217,654		-629	-0.3%

Source: Minnesota State Demographic Center,
2009-2013 American Community Survey 5-Year Estimates.

EMPLOYMENT CHARACTERISTICS, 2013

With 68.9 percent of the population aged 16 years and over in the labor force, Southwest Minnesota had slightly lower labor force participation rates than the state's 70.3 percent rate. However, the region actually had higher labor force participation rates than the state in several age groups, but the overall rate was lower because a higher percentage of Southwest Minnesota's labor force was older (see Table 4).

In contrast, the region had lower participation rates than the state for every race group except Asian or Other Pacific Islanders; and also had large unemployment rate disparities for minority groups. Southwest Minnesota had over 11,700 veterans and more than 11,150 workers with disabilities in the labor force, with both having lower unemployment rates in the region than the state. In sum, unemployment rates were highest for young people, minorities, workers with disabilities, and people with lower educational attainment.

Table 4. Employment Characteristics, 2013

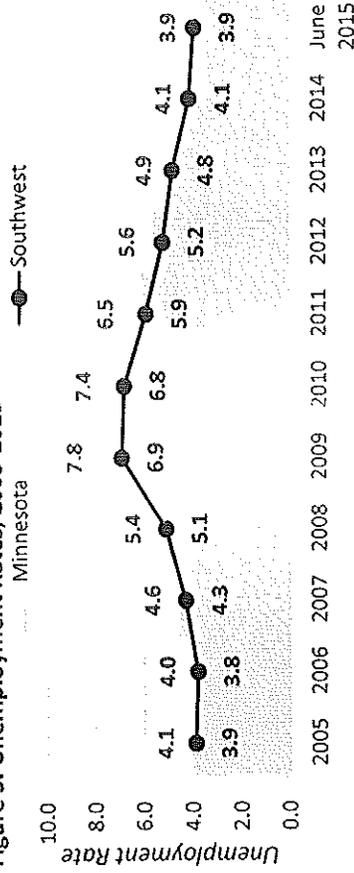
	Southwest Minnesota				Minnesota	
	In Labor Force	Labor Force Partic. Rate	Unemp. Rate	Labor Force Partic. Rate	Labor Force Unemp. Rate	Unemp. Rate
Total Labor Force	216,629	68.9%	5.4%	70.3%	7.1%	7.1%
16 to 19 years	13,094	56.8%	14.5%	50.9%	20.2%	20.2%
20 to 24 years	23,713	81.2%	8.7%	81.6%	11.2%	11.2%
25 to 44 years	80,367	89.4%	5.1%	88.2%	6.3%	6.3%
45 to 54 years	48,709	88.7%	3.8%	87.5%	5.6%	5.6%
55 to 64 years	38,766	77.0%	3.4%	71.7%	5.5%	5.5%
65 to 74 years	9,880	31.1%	3.8%	26.5%	4.5%	4.5%
75 years & over	2,124	6.0%	6.2%	5.8%	4.6%	4.6%
Employment Characteristics by Race & Hispanic Origin						
White alone	206,165	69.0%	5.0%	70.5%	6.3%	6.3%
Black or African American	2,232	58.6%	21.2%	67.6%	17.5%	17.5%
American Indian & Alaska Native	870	53.8%	9.7%	60.1%	18.8%	18.8%
Asian or Other Pac. Islanders	3,189	70.7%	7.0%	69.8%	8.5%	8.5%
Some Other Race	2,388	76.4%	13.5%	77.6%	10.9%	10.9%
Two or More Races	1,688	66.1%	10.0%	69.0%	14.4%	14.4%
Hispanic or Latino	9,755	73.9%	12.2%	75.1%	10.4%	10.4%
Employment Characteristics by Veteran Status						
Veterans, 18 to 64 years	11,719	82.2%	6.9%	77.8%	7.7%	7.7%
Employment Characteristics by Disability						
With Any Disability	11,164	58.5%	10.4%	51.6%	14.6%	14.6%
Employment Characteristics by Educational Attainment						
Population, 25 to 64 years	167,828	86.0%	4.3%	84.2%	5.9%	5.9%
Less than H.S. Diploma	9,332	69.9%	10.3%	66.9%	14.6%	14.6%
H.S. Diploma or Equivalent	52,894	83.5%	5.5%	79.4%	8.0%	8.0%
Some College or Assoc. Degree	64,169	88.4%	3.8%	85.6%	6.1%	6.1%
Bachelor's Degree or Higher	41,442	90.4%	2.3%	89.1%	3.4%	3.4%

Source: 2009-2013 American Community Survey, 5-Year Estimates

UNEMPLOYMENT RATE, 2005-2015

Southwest Minnesota has consistently reported lower unemployment rates than Minnesota and the nation, regardless of the state of the economy. According to Local Area Unemployment Statistics, the region's unemployment rate hovered just below the state rate from 2005 to 2008, before rising to about 7.0 percent in 2009 and 2010, then dropping back to prerecession levels in 2014 and 2015 (see Figure 5). Southwest Minnesota was home to seven of the 15 lowest unemployment rates in the state in June of 2015, led by Rock County at 2.3 percent.

Figure 5. Unemployment Rates, 2005-2015



Source: DEED Local Area Unemployment Statistics (LAUS)

COMMUTE SHED AND LABOR SHED, 2013

According to commuting data from the U.S. Census Bureau, the vast majority – about 76 percent – of workers who live in the region also work within the region. However, Southwest Minnesota is a net exporter of labor, having slightly more workers than available jobs; not only drawing in workers from surrounding counties but also having residents drive outside the region to find work. In sum, 145,136 workers both lived and worked in Southwest Minnesota in 2013, while another 38,445 workers drove into the region for work, compared to 45,562 workers who lived in the region but drove to surrounding counties for work (see Table 5 and Figure 6).

	2013	
	Count	Share
Employed in the Selection Area	183,581	100.0%
Employed in the Selection Area but Living Outside	38,445	20.9%
Employed and Living in the Selection Area	145,136	79.1%
Living in the Selection Area	190,698	100.0%
Living in the Selection Area but Employed Outside	45,562	23.9%
Living and Employed in the Selection Area	145,136	76.1%

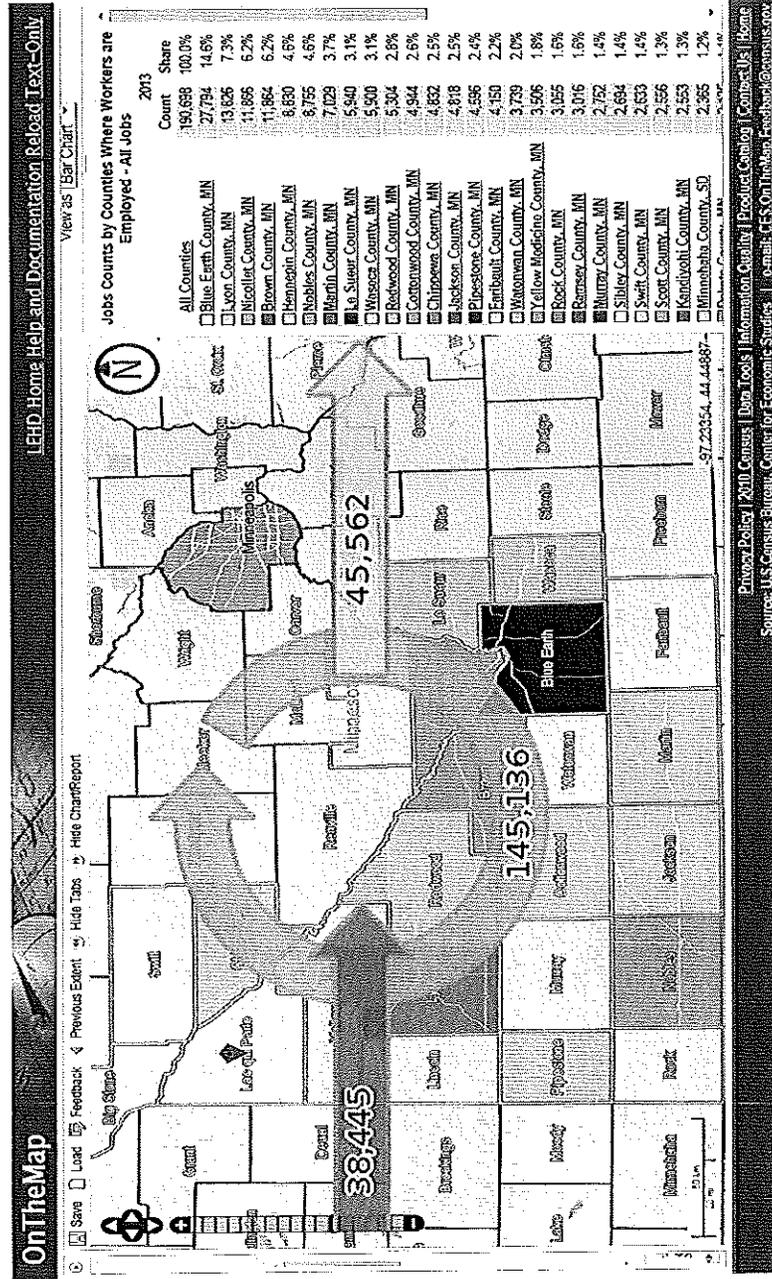
Source: U.S. Census Bureau, OnTheMap

Countries outside the region that send the most workers into the region	Countries outside the region that the most workers from inside the region travel to
Hennepin Co. MN	Hennepin Co. MN
Dakota Co. MN	Ramsey Co. MN
Rice Co. MN	Scott Co. MN
Ramsey Co. MN	Minnehaha Co. SD
Scott Co. MN	Dakota Co. MN

Source: U.S. Census Bureau, OnTheMap

Blue Earth County is the largest employment center in the region and was the biggest draw for workers, followed by Lyon, Nicollet, Brown, Nobles, Martin, Le Sueur, and Redwood County. Employers in the region both lose and draw workers from the Twin Cities metro area, as well as Minnehaha County in South Dakota, which includes the Sioux Falls Metropolitan Statistical Area. In contrast, the region also sends workers out of the region, primarily to larger metro areas including Sioux Falls, as well as the Twin Cities (see Table 6 and Figure 6).

Figure 6. Southwest Minnesota Labor and Commute Shed, 2013

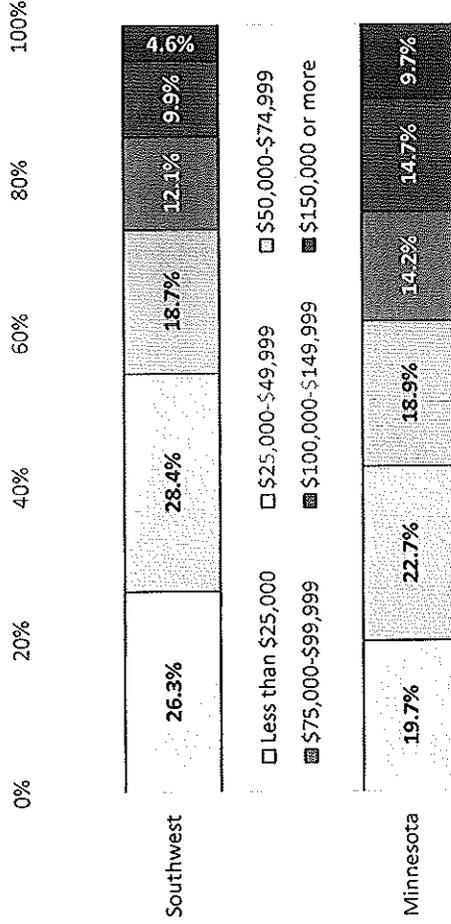


INCOMES, WAGES AND OCCUPATIONS

HOUSEHOLD INCOMES

Household incomes were significantly lower in Southwest Minnesota than the rest of the state. Median household incomes ranged from \$44,264 in Faribault County, which was the 9th lowest in the state, to \$60,115 in Nicollet County, which was the 12th highest. Well over half (54.7%) of the households in the region had incomes below \$50,000 in 2013, compared to 42.4 percent of households statewide. About 31 percent of households earned between \$50,000 and \$100,000 in the region. In contrast, only 14.5 percent of households in Southwest Minnesota earned over \$100,000 per year, compared to nearly 25 percent of household’s statewide (see Figure 7).

Figure 7. Household Incomes, 2013

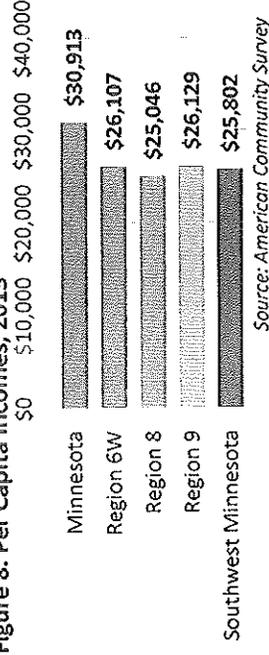


Source: U.S. Census Bureau, 2009-2013 American Community Survey 5-Year Estimates

PER CAPITA INCOMES

Per capita incomes were also lower in the region than the state, ranging from \$25,046 in EDR 8 to \$26,129 in EDR 9, compared to \$30,913 in Minnesota (see Figure 8). The lowest per capita income in the region was found in Cottonwood County (\$23,456), while the highest was in Lac qui Parle County (\$28,014).

Figure 8. Per Capita Incomes, 2013



Source: American Community Survey

COST OF LIVING

According to DEED's Cost of Living tool, the basic needs budget for an average Minnesota family (which consists of 2 adults and 1 child, with 1 full-time and 1 part-time worker) was \$50,988 in 2015. The cost of living for a similar family in Southwest Minnesota was \$41,352 – which was easily the lowest in the state. The highest monthly costs were for transportation, food, and housing; but the region's housing, child care, taxes, and transportation costs were significantly lower than the rest of the state (see Table 7).

In order to meet the basic cost of living for the region, the workers in the family scenario described would need to earn \$13.25 per hour.

Table 7. Family Yearly Cost, Worker Hourly Wage, and Family Monthly Costs, 2015

Region	Family Yearly Cost of Living	Hourly Wage Required	Monthly Costs					Trans- portation	Other Taxes
			Child Care	Food	Health Care	Housing			
Southwest	\$41,352	\$13.25	\$209	\$766	\$398	\$701	\$933	\$205	\$234
Minnesota	\$50,988	\$16.34	\$443	\$772	\$405	\$907	\$1,039	\$235	\$448

Source: DEED Cost of Living tool

WAGES AND OCCUPATIONS

According to DEED's Occupational Employment Statistics program, the median hourly wage for all occupations in Southwest Minnesota was \$15.48 in the first quarter of 2015, which was the second lowest wage level of the six planning regions in the state. Southwest's median wage was over \$3.00 below the state's median hourly wage, equaling just under 80 percent of the statewide wage rate, and \$5.00 below the median hourly wage in the 7-County Twin Cities metro area, which would amount to over \$10,000 per year for a full-time worker. EDR 8 was the lowest, over \$0.50 per hour below EDR 6W at \$15.34, \$1.20 below EDR 9 at \$15.99 (see Table 8).

Table 8. Occupational Employment Statistics by Region, 1st Qtr. 2015

Region	Median Hourly Wage	Estimated Regional Employment
Central Minnesota	\$16.66	263,270
Northwest Minnesota	\$16.58	141,800
Northwest Minnesota	\$15.42	203,060
Twin Cities Metro Area	\$20.49	1,691,650
Southeast Minnesota	\$17.74	253,990
Southwest Minnesota	\$15.48	177,030
EDR 6W - Upper MN Valley	\$15.34	18,380
EDR 8 - Southwest	\$14.79	53,380
EDR 9 - South Central	\$15.99	105,260
State of Minnesota	\$18.65	2,730,020

Source: DEED Occupational Employment Statistics

Not surprisingly, the lowest-paying jobs are concentrated in food preparation and serving, personal care and service, sales and related, and building, grounds cleaning and maintenance jobs, which tend to have lower educational and training requirements. For the most part, the gap in pay between Southwest Minnesota and the state is also lower in these jobs. Wages are most competitive in community and social service, farming, fishing, and forestry, protective service, and production occupations (see Table 9).

In contrast, the highest paying jobs are found in management, legal, architecture and engineering, computer, business and financial operations, healthcare practitioners, and life, physical, and social science occupations, which all need higher levels of education and experience, including many that require postsecondary training. The pay gaps between the region and state are much bigger in these occupations.

Table 9. Southwest Minnesota Occupational Employment Statistics, 1st Qtr. 2015

	Southwest Minnesota			State of Minnesota		
	Median Hourly Wage	Estimated Regional Employment	Share of Total Employment	Median Hourly Wage	Estimated Regional Employment	Share of Total Employment
Total, All Occupations	\$15.48	177,030	100.0%	\$18.65	2,730,020	100.0%
Production	\$15.43	27,100	15.3%	\$16.61	217,830	8.0%
Office & Administrative Support	\$15.09	23,730	13.4%	\$17.27	409,100	15.0%
Education, Training, & Library	\$19.37	17,280	9.8%	\$22.72	156,090	5.7%
Sales & Related	\$10.91	15,840	8.9%	\$13.24	270,540	9.9%
Transportation & Material Moving	\$14.75	12,930	7.3%	\$16.18	167,130	6.1%
Healthcare Practitioners & Technical	\$24.62	8,980	5.1%	\$31.54	160,390	5.9%
Food Preparation & Serving Related	\$9.04	8,840	5.0%	\$9.21	228,640	8.4%
Healthcare Support	\$11.57	8,010	4.5%	\$13.63	89,360	3.3%
Management	\$36.78	7,920	4.5%	\$47.47	165,730	6.1%
Installation, Maintenance, & Repair	\$19.45	6,890	3.9%	\$21.52	94,310	3.5%
Personal Care & Service	\$10.66	6,320	3.6%	\$11.11	120,000	4.4%
Building & Grounds Cleaning & Maint.	\$11.55	6,070	3.4%	\$12.03	81,560	3.0%
Business & Financial Operations	\$25.30	5,920	3.3%	\$30.37	159,970	5.9%
Construction & Extraction	\$19.98	5,710	3.2%	\$24.88	91,240	3.3%
Community & Social Service	\$20.83	3,410	1.9%	\$20.51	49,210	1.8%
Protective Service	\$18.25	3,020	1.7%	\$19.43	43,660	1.6%
Architecture & Engineering	\$28.57	2,600	1.5%	\$34.76	50,980	1.9%
Arts, Design, Entertainment, & Media	\$17.41	1,950	1.1%	\$21.82	36,430	1.3%
Computer & Mathematical	\$27.36	1,940	1.1%	\$37.96	91,560	3.4%
Life, Physical, & Social Science	\$24.50	1,350	0.8%	\$30.29	24,410	0.9%
Farming, Fishing, & Forestry	\$13.83	700	0.4%	\$14.41	3,570	0.1%
Legal	\$29.60	550	0.3%	\$38.48	18,330	0.7%

Source: DEED Occupational Employment Statistics, Qtr. 1 2015

JOB VACANCY SURVEY

Employers reported 7,218 job vacancies in the second quarter of 2015, which was the second highest number ever recorded, and a 12 percent increase compared to 2014. Overall, 43 percent of the openings were part-time, 26 percent required postsecondary education, and 30 percent required a year or more of experience. The median hourly wage offer was \$12.01 (see Table 10).

Table 10. Southwest Minnesota Job Vacancy Survey Results, 2nd Qtr. 2015

	Number of Total Vacancies	Percent Part-time	Requiring Post-Secondary Education	Requiring 1 or More Years of Experience	Requiring Certificate or License	Median Hourly Wage Offer
Total, All Occupations	7,218	43%	26%	30%	28%	\$12.01
Food Preparation & Serving Related	1,275	88%	1%	8%	4%	\$8.42
Production	739	16%	12%	32%	4%	\$13.17
Office & Administrative Support	635	41%	10%	26%	16%	\$11.72
Construction & Extraction	616	25%	18%	43%	31%	\$13.78
Transportation & Material Moving	587	24%	6%	39%	63%	\$12.04
Personal Care & Service	566	67%	11%	9%	10%	\$9.70
Sales & Related	519	41%	7%	28%	1%	\$10.69
Healthcare Practitioners & Technical	456	37%	97%	52%	96%	\$21.96
Education, Training, & Library	338	36%	78%	36%	51%	\$16.90
Healthcare Support	282	53%	69%	11%	87%	\$10.98
Installation, Maintenance, & Repair	227	1%	49%	17%	7%	\$14.85
Building & Grounds Cleaning & Maint.	177	65%	1%	6%	7%	\$9.64
Community & Social Service	171	25%	74%	50%	59%	\$17.32
Arts, Design, Entertainment & Media	161	46%	11%	56%	24%	\$12.46
Management	127	2%	98%	97%	24%	\$28.99
Architecture & Engineering	106	2%	91%	76%	36%	\$24.38
Business & Financial Operations	67	3%	89%	66%	9%	\$19.92
Protective Service	64	89%	6%	25%	83%	\$9.17
Computer & Mathematical	46	0%	94%	81%	33%	\$28.33
Life, Physical, & Social Science	43	12%	93%	83%	89%	\$23.46
Farming, Fishing, & Forestry	14	21%	14%	3%	28%	\$13.05

Source: DEED Job Vacancy Survey, 2nd Qtr. 2015

OCCUPATIONS IN DEMAND

According to DEED's Occupations in Demand tool, there are well over 200 occupations showing relatively high demand in the region, with training and education requirements ranging from short-term on-the-job training to postsecondary education to advanced degrees. Almost half of the occupations in demand require a high school diploma or less, while just under 20 percent require some postsecondary training, a vocational award, or an associate's degree. Almost one-fourth require a bachelor's degree, and the remaining 10 percent require advanced degrees. These occupations are spread across

different sectors but are also concentrated in the region's major industries. For example, nursing assistants, slaughtering and meat packers, and heavy and tractor trailer truck drivers are among the top occupations in demand based on the consistent need for workers in these industries. Many of the jobs are concentrated in manufacturing, health care, transportation, and other related industries (see Table 11).

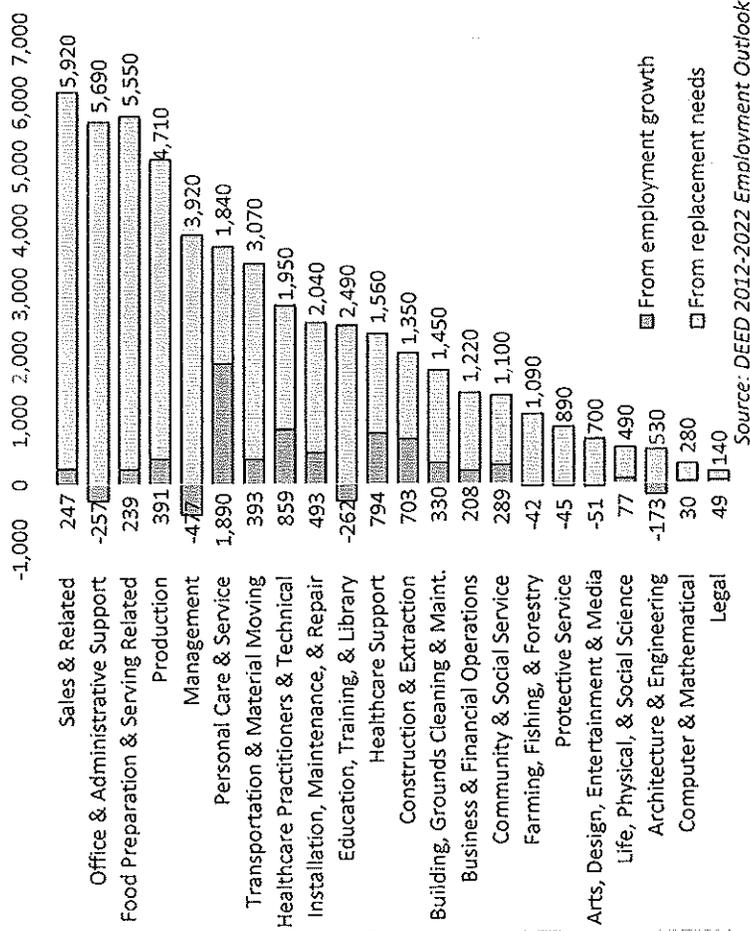
Table 11. Southwest Minnesota Occupations in Demand by Education Level, 2014			
Less than High School	High School or Equivalent	Some College or Assoc. Degree	Bachelor's Degree or Higher
Personal Care Aides (\$22,605)	Office Clerks, General (\$25,562)	Nursing Assistants (\$24,856)	Family & General Practitioners (\$194,199)
Stock Clerks & Order Fillers (\$22,505)	Social & Human Service Assistants (\$31,123)	Heavy & Tractor-Trailer Truck Drivers (\$38,117)	Secondary School Teachers (\$47,289)
Slaughtering & Meat Packers (\$27,909)	Tellers (\$23,986)	Registered Nurses (\$62,221)	Financial Managers (\$81,786)
Combined Food Preparation & Serving Workers (\$18,418)	Light Truck or Delivery Services Driver (\$34,248)	Licensed Practical & Licensed Vocational Nurses (\$39,366)	Mechanical Engineers (\$70,811)
Cashiers (\$19,251)	Route Drivers/Sales Workers (\$26,705)	First-Line Supervisors of Production Workers (\$52,638)	Industrial Engineers (\$73,081)
Packers & Packers, Hand (\$19,313)	Maintenance & Repair Workers, General (\$39,627)	Computer Support Specialists (\$40,602)	Physicians & Surgeons, All Other (\$195,435)
Retail Salespersons (\$20,964)	Customer Service Representatives (\$31,164)	Medical Assistants (\$29,898)	Nurse Practitioners (\$103,709)
Laborers & Freight, Stock, & Material Movers (\$30,910)	Bus & Truck Mechanics & Diesel Engine Specialists (\$38,001)	Hairdressers, Hairstylists, & Cosmetologists (\$24,875)	Securities, Commodities & Financial Services Salespeople (\$71,734)
Home Health Aides (\$22,834)	Farm Equipment Mechanics & Service Technicians (\$40,358)	Wind Turbine Service Technicians (\$49,172)	Accountants & Auditors (\$52,855)
Farmworkers & Laborers (\$25,507)	Welders, Cutters, Solderers, & Brazers (\$43,902)	Emergency Medical Techs & Paramedics (\$28,229)	Industrial Production Managers (\$77,503)

Source: DEED Occupations in Demand

EMPLOYMENT PROJECTIONS

Southwest Minnesota is projected to grow 2.7 percent from 2012 to 2022, making it the slowest growing planning region in the state, which is expected to expand by 7.0 percent. The region could gain about 5,685 new jobs, but will also need to fill 48,000 replacement openings for existing jobs left vacant by retirements and other career changers. In fact, the number of replacement openings is expected to dwarf the number of new jobs in every group except for personal care and service occupations; primarily due to projected growth in personal care aides. Seven occupational groups will not see any new growth, but will still have demand for new workers (see Figure 9).

Figure 9. Southwest Minnesota Employment Projections, 2012-2022



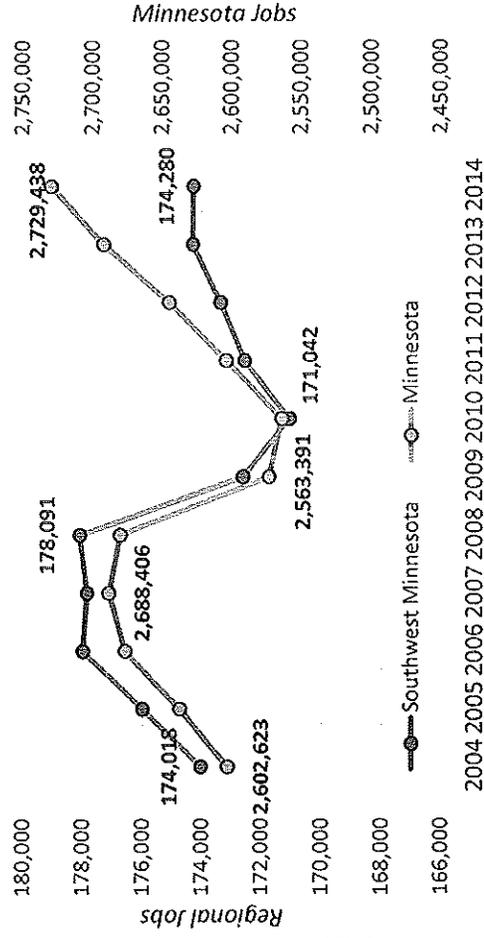
Source: DEED 2012-2022 Employment Outlook

ECONOMY

INDUSTRY EMPLOYMENT

Southwest Minnesota has seen employment ups and downs over the past decade, but ended 2014 with almost the same number of jobs as in 2004. The region entered the recession later than the state, still experiencing job growth through 2008, before suffering severe declines in 2009 and 2010. Since then, Southwest Minnesota has recovered much more slowly than the state, which gained jobs at a 6.5 percent clip from 2010 to 2014, compared to a 1.9 percent increase in the region. Southwest Minnesota reached a peak of 178,091 jobs in 2008, then hit a low of 171,042 jobs in 2010, and has still not recovered all of the jobs lost during the recession (see Figure 10).

Figure 10. Industry Employment Change, 2004-2014



Source: DEED Quarterly Census of Employment & Wages (QCEW)

According to DEED's Quarterly Census of Employment & Wages (QCEW) program, Southwest Minnesota was home to 11,930 business establishments providing 174,280 covered jobs through 2014, with a total payroll of just over \$6.45 billion. That was about 6.4 percent of total employment in the state of Minnesota. Average annual wages were \$36,972 in the region, which was almost \$15,000 lower than the state's average annual wage (see Table 12).

Geography	Number of Firms	Number of Jobs	Total Payroll	Average Annual Wage		2010-2014		2013-2014	
				Wage	Change in Jobs	Percent Change	Change in Jobs	Percent Change	
Southwest Minnesota	11,930	174,280	\$6,450,741,939	\$36,972	+3,238	+1.9%	-22	0.0%	
Region 6W	1,528	17,328	\$598,124,054	\$34,476	-880	-4.8%	-181	-1.0%	
Region 8	3,949	54,587	\$1,917,435,861	\$35,100	+1,498	+2.8%	+269	+0.5%	
Region 9	6,454	102,364	\$3,935,182,024	\$38,428	+2,620	+2.6%	-110	-0.1%	
Minnesota	164,409	2,729,438	\$140,857,248,755	\$51,584	+166,047	+6.5%	+37,321	+1.4%	

Source: DEED Quarterly Census of Employment & Wages (QCEW)

With 102,364 jobs at 6,454 business establishments, EDR 9 accounts for about 60 percent of total employment in the Southwest Minnesota planning region. EDR 9 also accounted for 80 percent of the region's job growth during the recovery from 2010 to 2014, adding 2,620 net new jobs. In contrast, EDR 6W had the smallest number of firms and jobs, with 17,328 jobs at 1,528 establishments, and saw a decline of 880 jobs in the past five years. EDR 8 had 3,949 establishments providing 54,587 jobs in 2014, after enjoying a 2.8 percent gain in jobs since 2010. EDR 8 also saw an increase in jobs over the past year, while both EDR 6W and EDR 9 saw small job declines from 2013 to 2014. EDR 9 had the highest average annual wages at \$38,428, though that was still \$13,000 below the state average. Wages were closer to \$35,000 in EDR 8 and EDR 6W (see Table 12).

With 31,343 jobs at 615 firms, manufacturing is the largest employing industry in Southwest Minnesota, accounting for 18.0 percent of total jobs in the region. That is about 6.5 percent higher than the state's concentration of employment in manufacturing. In addition, Southwest Minnesota is still adding manufacturing jobs, gaining 941 net new jobs over the past five years. At \$45,552 in 2014, average annual wages were \$8,580 higher in manufacturing than the total of all industries.

The next largest industry in Southwest Minnesota was health care and social assistance, with 30,410 jobs at 989 firms, after gaining about 250 net new jobs in the past five years. Due to the region's older population, the largest sector was nursing and residential care facilities, followed by hospitals, ambulatory health care services, and social assistance.

Retail trade is the third largest industry, with 20,235 jobs at 1,590 establishments. However, wages are relatively low in retail trade, and the region has seen job declines in retail over the past year.

Other important industries in Southwest Minnesota include educational services, accommodation and food services, public administration, wholesale trade, construction, transportation and warehousing, finance and insurance, other services, and agriculture. Fifteen of the 20 main industries in the region added jobs since 2010, with huge gains manufacturing, agriculture, construction, administrative support (which includes temporary staffing agencies) and waste management services, retail trade, health care, professional and technical services, and transportation and warehousing. In contrast, the region saw job declines in wholesale trade, management of companies, public administration, educational services, and other services (see Table 13).

Table 13: Southwest Minnesota Industry Employment Statistics, 2014

NAICS Industry Title	2014 Annual Data			Total Payroll	Ave. Annual Wage	2010-2014		2013-2014	
	Number of Firms	Number of Jobs	Percent of Jobs			Change in Jobs	Percent Change	Change in Jobs	Percent Change
Total, All Industries	11,930	174,280	100.0%	\$6,450,741,939	\$36,972	+3,238	+1.9%	-22	0.0%
Manufacturing	615	31,343	18.0%	\$1,427,891,577	\$45,552	+941	+3.1%	+145	+0.5%
Health Care & Social Assistance	989	30,410	17.4%	\$1,079,492,288	\$35,464	+256	+0.8%	+119	+0.4%
Retail Trade	1,590	20,235	11.6%	\$437,507,700	\$21,580	+460	+2.3%	-62	-0.3%
Educational Services	227	15,323	8.8%	\$590,176,562	\$38,688	-142	-0.9%	+5	0.0%
Accommodation & Food Services	824	12,650	7.3%	\$151,964,369	\$12,012	+141	+1.1%	-125	-1.0%
Public Administration	572	9,537	5.5%	\$364,715,494	\$38,272	-169	-1.7%	-27	-0.3%
Wholesale Trade	652	7,759	4.5%	\$401,015,968	\$51,688	-282	-3.5%	-71	-0.9%
Construction	1,510	7,748	4.4%	\$346,957,512	\$44,460	+581	+8.1%	+136	+1.8%
Transportation & Warehousing	762	6,050	3.5%	\$213,696,321	\$35,360	+215	+3.7%	+100	+1.7%
Finance & Insurance	749	5,888	3.4%	\$303,875,175	\$51,584	+23	+0.4%	-82	-1.4%
Other Services	1,007	4,968	2.9%	\$124,042,014	\$24,908	-139	-2.7%	-5	-0.1%
Agriculture, Forestry, Fish & Hunt	580	4,917	2.8%	\$183,301,054	\$37,180	+685	+16.2%	+97	+2.0%
Admin. Support & Waste Mgmt.	356	4,096	2.4%	\$112,733,754	\$27,508	+517	+14.4%	-192	-4.5%
Professional & Technical Services	612	4,042	2.3%	\$195,453,574	\$48,308	+230	+6.0%	+49	+1.2%
Information	194	2,908	1.7%	\$125,686,892	\$43,212	+31	+1.1%	+35	+1.2%
Arts, Entertainment & Recreation	236	1,938	1.1%	\$28,320,106	\$14,612	+48	+2.5%	-1	-0.1%

Management of Companies	52	1,827	1.0%	\$232,037,745	\$126,516	-237	-11.5%	-131	-6.7%
Real Estate & Rental & Leasing	298	1,242	0.7%	\$29,340,476	\$23,608	+15	+1.2%	-15	-1.2%
Utilities	80	1,009	0.6%	\$76,453,032	\$75,816	+5	+0.5%	-27	-2.6%
Mining	27	386	0.2%	\$26,080,326	\$68,276	+60	+18.4%	+30	+8.4%

Source: DEED Quarterly Census of Employment & Wages (QCEW)

DISTINGUISHING INDUSTRIES

Southwest Minnesota stands out in the state for its higher concentrations of employment in manufacturing and agriculture, but has a broader list of industry sectors that are more prevalent in the region than the state. Southwest Minnesota has 6.4 percent of total state employment, but has almost 35 percent of the state's jobs in animal production and aquaculture, and over 22 percent of statewide jobs in support activities for agriculture, electrical equipment manufacturing, and food manufacturing (see Table 14).

Table 14. Southwest Minnesota Distinguishing Industries, 2014

NAICS Industry Title	NAICS Code	Number of Firms	Number of Jobs	Total Payroll	Avg. Annual Wages	Location Quotient
Total, All Industries	0	11,930	174,280	\$6,450,741,939	\$36,972	1.0
Animal Production & Aquaculture	112	294	3,667	\$137,474,254	\$37,440	5.5
Support Activities for Agriculture	115	93	508	\$22,725,860	\$44,772	3.6
Electrical Equip., Appliance, & Comp. Mfg.	335	19	2,018	\$111,338,075	\$55,172	3.6
Fishing, Hunting & Trapping	114	5	31	\$304,407	\$9,308	3.6
Food Manufacturing	311	108	10,111	\$444,454,104	\$43,940	3.5
Printing & Related Support Activities	323	61	3,738	\$156,681,569	\$41,912	2.4
Nonmetallic Mineral Product Mfg.	327	36	1,376	\$66,940,897	\$48,516	2.4
Gasoline Stations	447	227	2,834	\$46,596,642	\$16,432	1.9
Machinery Manufacturing	333	64	3,799	\$177,205,965	\$46,644	1.8
Truck Transportation	484	452	2,916	\$111,302,892	\$38,116	1.8

Source: DEED Quarterly Census of Employment & Wages (QCEW)

INDUSTRY PROJECTIONS

As noted above, Southwest Minnesota's economy is projected to grow 2.7 percent from 2012 to 2022, a gain of 5,685 new jobs.

The largest and fastest growing industry is expected to be health care and social assistance, which may account for over 70 percent of total projected growth in the region from 2012 to 2022. The region is also expected to see significant employment growth in construction, professional and technical services, administrative support and waste management services, retail trade, wholesale trade, and accommodation and food services. In contrast, the region is expected to see declines in government employment, information, utilities, and other services (see Table 15).

Table 15. Southwest Minnesota Industry Projections, 2012-2022

Industry	Estimated Employment 2012	Projected Employment 2022	Percent Change 2012-2022	Numeric Change 2012-2022
Total, All Industries	207,849	213,534	+2.7%	+5,685
Manufacturing	31,654	31,719	+0.2%	+65
Total Government	31,721	30,668	-3.3%	-1,053
Health Care & Social Assistance	25,529	29,605	+16.0%	+4,076
Retail Trade	20,071	20,404	+1.7%	+333
Accommodation & Food Services	11,915	12,153	+2.0%	+238
Wholesale Trade	8,262	8,526	+3.2%	+264
Other Services	8,312	8,265	-0.6%	-47
Construction	7,299	7,809	+7.0%	+510
Finance & Insurance	5,874	5,903	+0.5%	+29
Agriculture, Forestry, Fish & Hunt	5,389	5,519	+2.4%	+130
Transportation & Warehousing	5,123	5,317	+3.8%	+194
Professional & Technical Services	4,069	4,486	+10.2%	+417
Admin. Support & Waste Mgmt.	3,893	4,252	+9.2%	+359
Information	2,914	2,608	-10.5%	-306
Arts, Entertainment, & Recreation	2,507	2,551	+1.8%	+44
Management of Companies	1,977	2,072	+4.8%	+95
Educational Services	1,971	2,037	+3.3%	+66
Real Estate & Rental & Leasing	1,270	1,396	+9.9%	+126
Utilities	772	704	-8.8%	-68
Mining	383	458	+19.6%	+75
				<i>Source: DEED 2012-2022 Employment Outlook</i>

Table 16. Employers by Size Class, 2013

Number of Employees	Southwest Minnesota		Minnesota	
	Number of Firms	Percent of Firms	Number of Firms	Percent of Firms
1-4	6,162	54.4%	54.2%	54.2%
5-9	2,211	19.5%	17.7%	17.7%
10-19	1,550	13.7%	13.4%	13.4%
20-49	855	7.5%	8.9%	8.9%

EMPLOYERS BY SIZE CLASS

The vast majority of businesses in Southwest Minnesota are small businesses, with 54.4 percent of businesses reporting 1 to 4 employees in 2013, according to County Business Patterns from the U.S. Census Bureau. Another 33.2 percent had between 5 and 19 employees; and 10 percent had between 20 and 99 employees. Only 2.2 percent had 100 to 499 employees, though that was in line with the state. Just 22 businesses in the region had more than 500 employees, which is the Small Business Administration's official cut off for a "small business". Obviously then, small businesses are vital to the region's economy (see Table 16).

50-99	284	2.5%	3.2%
100-249	201	1.8%	1.9%
250-499	40	0.4%	0.5%
500-999	16	0.1%	0.2%
1,000 or more	6	0.1%	0.1%
Total Firms	11,325	100.0%	100.0%

Source: U.S. Census, County Business Patterns

NONEMPLOYER ESTABLISHMENTS

Before growing, the basic building block of most small businesses is a self-employed business. Southwest Minnesota was home to 27,283 self-employed businesses or "nonemployers" in 2013, which are defined by the U.S. Census Bureau as "businesses without paid employees that are subject to federal income tax, originating from tax return information of the Internal Revenue Service (IRS)." Much like covered employment, Southwest Minnesota has seen a small increase in nonemployers over the past decade, responding to economic changes. In sum, the region gained 1,141 new nonemployers from 2003 to 2013, a 4.4 percent increase. The largest amount of nonemployers and the fastest growth occurred in EDR 9, though EDR 6W and EDR 8 also saw increases in self-employment. These nonemployers generated sales receipts of \$1.14 billion in 2013 (see Table 17).

Table 17. Nonemployer Statistics, 2013

	2013		2003-2013	
	Number of Firms	Receipts (\$1,000s)	Change in Firms	Percent Change
Southwest Minnesota	27,283	\$1,143,102	+1,141	+4.4%
Region 6W	3,386	\$131,763	+100	+3.0%
Region 8	8,318	\$368,727	+161	+2.0%
Region 9	15,579	\$642,612	+880	+6.0%
State of Minnesota	388,900	\$17,268,230	+40,173	+11.5%

Source: U.S. Census, Nonemployer Statistics program

CENSUS OF AGRICULTURE

Finally, one of the most important industries in Southwest Minnesota is agriculture, with 19,151 farms producing nearly \$8.4 billion in the market value of products sold in 2012, according to the U.S. Department of Agriculture. Southwest Minnesota had 25.7 percent of the state's farms, and 39.4 percent of the state's total market value, led by Blue Earth, Faribault, Lyon, Martin, Nobles, Redwood and Rock County, which were all among the top 20 counties in the state for the market value of products sold. Despite seeing a small decline in the number of farms, the region saw a 53 percent increase in the market value of products sold from 2007 to 2012, as many farms got bigger and commodity prices went up (see Table 18).

Table 18. Census of Agriculture, 2012

	Number of Farms	Market Value of Products Sold	Change in Market Value, 2007-2012
Southwest Minnesota	19,151	\$8,386,406,000	+53.4%
Region 6W	3,612	\$1,471,581,000	+77.6%
Region 8	7,621	\$3,419,803,000	+45.3%
Region 9	7,918	\$3,495,022,000	+53.0%
State of Minnesota	74,542	\$21,280,184,000	+61.5%

Source: 2012 Census of Agriculture



Minnesota Veteran Questionnaire

TO BEST SERVE YOU, PLEASE FILL OUT THIS QUESTIONNAIRE.

The information you provide is voluntary and will be kept confidential. You don't have to provide the information, but failure to do so could affect your eligibility for additional veteran program benefits.

Name: _____ Phone: _____ State: _____ Zip: _____
 Address: _____ City: _____ Military Service Dates: From _____ To _____
 Email: _____

	PLEASE CIRCLE	
	YES	NO
1. Do you have a service-connected disability rated 10% or higher from the Veterans Administration, or have you filed a claim for a service-connected disability?	YES	NO
Were you discharged or released from active duty because of service-connected disability?	YES	NO
2. Have you left the military within the past three years AND been unemployed for at least 27 weeks at any time in the past year?	YES	NO
Are you homeless? OR lacking a fixed, regular, adequate nighttime residence? OR is your primary nighttime residence a shelter?	YES	NO
3. Based on section 103 of the McKinney-Vento Homeless Assistance Act, are you fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in your current housing situation, including where the health and safety of children are jeopardized, and you have no other residence and you lack the resources or support networks to obtain other permanent housing.	YES	NO
4. Are you 18 to 24 years old?	YES	NO
5. Is your education level less than a high school diploma or GED?	YES	NO
6. Are you, or your immediate family that you live with, currently receiving public assistance, and/or are you at a lower-income level according to the chart below?	YES	NO
7. Are you an offender who is currently incarcerated or have you been released from incarceration?	YES	NO
8. Have you participated in the Transition Assistance Program, and been identified as in need of additional career services?	YES	NO
9. Are you an active service member who is ill, or wounded and receiving treatment in a military treatment facility or warrior transition unit?	YES	NO

For spouses of military members and veterans:

1. Are you the spouse of a veteran rated at 100% disabled by the VA? Or the spouse of a military member who was POW, MIA, NIA or who died of their service connected disability?	YES	NO
2. Are you the spouse of other family caregiver of a wounded, ill or injured active duty member?	YES	NO

INCOME LEVEL		FOR STAFF USE ONLY	
Family Size	Married	DATE RECEIVED:	REFERRED TO:
1	7-8,111		
2	5-9,006		
3	514,691		
4	520,488		
5	524,200		
6	529,869		
7	534,019		
8	538,504		

ADDITIONAL STAFF NOTES:



Thank You for Serving.

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Veterans & Eligible Persons Intake Process

