



Directory of Programs

Minnesota Department of Manpower Services

EMPLOYABILITY DEVELOPMENT PROGRAMS

Concentrated Employment Program (CEP)
Counseling
Job Corps
Manpower Development and Training (MDTA)
Model Cities Program
Neighborhood Youth Corps (NYC)
New Careers
Pilot Center Project
Reservation Representatives
Work Incentive Program (WIN)

EMPLOYER RELATIONS AND PLACEMENT

Apprenticeship Information Centers (AIC)
Community Employment Development
Experimental and Demonstration Programs
Farm Labor Services
Foster Grandparents
Green Thumb, Green Light, Green View
Interarea Recruitment Service
Immigration Services
Job Bank System
Job Opportunities in the Business Sector (JOBS)
National Alliance of Businessmen (N.A.B.)
Occupational Analysis—Industrial Services (OAIS)
Operation Mainstream
Please Look at Current Employables (PLACE)
Professional Office Network (PON)
Rural Manpower Services
Senior Community Aide
Services to Handicapped
Services to Minority Groups
Services to Older Workers
Services to Veterans
Services to Youth

Smaller Communities Program
Starting a Generation Alliance (SAGA)
Testing
Work Study
Work Study—Vocational

ADMINISTRATIVE AND TECHNICAL SUPPORT

Career Information Program
Community Action Programs (CAP)
Cooperative Area Manpower Planning System (CAMPS)
Current Employment Statistics Program (CES)
Defense Manpower Policy No. 4 (DMP-4)
Emergency Manpower Mobilization
Job Openings Labor Turnover Statistics Program (JOLTS)
Public Works and Economic Development Act (PWEDA)
Test Development
Trade Union Relations

INCOME MAINTENANCE PROGRAMS

Unemployment Insurance (UI)
Unemployment Insurance for Federal Employees (UCFE)
Unemployment Insurance for Ex-Servicemen (UCX)
Unemployment Insurance for State Employees (UCS)
Unemployment Insurance Interstate Agreements
Interstate Claims
Basic and Extended Combined-Wage Claims
Manpower Development and Training Allowances (MDTA)
Automotive Products Tariff Act (APTA)
Trade Expansion Act (TEA)
Special Employability Assistance to Claimants (SEAC)
Supplemental Training and Employment Program (STEP)

ANNUAL REPORT

MINNESOTA DEPARTMENT OF MANPOWER SERVICES

1969

IN THE 1960s:

Social Needs Revolutionize Manpower Policies, Services

The decade which ended in 1969 may go down in history as the era in which socially-oriented manpower philosophies were born.

Up until the Sixties, the manpower functions of the Minnesota Department of Employment Security and its counterparts in other states were specific and narrow in scope. Manpower services were thought of in terms of unemployment insurance and job placement. And both of these, lumped together in the public mind under the misnomer "the unemployment office," are still important functions of the Department.

However, in 1961, Congress passed the Area Redevelopment (or Depressed Areas) Act (ARA). This legislation established vocational training as a function of the federal government in programs to revive areas whose economy had "gone bad." Training was confined largely to the on-the-job variety and to specific jobs in specific companies.

In 1962, Congress passed a more far-reaching act, the Manpower Development and Training Act. The objective was to provide new job skills to people who had become unemployed either because the economy had soured or because their jobs had been taken over by machines.

That was the beginning of the concept of manpower services as a tool for bringing about social and cultural change. This concept was broadened considerably in 1964 with the passage of the Economic Opportunity Act (EOA). A major objective of the EOA was to fight poverty by opening up job opportunities for the so-called disadvantaged—Blacks, Indians, Mexican-Americans and others who historically have been at a disadvantage in the labor market.

The economic concept of manpower services as expressed by the ARA and the MDTA, and the social and cultural aspects, as expressed by the

EOA, then melded to become the Human Resources Development concept which finally was given a name in 1967.

As a result of the new socioeconomic thrust of the federal manpower programs, the Minnesota Department of Employment Security has played an ever-increasing role in the effort to eliminate poverty and social and cultural problems. The Department has become involved in vocational training efforts; special programs for members of minorities, youth, the aging and the handicapped; and a number of other activities which either did not exist prior to 1961 or were not given the emphasis they now receive.

Other significant developments in the Sixties were the formation of the National Alliance of Businessmen (N.A.B.) in 1968 and the development of Organized Labor's Employment Opportunity Program (OLEOP) in 1969. These were significant because they increased labor and industry's participation in equal opportunity and antipoverty programs. In N.A.B. and OLEOP, as in the many EOA programs, the Minnesota Department of Employment Security played an important supporting role, providing personnel and special services.

As a result of all the developments of the Sixties, the Minnesota Department of Employment Security was engaged in more than 50 separate programs at the end of the decade. The 1969 State Legislature, in recognition of this great change in and expansion of the Department's functions, properly renamed it the "Minnesota Department of Manpower Services" with the new name taking effect January 1, 1970.

At the same time, the title of the Commissioner changes to conform to the new Department name. Also affected is the Minnesota Employment Security Law, which becomes the Minnesota Manpower Services Law.

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COVER DESIGN DEPICTS REVOLUTION IN
MANPOWER SERVICES IN '60s: EXPANDING,
BUILDING, GROWING, REACHING THE PEOPLE.

HIGHLIGHTS OF 1969

MANPOWER SERVICES

New Jobseekers Registered	190,229
Nonfarm Job Openings Received	132,273
Job Openings Filled	118,859
Nonfarm	98,395
Females	30,775
Veterans	30,059
Older Workers	21,755
Youth	35,255
Farm	20,464
Nonfarm Employers Served	19,406
Nonfarm Employers Visited	14,870
Counseling Interviews	29,378
Jobseekers Tested	41,178

UNEMPLOYMENT COMPENSATION

Persons Receiving Payments	55,858
Amount Paid	\$ 23,743,125
Unemployment Compensation Fund	
Balance Dec. 31, 1969	\$118,983,477
Balance Dec. 31, 1968	\$ 92,169,603

1969

MINNESOTA MANPOWER SERVICES LAW

268.03 DECLARATION OF PUBLIC POLICY

As a guide to the interpretation and application of sections 268.03 to 268.24, the public policy of this state is declared to be as follows: Economic insecurity due to unemployment is a serious menace to the health, morals, and welfare of the people of this state. Involuntary unemployment is therefore a subject of general interest and concern which requires appropriate action by the legislature to prevent its spread and to lighten its burdens. This can be provided by encouraging employers to provide more stable employment and by the systematic accumulation of funds during periods of employment to provide benefits for periods of unemployment, thus maintaining purchasing power and limiting the serious social consequences of poor relief assistance. The legislature, therefore, declares that in its considered judgment the public good and the general welfare of the citizens of this state will be promoted by providing, under the police powers of the state for the compulsory setting aside of unemployment reserves to be used for the benefit of persons unemployed through no fault of their own.

Manpower Objective of the Seventies:

Person-to-Person Services

In the manpower field, the challenge of the Seventies will be to develop human resources so that every individual, including the mentally and physically handicapped and other persons at a disadvantage in the job market, will be able to find satisfactory employment.

To achieve this goal, the Minnesota Department of Manpower Services will work with individuals. MDMS will provide them with the training and skills they need to fit into a job, rather than follow the traditional procedure of trying to find a job to fit the individual.

The basis for such a program was laid in the Sixties when MDMS developed specialists to work with the minorities, the handicapped, the older workers, the unskilled and others who may have difficulty finding suitable employment.

MDMS will have a number of new tools to help it meet the challenges of the Seventies.

One of these is the Job Bank—a computerized system to match available workers with job opportunities. Scheduled to go into operation in the Twin Cities Metropolitan Area in the spring of 1970, the Job Bank will utilize computers to prepare a listing of job openings in the area as reported by employers to participating agencies. A current listing of all reported job opportunities will be supplied daily to all MDMS offices in the metropolitan area and to other agencies, governmental or private, who wish to participate.

The Job Bank also will give MDMS an opportunity to decentralize job placement activities without diminishing service. One problem with the out-stations has been inadequate information on job openings. The Job Bank will enable the Department to supply them with complete information.

Decentralization began in the last two

years of the Sixties through the establishment of a number of new offices and stations in those areas in the Twin Cities in which the greatest number of people with employment problems are concentrated. This decentralization trend is expected to continue into the Seventies.

By the end of the Seventies, the nation will have a network of computerized Job Banks through which a worker will have an opportunity to be referred to job openings for which he is qualified no matter where in the nation that job opportunity may be.

Other areas of the Department's functions will also be computerized so that unemployment insurance payments can be issued even more promptly and data relating to the job market can be expanded and made available much sooner.

Computerization will enable the Department to make surveys of the labor market and of changes in occupations brought about by automation and technological advancement. These surveys will provide a basis for planning retraining for people whose jobs become obsolete as new occupations develop.

A study will be started in 1970 to examine how unemployment compensation programs can be meshed into a possible national scheme of guaranteed family income or assistance. Although a national plan of guaranteed income may be several years away, such a proposal would affect benefit payments and eligibility for training allowances under unemployment insurance. The whole role of selective or categorical income maintenance programs may need to be revised.

Beginning in 1970, a continuing series of special studies on the Minnesota economy will be conducted to determine its sensitivity to fluctuations in economic and busi-

ness activity. Starting with a comparative analysis of changes in State and national incomes and employment, research will proceed to detailed studies of the role specific industries play in these fluctuations and their contributions to overall economic growth in the State.

The Seventies will also be marked by greater community efforts and involvement in the manpower development area. As the Sixties came to a close, industry has become more active in the development of human resources through the National Alliance of Businessmen (N.A.B.). N.A.B. developed additional job opportunities for the disadvantaged and members of minority groups. N.A.B. developed Job Opportunities in the Business Sector (JOBS) in 1969, which will bring further involvement of industry in the Seventies in the form of on-the-job training. To set the pace for the Seventies, the program is called JOBS '70. The objective is to bring the unemployed into the labor market and to upgrade the skills of the underemployed.

Manpower programs have grown to major dimensions from extremely modest beginnings in 1961. They now include classroom training in such educational basics as reading and arithmetic, work experience for the young unskilled, on-the-job training for the disadvantaged in urban slums and a variety of other services. Increased activity in the manpower field by unions has resulted in increased training opportunities, particularly for minority group members.

The Department will continue to encourage greater participation in manpower programs by industry, the unions and other agencies, particularly those which have minority leadership. The success—or lack of success—in the Seventies may well depend upon how much cooperation and participation can be achieved.

(continued on page 6)



The Department's new name reflects its changing and expanding functions.

The Department is entering the new decade with a new name. The name change for the Department is appropriate in view of the Department's new and expanded role in the job market. Until the Sixties, the Department's two main functions were to administer unemployment insurance laws and to place people in jobs.

Now the Department is engaged in more than 50 manpower programs, most of which are designed to help unskilled or handicapped individuals achieve a level of education and training which will enable them to qualify for a job.

The emphasis on the development of human resources, more particularly the disadvantaged, began midway in the Sixties when the Department became involved in vocational training programs. These programs, and others designed to increase employability of the unskilled, were given impetus by industry's need for skilled workers and the comparatively low unemployment rate.

When allowances are made for people "between jobs" and those who are unemployable because of severe mental and physical handicaps, the unemployment rate was almost at rock bottom at the end of the Sixties. However, the unemployment rate for an individual who does not have a job is 100 per cent. That is a compelling reason for concentrating on the individual and his needs. And that is the real challenge of the Seventies.

MINI-VIEW OF MDMS:

This Is What The Minnesota Department of Manpower Does

The Minnesota Department of Manpower Services (MDMS) administers the State laws relating to unemployment compensation and operates a statewide, free employment service.

The Department is directed by a Commissioner appointed by the Governor with the advice and consent of the Senate for a four-year term coinciding with the term of the Governor. The Department is unique among the State departments in that its activities are financed entirely from federal funds.

Developing the State's human resources by increasing the employability of the unemployed and the underemployed has become a primary goal of the Department's manpower services. The earlier prime function of matching qualified applicants with available jobs continues. As a participant in federal manpower programs, however, the Department now offers vocational training programs; special services

for the mentally and physically handicapped, minority group members, veterans and persons on welfare; and a variety of programs to bring the chronically unemployed into the labor market. The Department also provides employment counseling and testing to jobseekers and technical assistance to employers, collects statistics relating to the labor market and publishes data on employment trends.

Unemployment insurance is concerned with the payment of unemployment compensation benefits to eligible persons who become unemployed through no fault of their own. Funds to make these payments are accumulated during periods of employment through a tax on the employers.

To bring these services to the people, the Department maintains more than 65 full-time and approximately 75 part-time offices throughout the State. In areas without offices, the Department is represented by 174 businessmen appointed by the Commissioner.

IN ADDITION TO THE NEW NAME,

Changes Are Ongoing Within The Department

1969 Legislature Raises UI Payments

The 1969 Legislature made many changes in the Minnesota Employment Security Law besides changing the name of the Department. The name change also changed the name of the law to the Minnesota Manpower Services Law, effective January 1, 1970.

Some of the new provisions—particularly those relating to unemployment compensation—went into effect in mid-1969.

Maximum weekly unemployment insurance payments in Minnesota were increased by \$7 to \$57 for new claims filed after June 29, 1969.

Employers no longer are required to file a separation report every time workers leave their employment. Separation reports now are required only when a worker quits voluntarily, is fired for cause or leaves for some other reason which would disqualify him for unemployment insurance payments.

In cases where wage reports are required and the employer is late in submitting the report, the penalty was increased from a flat \$5 to not less than \$5 or more than \$25, as the Commissioner may determine.

The amount of money a person receiving unemployment insurance can make in a week without having money deducted from his check was raised from \$6 to \$12.

When a person's unemployment insurance benefits are exhausted, he may be entitled to additional benefits if he is enrolled in or has completed job training or retraining courses approved by the Commissioner. To qualify for additional benefits, however, he must have earned at least \$26 for 37 of the 52 weeks previous to the 52-week period upon which his unemployment compensation claim was

based. One such 52-week period would qualify a person for three additional weeks of unemployment insurance payments. He also could be entitled to three additional weeks of payments up to a limit of nine weeks, by qualifying in each of three successive previous 52-week periods.

As of July 1, 1970, the amount an unemployed worker must have earned in the 52 weeks preceding the date of his claim in order to qualify for benefits will be increased from \$26 a week to \$30 a week for 18 of the 52 weeks.

The charge against employers for unemployment benefits paid to employees who quit voluntarily or because of serious illness, pregnancy or family obligations was eliminated. Employers formerly were charged directly with 20 per cent of such payments which now will be paid entirely from the Unemployment Compensation

Fund, a fund financed by a tax upon all employers subject to the law.

The 1969 Legislature increased from \$70 million to \$110 million the amount of money that must be in the Unemployment Compensation Fund before the tax rate paid by employers may be reduced. Only employers pay into the fund.

Employers pay a rate of from .7 of one per cent to 4.5 per cent, depending upon the amount of benefits paid to people laid off. Those who have a higher percentage of lay offs, such as builders and manufacturers whose work load is seasonal or irregular, pay a higher rate than those with more stable work forces. When the fund reaches \$110 million, the law provides that the minimum rate be reduced from .7 to .5 of one per cent. The maximum rate of 4.5 per cent does not change as the unemployment trust fund increases.

Management Information Reduces Costs, Improves Efficiency

The Manpower Administration has initiated a management improvement program in all state manpower services agencies within the last few years. The objectives of this program are cost reduction in the state agencies and improved efficiency of operations. To accomplish these twin objectives, a systems approach to management has been devised.

MDMS is modernizing its management concepts to meet its increased responsibilities. The proposed management improvement makes use of two systems: The Plan of Service System, referred to as the program-planning budget-management or operating system, became effective in 1968 and produces the planned objectives. The Management Information System measures accomplishments toward planned objectives and forms the basis for further planning.

The Management Information System is composed of three distinct but highly integrated, interdependent subsystems. The Employment Security Automated Reporting System (ESARS) is the statistical measurement of goal achievement. The Accrual Cost Accounting System identifies costs to insure proper accountability for funds appropriated. The ES Operations Appraisal System provides an evaluation on the quality of the planning by identifying areas of operational weaknesses.

The evaluation system both depends upon and supplements the statistical and cost measures of achievement obtained from the automatic reporting system and cost accounting system. It provides a direct review of the operations in order to determine how much is accomplished and the cost incurred.

New Unit Maintains Career Information

During 1969, the distribution of career information in the development of manpower services was reexamined and a new unit established. This unit will organize a comprehensive library system of career information in the State headquarters and smaller resource files in each MDMS office. Through this system the Department will be able to supply information service to MDMS offices, the public and other agencies.

To avoid duplication of effort, the Career Information unit will utilize information available from other sources. However, as needed, material also will be prepared.

During the early Sixties, job guides for occupations in data processing, drafting, licensed practical nursing, cosmetology and electronics were published by the Department.

Skills surveys were also conducted in the Twin Cities metropolitan area, St. Cloud, Rochester and Fergus Falls. A skills survey provides comprehensive information regarding industrial and occupational composition, the labor supply and projections of future manpower needs in a specific area. A series of job briefs were prepared during the middle Sixties as handout material for use by MDMS offices and the public.

Although this activity will continue, other modes of communication such as films, tapes, automated reference systems and speeches will be used and will ultimately increase service to applicants.

Between 4,000-5,000 applicants applied for part-time employment during the filming of the movie "Airport" in March 1969 at Metropolitan Airport. Applications were available at the MDMS offices in the Twin Cities area. "Airport" placements numbered 1,736.

Experimental Program Aids UI Claimants

In the fall of 1969, Minnesota's Twin Cities Metropolitan Area became one of the areas designated to participate in an experimental program of the U.S. Manpower Administration—the Five Cities Project—designed to provide special services to unemployment insurance claimants. The other four cities are Boston, Seattle, Phoenix and San Francisco.

The Minnesota unit was dubbed SEAC—pronounced SEEK—for Specialized Employability Assistance to Claimants, with the objective of shortening the time a claimant is out of work by helping him find a job which makes use of previously acquired skills.

In a pilot project in New York, where the concept and value of the experiment were tested, the average duration of claims for unemployment compensation was reduced two weeks. The second-stage Five Cities Project will work out operating systems for nationwide implementation of special claimant services.

The Minnesota Manpower Services Law requires that a claimant who is receiving benefits must be actively seeking work.

Men or women who have been on the same job for a number of years are likely to have little knowledge of how to go about finding a job. Provided intensive, personalized job search assistance, a claimant

can develop a concept of "self-help" in his efforts to become reemployed.

Such an individual likely has developed his working skills to a high level, but it has been a long time since he has had to use his jobseeking skills. They may be rusty and outmoded. After checking with his friends and relatives about work opportunities and applying with his last employer's competitors, he is probably out of job leads and ideas. He needs help in developing a realistic job search plan tailored to his needs and goals.

By helping them develop systematic job-seeking plans, SEAC can cut down the time it takes a claimant to find suitable employment.

An open, informal discussion of his job-seeking problems and how to handle them is the key to an effective plan of action. The plan is then backed up by information on where to look for work in his field, how to fill out an application and how to make the best impression during an interview.

Information is being gathered from employers on the kinds of skills they can use, where jobs are located, physical requirements, and how and where to apply for openings.

Project interviewers look over new claims for unemployment compensation benefits filed at the Department's Minneapolis, St. Paul and Hopkins offices. If the information indicates a claimant can be helped by SEAC, the interviewer arranges an appointment.



NONFARM EMPLOYMENT SHOWS RECORD GAINS

During 1969, the Minnesota Department of Manpower Services made 118,859 placements—98,395 nonfarm and 20,464 farm. Applications received totalled 190,229 and nonfarm job openings received totalled 132,273.

The very high level of business activity that began in 1965 continued in 1969. Record gains were noted in nonagricultural employment, although agricultural employment continued to slide. In June, wage and salary employment rose above 1.3 million in Minnesota for the first time. In September, an all-time record—1,333,800—was set.

The civilian work force grew by three per cent, considerably above its normal growth rate. Despite the 48,000 increase in labor force participants, unemployment was reduced. The unemployment rate at 2.9 per cent was the lowest in 25 years.

Total employment in 1969 averaged 1,598,900 or 51,000 above the previous year, due to more opportunities in non-agricultural wage and salary jobs. The fastest growing segments were the manufacturing, construction and services industry divisions. Within manufacturing, all industry groups except apparel products contributed to the increase. Within the service category, the growth was in medi-

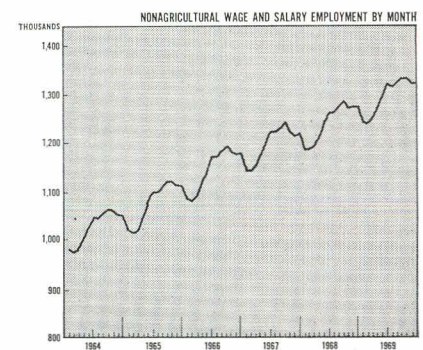
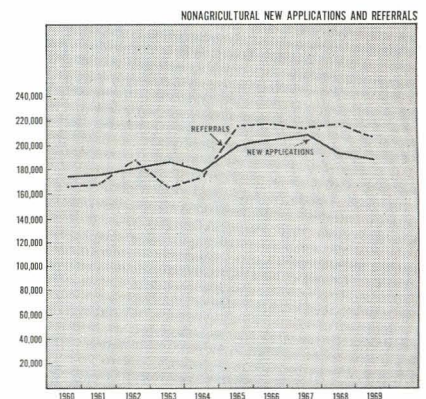
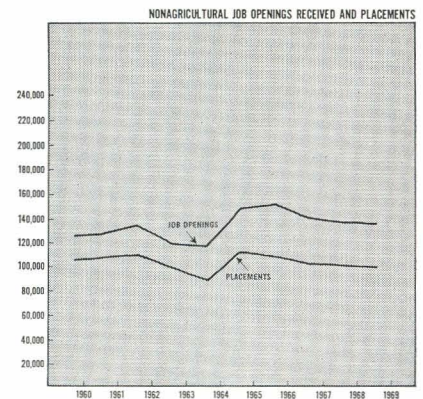
cal and business services. Other areas of significant growth were the trade and finance groups.

Hourly earnings of factory production workers increased 6.1 per cent compared with a 5.3 per cent gain the previous year. Average hours worked remained at 41.2 for the third consecutive year.

Farm employment dropped by less than the usual number due to a slowing in the rate of decrease in farm operators and their families. However, the decrease in hired farm workers accelerated.

The labor turnover rates in manufacturing reflect the employment story. Total separations rose slightly from 5.1 per cent to 5.2 per cent per month, while layoffs declined from 1.4 per cent to 1.2 per cent. Total accessions, comprised primarily of new hires, remained at the relatively high level of 5.2 per cent.

Wage and salary employment in the five-county metropolitan area rose from an annual average of 748,685 in 1968 to 784,405 in 1969. The increase represented growth at the rate of 4.7 per cent. Manufacturing's share of the increase was 9,562 jobs. Nonmanufacturing employment was up 26,158. The average rate of unemployment was down to 1.9 per cent in 1969 from 2 per cent in 1968.



MINNESOTA WORK FORCE

	1969 (000)	1968 (000)	Per Cent Change
Civilian Work Force	1,647	1,599	3.0
Employed	1,599	1,548	3.3
Nonagricultural	1,449	1,394	4.0
Wage and Salary	1,298	1,245	4.3
Self-Employed	151	149	1.5
Agricultural	150	154	- 3.2
Hired Workers	19	21	-10.9
Self-Employed and Family	131	133	- 1.9
Persons in Labor Disputes	*	*	-50.0
Unemployed	48	51	- 5.1
Unemployment Rate	2.9%	3.2%	

*Less than 1,000

AVERAGE HOURLY EARNINGS OF MANUFACTURING PRODUCTION WORKERS

1965	\$2.72
1966	2.80
1967	2.97
1968	3.13
1969	3.32

TOTAL WAGES DOUBLE DURING THE DECADE

Total wages paid in 1969 to workers in private industry who were covered by the Minnesota Manpower Services Law were \$6,410,830,470, an increase of 12 per cent over 1968.

Since 1960, when the total wages were \$3,252,330,339, there has been an increase of \$3,158,500,131 or 97 per cent. Wages paid to state and local government employees covered by the MMS Law are not included in the above figures. In 1969,

table). In 1966, an increase occurred because of a change in the taxable base from \$3,000 to \$4,800. Since 1967, the percentage has continued to decline.

Contributions Increase

Total contributions received from covered employers in 1969 increased seven per cent from 1968. Voluntary contributions in 1969 amounted to \$391,133 or 19.7 per cent less than in 1968.

WAGES AND CONTRIBUTIONS

	1968	1969	CHANGE
Total Wages	\$5,722,354,826	\$6,410,830,470	\$688,475,644
Taxable Wages	3,692,287,787	3,967,298,449	275,010,662
Total Contributions Received	43,455,716	46,483,817	3,028,101

wages paid to these employees amounted to \$246,999,523.

The total wages of all covered employees amounted to \$6,657,829,993. The average monthly covered employment increased from 935,944 in 1968 to 980,190 in 1969.

Taxable wages are less than total wages because private employers pay contributions only on the first \$4,800 of wages earned by an employee in a calendar year.

The proportion of taxable wages to total wages has been steadily decreasing over the years (for comparison by years, see

For calendar year 1969, 45,596 employers were assigned contribution rates, compared to 45,663 employers assigned rates for 1968.

For calendar year 1969, 42,503 employers were assigned experience rates; 3,093 were assigned the standard rate of 2.70 per cent, the rate assigned to new firms or firms with unpaid predecessor charges.

Of the employers receiving experience rates, 31,360 or 69 per cent were assigned the lowest contribution rate, 0.70 per cent; 8,770 or 19 per cent were assigned rates from 0.80 to 4.40 per cent; and 2,373 or 5

TAXABLE WAGES Per Cent of Total Wages

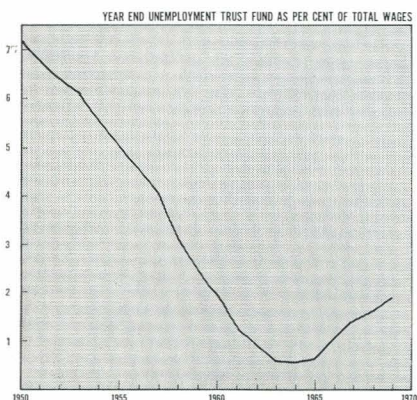
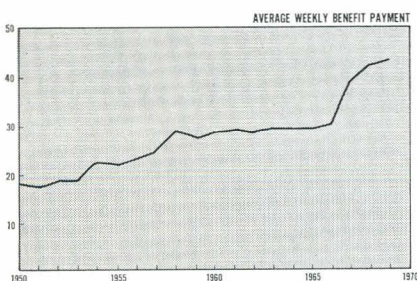
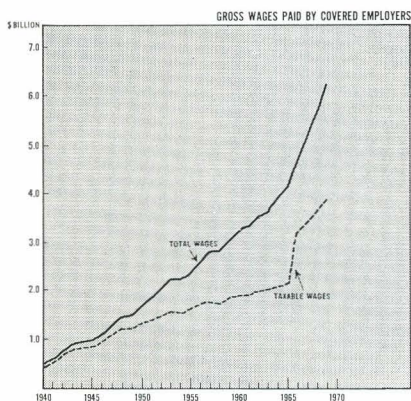
1950	85%
1951	77%
1952	74%
1953	71%
1954	68%
1955	68%
1956	67%
1957	65%
1958	63%
1959	61%
1960	59%
1961	58%
1962	57%
1963	55%
1964	54%
1965	53%
1966	69%
1967	67%
1968	65%
1969	62%

Performance Above And Beyond Duty

In 1969, a staff member of the Grand Rapids MDMS Office was chosen to head a committee to study the establishment of a sheltered workshop.

The most efficient and economical possibility found was to join the Community Work and Development Centers, Inc., which also operates workshops in Hibbing and Virginia.

The Itasca Center began operation in early 1970. The three staff members hired to man this Center are handicapped and were placed by the Grand Rapids MDMS Office.



UNEMPLOYMENT COMPENSATION

	1969	1968	Change
Initial Claims	96,793	105,338	— 8,545
New	61,861	66,493	— 4,632
Additional	30,537	34,385	— 3,848
Interstate	4,395	4,460	— 65
Continued Claims	548,601	642,387	— 93,786
Interstate	22,269	23,953	— 1,684
Weeks Paid	549,203	641,426	— 92,223
Net Benefits Paid	\$23,743,125	\$26,760,332	— \$3,017,207
Average Weekly Amount	\$43.23	\$41.72	\$1.51
First Payments	47,003	53,650	— 6,647
Benefit Exhaustees	11,564	13,613	— 2,049
Benefit Recipients	55,858	65,693	— 9,835

1969 UCFE AND UCX ACTIVITY

	UCFE Only	Joint UCFE-UI ¹	UCX Only
Initial Claims Filed	794	—	3,916
Weeks Paid	7,988	2,558	29,869
Amount Paid	\$356,252	\$15,587 ²	\$1,436,075
Average Weekly Amount	\$44.60	\$6.09 ²	\$48.08
First Payments	582	—	3,248
Exhaustions	213	22	233

¹Federal portion only

²Federal funds only

per cent were assigned the highest experience rate, 4.50 per cent.

Fund Increases

As of December 31, 1969, the total in the unemployment compensation fund was \$118,983,477. This represents an increase of \$26,813,874 from the \$92,169,603 balance on December 31, 1968.

A net total of \$23,743,125 was paid out in benefits in 1969; \$50,711,436 were received from contributions and interest earned during the year.

Programs which provide unemployment benefits to persons who have been employed by the federal government (UCFE)

or in military service (UCX) are administered under agreements with the U. S. Department of Labor.

Claims Decrease

Initial unemployment compensation claims filed in 1969 at Minnesota Department of Manpower Services offices were down 8.1 per cent over the previous year. Continued claims filed in 1969 were down 14.6 per cent from 1968.

In 1969, the number of benefit recipients (persons who received one or more benefit payments) decreased 15 per cent from the 1968 figure. The number of persons exhausting their benefit entitlement was 15.1 per cent more than a year ago.

SERVICES TO YOUTH EXPAND IN THE SIXTIES

The Department's service to youth at the beginning of the Sixties was mainly the cooperative school program. During the 1960-61 school year, 12,357 graduating seniors were registered with the Department for employment and 9,115 counseling interviews were provided to seniors for assistance with career planning.

A significant step forward was taken in 1962 when the position of State Youth Services Supervisor was created and full-time youth specialists were assigned to the Minneapolis, St. Paul and Duluth offices. Part-time youth specialists were assigned to the remaining offices that same year.

In 1963 and 1964, services for youth further increased. The Governor became actively involved in the annual summer jobs for youth campaign. In 1964, a program of providing special services to youth rejected for military service was begun.

Youth Opportunity Centers were opened in Minneapolis, St. Paul and Duluth in 1965 and 1966. A counseling program was set up to meet the specific problems of youth employment and to emphasize training and career planning.

Designed to assist disadvantaged youth, the Job Corps and the Neighborhood Youth Corps became operational in 1965. By 1966, services were being provided to over 100,000 Minnesota youth.

All the special programs developed during the decade are still operational; service to hard-to-employ youth has been stressed.

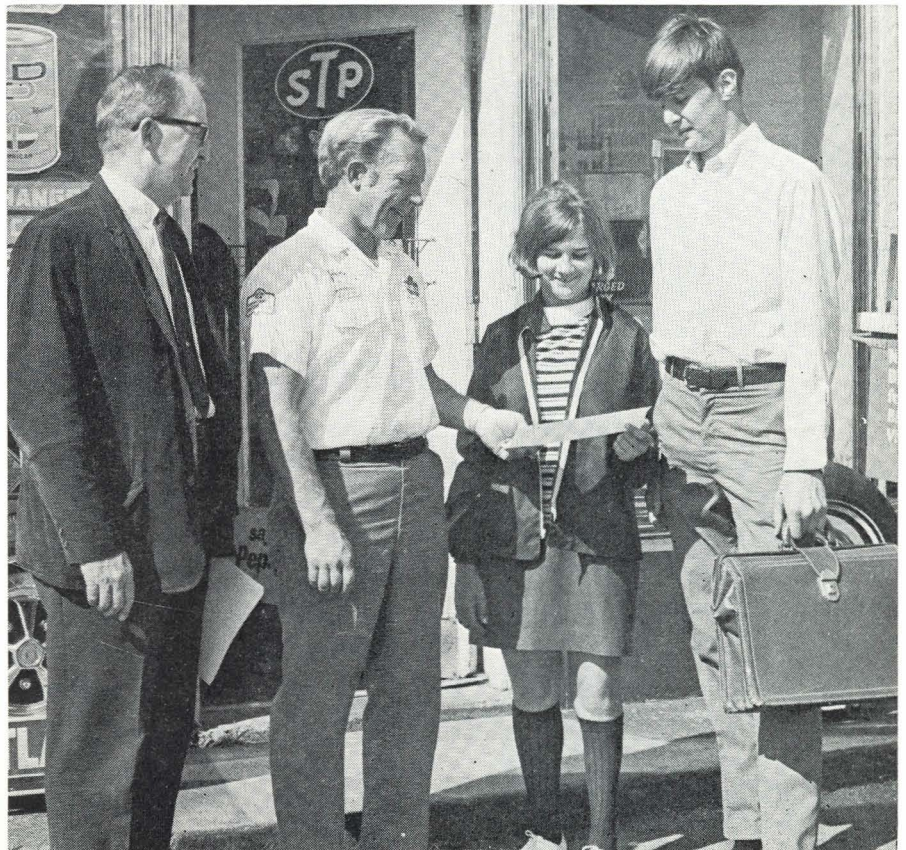
The final three years of the Sixties have seen a leveling off and reorganization of services to youth. As a result of the training, work and experimentation done during the Sixties, youth seeking service during

the Seventies will receive a higher quality of service.

Applicants under 22 who registered with MDMS in 1969 totaled 103,486, compared to 107,460 in 1968. Of these, 52,117 were placed in jobs. Those in nonfarm employment totaled 35,255; in agricultural or agriculture-related jobs, 16,862.



Registration of students who want jobs when school is out is part of the annual Governor's Youth Employment Program.



**NONAGRICULTURAL REFERRAL AND PLACEMENT RECAPITULATION
1969 YOUTH EMPLOYMENT CAMPAIGN
TWIN CITIES METROPOLITAN AREA**

	Total Metro Area	Mpls. Metro Area	Minneapolis North	Target Areas South	East	St. Paul Metro Area	St. Paul Summit- Univ.	Target Areas West Side	East Side	Hopkins Area
Verified Referrals	13,877	7,324	966	2,151	319	4,944	1,255	146	257	1,609
Nonfarm Placements	5,796	2,863	407	906	121	2,335	605	78	126	598
HRD	1,343	795	236	332	40	524	305	33	51	24
Female	2,836	1,334	172	388	50	1,245	263	29	45	257
Minority	1,016	510	188	214	14	502	402	32	21	4
Negro	762	345	148	133	4	417	379	2	13	0
Indian	169	135	33	69	10	34	18	5	7	0
Other	22	14	2	3	0	6	0	1	0	2
Spanish Surname	63	16	5	9	0	45	5	24	1	2
Average Hourly Placement Wage	\$2.11	\$2.09	\$2.10	\$2.08	\$2.13	\$2.10	\$2.10	\$2.03	\$2.08	\$2.15

N.A.B. Aids Summer Youth Employment Program

Nearly 35,000 Minnesota youth under 22 years of age were hired from April through August, the period during which MDMS conducted its sixth annual Summer Youth Employment program. Substantial assistance was provided by the Governor's Youth Opportunity program and by the efforts of the National Alliance for Businessmen (N.A.B.), which is pledged to open up opportunities in private industry for persons with barriers to employment.

Of the total of 34,936 youth placed in jobs during this period, 15,798 were placed in agricultural jobs and 7,546 were placed in nonfarm summer jobs. Almost 12,000 young people who would not be returning to school in the fall were placed in permanent jobs from April through August. For these, emphasis was on entry-level employment which would not be a "dead-end."

Summer nonfarm placements were up

27.2 per cent in 1969. This increase occurred in private business and industry, thus reflecting the positive influence of the N.A.B. program, principally in the metropolitan areas, and the Governor's Youth Opportunity effort, principally out-state. The beneficial results of these two special efforts to increase job opportunities for youth were evident in both 1968 and 1969. In 1967, MDMS placed a total of 27,278 youth in jobs during the Summer Jobs for Youth promotion. In 1968, jobs were found for 36,158 youth, 2,897 of whom were classified within the federal criteria set for Human Resources Development (HRD). In 1969, there were 2,851 HRD placements.

The decrease in youth placements from 1968 to 1969 was entirely the result of fewer jobs in agriculture, following the

economic shift created by automation and technology. Nonagricultural placements increased from 18,036 to 19,138 during the 1969 Summer Youth Employment program and there were 2.1 per cent fewer applicants.

The percentage of applicants placed in employment, 57.8 per cent in 1968 and 57.1 per cent in 1969, was approximately the same in both years. A significant increase occurred, however, in the percentage of HRD applicants placed—from 50 per cent in 1968 to 57 per cent in 1969—despite a more rigorous interpretation of the HRD criteria in 1969.

An automated reporting system made it possible to develop a more detailed analysis for the Twin Cities Metropolitan Area.

Detailed data was available for 5,796 of the 6,921 nonfarm placements in the Minneapolis-St. Paul Metropolitan Area, on which the table is based.

**COMPARISON OF 1968 AND 1969 PLACEMENTS
DURING YOUTH CAMPAIGN PERIOD**

New Applications	1968	1969	Change	Per Cent
Total	62,532	61,212	-1,320	- 2.1
HRD	5,764	4,937	- 827	-14.3
Nonfarm Placements				
Total	18,036	19,138	1,102	6.1
HRD	2,556	2,347	- 209	- 8.2
Summer	5,929	7,546	1,617	27.2
Federal Government	723	492	- 231	-32.0
Other Government	543	530	- 23	- 4.2
Agricultural Placements				
Total	18,122	15,798	-2,324	-12.8
HRD	341	504	163	47.8
Applicants Placed	57.8%	57.1%	—	—
HRD Applicants Placed	50.3%	57.7%	—	—

Members of the Neighborhood Youth Corps worked with MDMS offices in campaigns to secure summer jobs for other young people. A placement interviewer left, from the Virginia office, accompanied two NYC members as they went door to door suggesting the many short-term and part-time jobs that can be offered.

MESABI DAILY NEWS



Job Corps training is the choice of two St. Paul girls who want to improve their skills.

Job Corps Helps Youth To Develop New Skills

The Job Corps is one of the programs created under the Economic Opportunity Act to provide academic and vocational training to disadvantaged youth 16 to 22 years of age. It was unique in that it was a full-time residential program offering an opportunity for youth "start over" in a new environment while developing new skills, attitudes and behavior to help them get and—more important—keep a job.

Experience and needs provided guidelines for changes in the program. The most significant change was the transfer of the Job Corps to the Department of Labor July 1, 1969. Greater emphasis was placed on quality vocational training, including developing good work habits and attitudes. To bring training to local people who desire community jobs in the area, new residential manpower centers, structured to the needs of the community, will be established in several metropolitan areas. The Twin Cities area is being considered as a possible site. Fifty-nine of the 105 existing

centers, mainly those located in remote rural areas, were closed. Included in the closings were Minnesota's two remaining centers—Lydick Lake and Tamarac.

The Minnesota Department of Manpower Services has referred many applicants to the Job Corps program since its inception. The Department recruits, identifies and prepares applicants for the program. When Corps members complete the training, the Department helps them find jobs for which they were trained.

Since January 1965, when the first Job Corps Center opened, the Minnesota Department of Manpower Services has interviewed approximately 6,500 young men and women who expressed interest in the Job Corps. Of these, 2,012 were referred to the Job Corps and 1,322 accepted assignments to the program.

Job Corps graduates earn substantially higher salaries than they earned prior to enrollment. In Minnesota, about 90 per cent of the graduates are employed, enrolled in further training or serving in the Armed Forces.

Youth Supplies Seasonal Labor In Agriculture

Local labor supplies of seasonal agricultural workers consist mainly of rural and suburban youth desiring several weeks of employment during summer vacation. Recruitment begins with registration while school is still in session. Job orders for youth are obtained and youth are recruited through the use of radio and television announcements, newspaper articles, mail promotions, leaflet distributions, posters and personal contacts with employers.

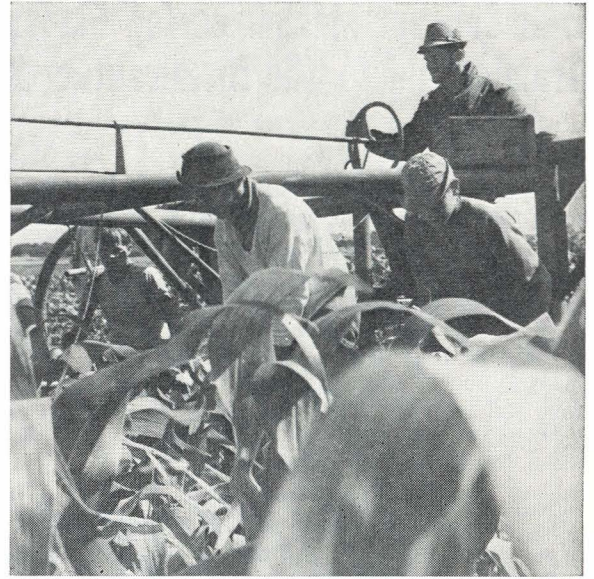
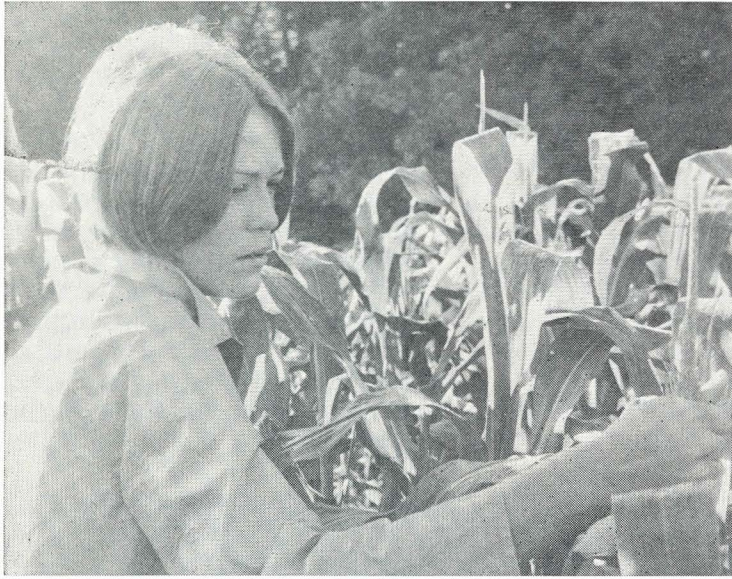
Youth were successfully employed in corn detasseling, berry picking, sugar beet thinning and weeding, soybean weeding, vegetable harvesting, general farm work and food processing.

Most of the Department's placement activity in day-haul programs involved youth. Day-haul programs in 1969 included corn detasseling with 9,597 placements, raspberry and strawberry picking with 1,139 placements, weeding soybeans and other crops with 2,797 placements and vegetable work with 339 placements.

Crews of young people, recruited through MDMS, were picked up at Minneapolis, Hopkins, Fairmont, New Ulm, Willmar, Bird Island, Benson, Moorhead, Winona and Hector. There were a total of 17 day-haul points in the 10 communities. The total number of workers transported from these points in 1969 was 11,160, or almost 500 more than in 1968.

Youth crews are also utilized for sugar beet hoeing, which is not on a day-haul basis. MDMS assists in hiring crew leaders. A total of 1,691 youth placements were reported in sugar beet activities. Free-wheeling migrant crews cut down on the amount of sugar beet acreage that would otherwise have been available for youth crews in 1969. Average earnings for first hoeing ranged from a reported low of \$1.40 to a high of \$2 an hour. These figures represent a substantial increase over last year and indicate the increased interest on the part of the youth.

Herbicides were unusually effective this year due to weather conditions. This factor made for easy going in the fields, but it also meant that the fields needed only one hoeing, thereby cutting down on the potential earnings for the youth involved. In the nine years since 1960, the youth sugar beet



Corn detasseling augmented the incomes of 9,600 youth in 1969.

program has resulted in approximately \$442,400 in earnings to the youth involved. This year's program contributed roughly \$54,800 making it the third highest year since 1960. Average hourly earnings since 1961 have fluctuated between a low of 63 cents in 1962 to a high of \$1.10 in 1968. This year's average of \$1.63 surpassed last year by 53 cents, a 48 per cent increase.

Honors for top hourly earnings went to a 16-year-old lad from the Crookston area who averaged \$3.64 an hour. Average hourly earnings for the area were \$1.44. Although there was a 30 per cent decrease over last year in total hours worked in the youth sugar beet program, total earnings increased five per cent.

Corn detasseling was also big business for Minnesota youth in 1969. A total of 9,597 youth, down 752 from last year, were placed in detasseling activities.

Seed corn companies gave many youth in southwestern Minnesota a chance to augment their summer incomes by pulling corn tassels for a few weeks out of their vacation time. Local labor, primarily females, provided most of the "manpower" needed. 287 Willmar youth earned \$34,108

as detassellers; some youth earned as much as \$240, but the average income for Willmar youngsters was \$118 for the short time during which they detasseled corn. Willmar had 1,950 more placements this year than in 1968; Mankato and Hollandale also reported increases in 1969.

All other MDMS offices that usually report detasseling placements reported a decrease in placements due to the increased use of sterile corn.



Over 1,000 dike workers were recruited by the Winona MDMS office for diking and sandbagging during the 1969 flood emergency.

HRD Concept Maximizes Job Placement, Training Aid to The Disadvantaged

Early in 1967, the Minnesota Department of Manpower Services moved more clearly into the Human Resources Development (HRD) approach to the total manpower problem by expanding its services and training personnel to serve jobseekers who have special employment difficulties.

With the economy in high gear and many job openings going unfilled, there were still persons unable to secure and hold jobs. Most of these people are in one

or more of the following groups: youth, older workers, handicapped, minority group persons and school dropouts.

Special neighborhood workers were hired to go into the areas where the poor live. Potential workers were directed to MDMS offices for counseling, training referral and other assistance in gaining employment. Classroom or on-the-job training is geared to improve their employability. After training, special efforts are directed

toward securing adequate employment. They are also given information about the job market so that they can understand how they can better themselves.

Often the qualifications of applicants do not fit into job requirements set by the employer. An effort is made to have employers alter job requirements to accommodate applicants where the requirement is not necessary to performance on the job, or the applicant has a special aptitude for the type of work. Many employers do change their job requirements and accept people who need additional training in order to become productive employees of

SPECIAL SERVICES AID THE HARD-TO-EMPLOY

Employability Improvement Offered to Handicapped

In 1966, the Department's program of service to handicapped applicants was re-directed to include improving the employability of the handicapped.

To this end, staff personnel from MDMS offices received training at State hospitals, the American Rehabilitation Foundation and the University of Minnesota. Formal and informal working relations with rehabilitation agencies, disability groups, halfway houses, State hospitals and mental health centers, and commissions, councils and committees on employment of handicapped persons were developed. All of the

tools, resources and understanding generated through employability development programs are being used to assist handicapped persons in obtaining suitable employment. A medical consultant has been retained to review medical records of applicants, to train MDMS staff, to provide advice improving manpower services and to act as a liaison in matters requiring professional medical assistance.

The effects of the redirection of the program of services to the handicapped is best shown by results. In the area of direct service to the handicapped during the past decade, new applicants increased 25.7 per cent; the number who received employment counseling increased 57.6 per cent;

and placements reflected a nearly identical rise of 57.7 per cent.

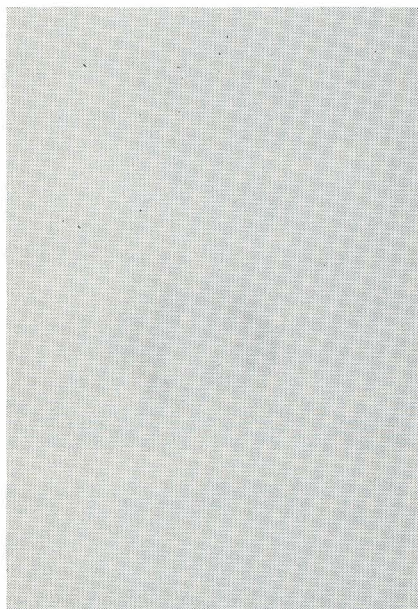
In 1960, applicants with physical or mental handicaps represented slightly over 4.5 per cent of the new applications. In 1969, this ratio increased to slightly over 5.3 per cent. This group accounted for 7.8 per cent of the jobs filled by the Department.

Many of the handicapped applicants have benefited from training programs established under the Manpower Development and Training Act. During the first three years following the implementation of MDTA in September 1962, approximately 9 per cent of the trainees were identified as being handicapped; this figure increased to a level of 29 per cent in 1969.

the type the employer needs. Frequently the adjustments required are minor, but sometimes employers go out of their way in order to accommodate the new employees.

Coordination with other agencies to insure cooperation and reduce duplication of services is necessary, since supportive services are often required by persons with special job problems.

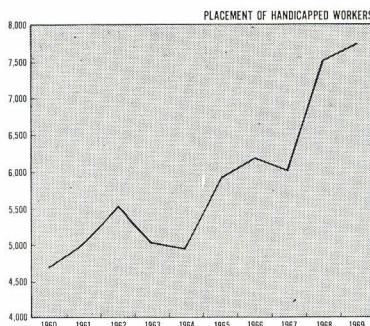
MDMS sees its efforts to develop human resources as a concept of service cutting across all its programs so maximum assistance can be given to disadvantaged job-seekers.



Programs for Minorities Stress Equal Opportunity

As it seeks to increase employment opportunities for minority group applicants, the Minnesota Department of Manpower Services also increases these opportunities on its own staff. Members of minority groups employed by the Department increased from 5.6 per cent in 1968 to 6.8 per cent in 1969. About 40 per cent of these minority staff members occupied positions in the professional category.

The State minority population is about two per cent of the total population.



The Blind CAN Lead The Blind

An indication of the importance of job development as one of the most important tools in placing any applicant, and particularly one who has a handicap, is given in the following case study.

A visually handicapped woman, about 50 years old, came to the St. Paul MDMS office seeking casework or braille and typing teaching.

Through job development, a position was secured for her as a substitute teacher in special education. She teaches visually handicapped students how to type.

Training in equal employment opportunity procedures has been given to staff members ranging from MDMS office managers to clerks to increase their awareness of the employment problems of minority jobseekers so they can be of greater aid in providing effective employment-related services.

New Careers is directed toward the hiring of adults in preprofessional positions from which a career ladder may be used for upgrading as job improvements

are made. Persons hired by New Careers must be disadvantaged; while there is no requirement that they be from minority groups, they often are.

Specially trained staff of Indian descent provide manpower services on Minnesota Indian reservations. Five reservation representatives fill these positions. The reservations at Red Lake, White Earth and Leech Lake each have a representative. A fourth serves the reservations at Nett Lake, Grand Portage, Fond du Lac and Mille Lacs, while the fifth serves the Upper Sioux and the Lower Sioux reservations in southern Minnesota.

Special outreach staff, many of whom are minority people, function in the metropolitan offices to bring to the people information and services to aid them in gaining and holding adequate employment.

Minnesota has also participated with Texas in a special demonstration project to aid migrant laborers of Mexican-American extraction in their employment efforts.

Special offices, located in neighborhood areas to better serve the needs of applicants, were expanded. The Pilot City Center in North Minneapolis, the Selby-Dale office in the Summit-University area of St. Paul and jobmobile trailers assigned where they are needed throughout the State bring Department services closer to the people.

In 1969, 14,556 jobs were found for minority group members. 12,176 received placement service in nonagricultural and 2,380 in agricultural jobs. In addition to registered applicants from previous years who were actively seeking work, 9,820 new applications were made by minority group members for Department services. 1,121 of these received counseling services. Others were referred to training and supportive services either within the Department or through cooperating agencies.

Services to Older Workers Expand During The Decade

Once unemployed many older job-seekers experience greater difficulty securing employment than do younger job-seekers. The Minnesota Department of Manpower Services expanded service to older workers both in terms of the number of persons served and of program scope during the decade of the Sixties.

Beginning in the mid-Fifties with job development, placement services and employer education, the program moved ahead during the Sixties to encompass the entire range of employability development services.

In 1966, St. Paul and Minneapolis were chosen as two of the five cities in the nation to receive federal funds to expand service to older workers. Due to the success of this project, the concept of intensive services to older jobseekers has been extended to 20 other major metropolitan areas across the nation.

MDTA has made it possible to provide employability development training to approximately 150 older workers with particularly difficult employment problems. This program was established on an experimental basis in FY 1967-68 and authorized for FY 1968-69.

One of the largest groups entering the labor force each year is made up of women returning to work after their families have grown. To inform them of opportunities that exist in the job market and to give them confidence and skill in job seeking, the Department inaugurated a program of job seminars for women. Several thousand women have attended the meetings, co-sponsored by local YWCAs, in St. Paul, Minneapolis, Duluth, Rochester and Winona.

A variation of this program was conducted in Red Wing, where a meeting was held for rural area residents considering industrial work in the area. This seminar

was designed to help men and women who were having difficulty making a transition from farming to industrial work, either on a full—or part-time basis.

To assist the senior citizen who desires to continue working, MDMS offices participate in preretirement seminars in industry. They work closely with local employers and senior citizen groups in order to secure employment to fit the needs and interests of the 60-plus age group. A senior citizen sales program was initiated in 1967 in cooperation with several of the area technical schools. After completing special sales training courses provided by the schools, senior citizens are placed in public contact positions which offer opportunities to meet people, earn money and purchase items at reduced prices.

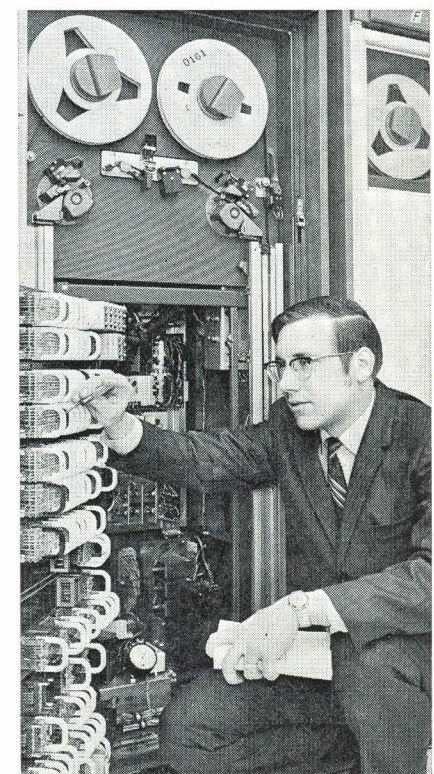
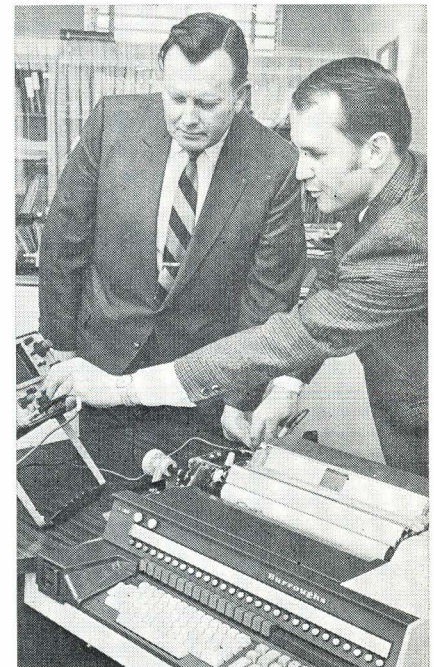
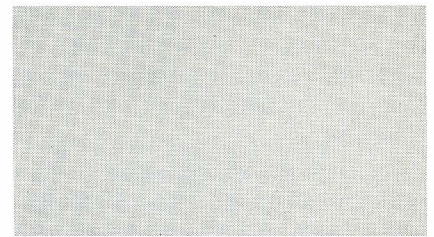
The Department has also screened applicants for a number of poverty programs for older people. These include Green Thumb, Green Light, Green View, Foster Grandparents and the Senior Community Aide program.

Minnesota is recognized as a state with an active interest in older workers and one with a history of successful innovative ideas for serving them. In 1969, MDMS received a \$215,000 federal grant to develop a training program for personnel who serve older workers. This training program will be the basis for training older worker specialists throughout the nation.

In addition, the U.S. Department of Labor has named MDMS the monitoring agency for the National Institute of Industrial Gerontology. The Institute is developing a curriculum in industrial gerontology at the college level and encourages an interchange of ideas among persons interested in legislation and education in the field of older worker services.

Two of the hundreds of Duluth area veterans who have benefited from the Department's personalized employment assistance program. Many military skills are applicable to civilian jobs. The Duluth MDMS office offered 425 ex-servicemen such job-finding assistance in 1969.

DULUTH HERALD



Special Assistance Available to Veterans

The Minnesota Department of Manpower Services gives special assistance to any veteran seeking suitable employment or, if desirable, job training to qualify him for the "right" job. That job is the one that uses and develops his knowledge and skills and enhances his value to the nation he served.

Thirty-three offices of the Minnesota Department of Manpower Services have on their staffs a veterans employment representative whose primary responsibility is to ensure that all veterans receive employment counseling and placement service.

At the MDMS office, the veteran receives priority in selection and referral to job opportunities for which he qualifies. If a suitable job opportunity is not available, the office will attempt to develop one through its employer contacts. Disabled veterans receive top priority and maximum service that begins at the reception desk.

During 1969, MDMS offices offered personalized services to more than 11,500 recently separated Vietnam era veterans. Each recently separated veteran is contacted by phone or through a personal visit by a representative of the Minnesota

Department of Manpower Services and is offered major services which include counseling, referral to training, job placement, job development and job market information.

The average age of all veterans is 45 years—the age when a veteran is at the height of work productivity. At this age and over, however, a veteran seeking re-employment encounters unexpected difficulties. In the Department's program for older workers, MDMS offices provide specialized services to applicants 45 years of age and over who are experiencing difficulty in obtaining or maintaining employment primarily because of age.

Direct service is also provided to disabled veterans by the veterans employment representative, who cooperates with military hospitals, Veterans Administration hospitals and State rehabilitation agencies in preparing veterans for employment and in developing jobs equal to their abilities. Veterans employment representatives from the Minneapolis, St. Paul and St. Cloud offices spend a day each week at the Veterans Administration hospitals in Minneapolis and St. Cloud.

During 1969, 32,847 veterans, or 750 fewer than 1968, filed applications for work. MDMS offices made 30,059 veteran placements, an increase of 84 over the previous year.

Veterans represented 29.4 per cent of all new male applicants and 45 per cent of the placements. 2,496 veterans received initial counseling interviews as compared to 2,726 in 1968, a decrease of 230 from the previous year. Initial counseling interviews with veterans constituted 28 per cent of the total men counseled.

New disabled veterans applications numbered 3,210, up 110 from the previous year. During the year, 3,047 disabled veteran nonfarm placements were made, a decrease of 200 compared to 1968. Eight hundred disabled veterans received initial counseling interviews.

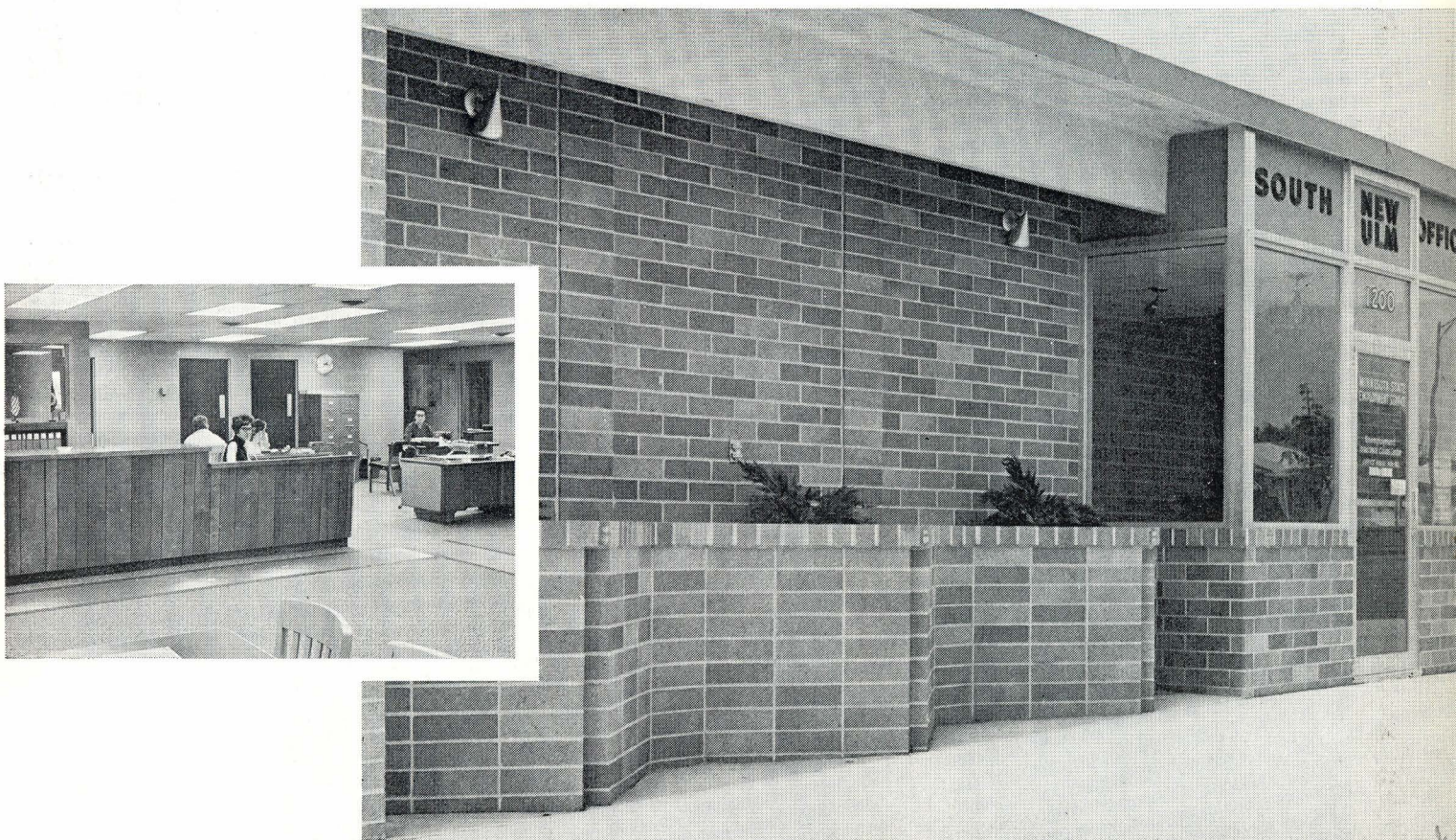
In carrying out its responsibilities to veterans, the Minnesota Department of Manpower Services cooperates with the Veterans Employment Service of the U.S. Department of Labor in an effort to provide service to all veterans. Their goals are the same—maximum job opportunity and gainful employment for every veteran.

Several MDMS offices were honored in 1969 for outstanding services. The St. Cloud office received the 1969 Minnesota Department of the Veterans of Foreign Wars Award for service to disabled veterans. The Department of Minnesota American Legion Award given annually for services to veterans was presented (right) to the Rochester office. The St. Paul office received an award for placing Air Force veterans.



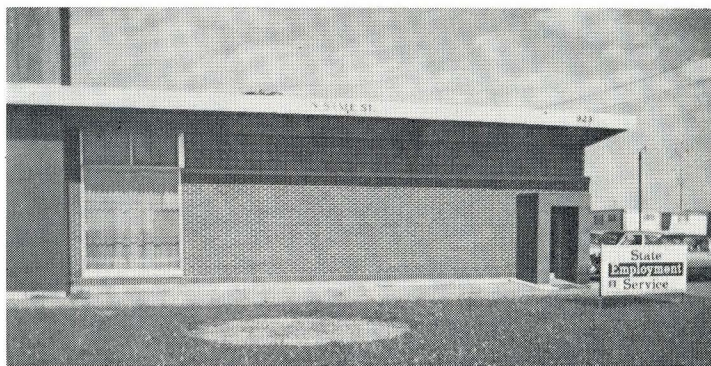


Modernization of Improves Service

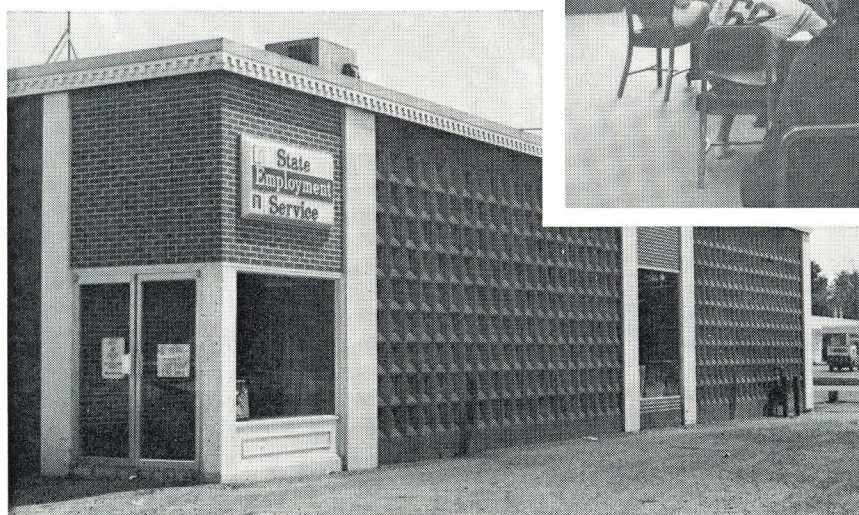
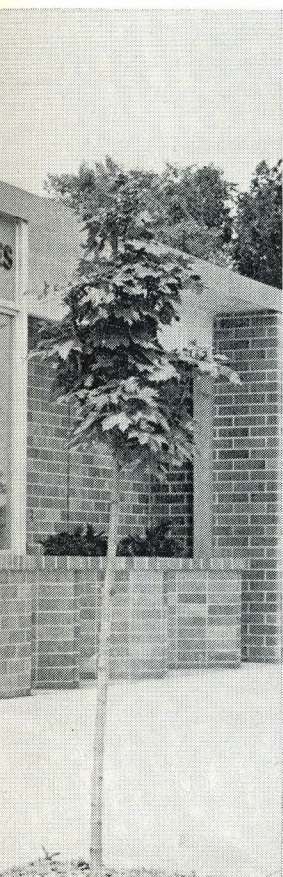


Offices Facilities

Expanded and modernized facilities, in addition to providing greater convenience for the public, help improve the efficiency of Minnesota Department of Manpower Services employees. A ribbon-cutting ceremony (left) marked the opening in November 1969 of a permanent full-time office on St. Paul's West Side. Pictured (counterclockwise) are new office sites at New Ulm, Albert Lea, Hopkins, Austin and Fairmont. Owatonna also moved into a new location. Several other offices were remodeled.



Photos courtesy of: ALBERT LEA
EVENING TRIBUNE, AUSTIN DAILY
HERALD, NEW ULM DAILY JOURNAL,
ST. PAUL DISPATCH.



TESTING, COUNSELING SERVICES PROVIDE GUIDANCE

In 1969, 14,054 General Aptitude Test Batteries (GATB), 16,353 Specific Aptitude Test Batteries and 10,771 clerical skills tests were administered to applicants at MDMS offices.

In 1969, MDMS released the GATB under contract to the Minnesota Department of Education for use in the statewide testing program for students oriented toward vocational training. Three years earlier, a similar contract had been given the State Department of Education for the use of the GATB in counseling ninth and tenth grade students.

Minnesota is one of the 38 states participating in the Federal-State Cooperative Test Research program. Twenty-five research studies were in progress during the year, seven of which were completed. The completed studies included Basis Occupational Literacy Test (BOLT) standardization studies and Specific Aptitude Test

Testing Appraises Jobseekers' Skills

Battery development for welders and photo-offset lithography trainees.

The objectives of test research are to develop new measuring devices and norms for predicting occupational or training success and to improve the use of tests.

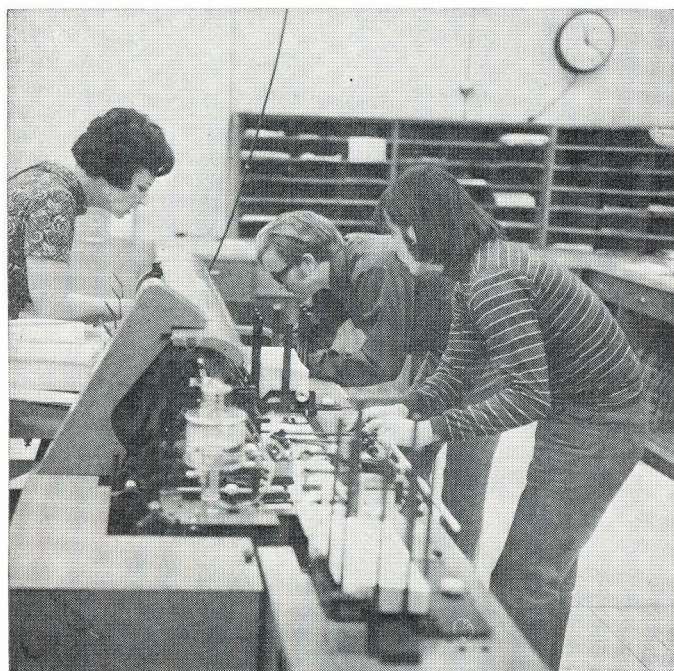
The primary emphasis of test research during the first half of the decade was directed toward the development of aptitude test batteries for use in helping individuals appraise their occupational potentialities. The increased interest in providing services to the disadvantaged resulted in a change of emphasis in the test program during the late Sixties.

Recognizing that many of the hard-core unemployed did not have the literacy skills necessary to take all the GATB tests, a number of research projects were initiated

to meet the needs of these individuals. Minnesota participated in many of these studies, including the development of the Nonreading Aptitude Test Battery (NATB) and BOLT.

NATB will provide nonreading measures of potential ability, and BOLT will assess an individual's achievement level in basic reading and arithmetic skills. Both devices are scheduled to be ready for use during the early Seventies. Such instruments as the GATB screening device and pretesting orientation exercises are already being used in assessing an individual's potential.

Clerical skills tests have been constantly improved in the last decade. MDMS played an active role in developing norms for the new dictation, spelling and statistical typing tests and conducted much of the research used in the development of the new medical and legal spelling tests. By 1968, the entire series of clerical skills tests had been revised to provide better measures of proficiency.



Automated equipment enables the Office Services Section to keep up with a heavy workload. The new inserting machine, left, gathers and inserts enclosures, seals, counts and stacks the mail. An automatic collator gathers, staples and stacks up to eight pages. The machines eliminate bottlenecks and free hours of employee time for more complex duties. The Section provides centralized addressograph, mail, duplicating and stencil services, performs hundreds of stenographic and typing assignments and maintains a 3-bed first aid station and a documents room. In 1969, more than a million pieces of incoming mail were received, and an almost equal number went out. The addressograph unit made 950,000 impressions, 16,544 stencils were cut and 4,974,000 sheets of duplicated material were printed.

The Brainerd MDMS office coordinated the movements of persons into and out of the stricken area after a tornado in Cass County August 6. Although the Outing area is outside its administrative area, the Brainerd office offered its services. Appeals for volunteers resulted in an estimated 5,000 hours of work.

BRAINERD DAILY DISPATCH

Many of the jobseekers coming to the offices of the Minnesota Department of Manpower Services are really not certain as to what kind of work they want or are best suited for. This is especially true for young people. Many other people find that they must change jobs due to a handicap, plant relocation, loss of job, age or other factors and must seek employment that best suits their previous experience and skills. MDMS counselors help individuals decide on their future plans.

The counselor helps the individual make an assessment of his overall abilities and interests and develop an employability plan. The plan may include on-the-job classroom training under the Manpower Development and Training Act or, in the case of younger people, time spent in the Job Corps, Neighborhood Youth Corps or vocational school.

If special help is needed, the counselor refers the individual to other agencies that can provide specific assistance, such as the State Services for the Blind, the Divi-

Counseling Assesses Factors in Choosing Future Vocations

sion of Vocational Rehabilitation, the various county welfare agencies or private groups.

During the past year, MDMS counselors conducted 29,378 counseling interviews.

Over the past decade, the MDMS counseling program has grown substantially, both in the number of counselors and in its involvement in the various manpower programs. The growing influence of counseling on the comprehensive manpower services program is evidenced in the increase from 14 full-time counselors and administrative staff in the early Sixties to approximately 120 counselors and counseling supervisors in 1969.

The primary growth occurred early in the mid-Sixties when the Department embarked on a concerted effort to serve

youth, the underemployed and those segments of the population which had never before been able to take advantage of the growing economy. The biggest influx of counselors into the agency on a full-time basis came through the Counselor Advisor University Summer Education (CAUSE) and MDTA programs. CAUSE provided summer education for college graduates interested in the counseling field. They formed the nucleus of the staff of the Youth Opportunity Centers and provided an identifiable counseling service in other MDMS offices.

The Department recognized that adding counselors to the employment service staff, by itself, would neither solve the employment problems of the poor and disadvantaged nor improve its traditional counseling programs for applicants faced with choosing vocations, changing occupations or having difficulties in securing jobs. As a result, an ongoing program of graduate training has been coupled with extensive in-service training.



MDTA OFFERS OCCUPATIONAL TRAINING, BASIC EDUCATION

The Manpower Development and Training Act (MDTA) has provided occupational training and basic educational services for thousands of unemployed or underemployed Minnesotans since it was passed in 1962. By the end of 1969, more than 24,000 persons had enrolled for training in over 300 different occupations.

On-the-job and classroom training aims at bringing those without marketable skills into areas of the labor force where there are skill shortages. On-the-job trainees receive regular wages from an employer while they are learning. The employer is recompensed for the cost of providing training. Classroom training is tuition-free. Most trainees qualify for weekly allowances to enable them to support themselves and their dependents during training.

In 1969, several important innovations were made in the services available to those in need of retraining. Medical aid to trainees was increased. The approach to classroom training evolved from the traditional single-intake program with a relatively set curriculum to a more flexible "skills center" approach.

The Minneapolis, St. Paul and Duluth Skills Centers admit new students into all courses frequently—in some cases once a week and in others once a month. If a person misses one enrollment date, he need not wait months until the next course starts. Course content can be modified to fit the educational needs of the individual so the student stays in school only as long as it takes him to become employable in his field.

The Minneapolis Skills Center, which opened November 12, houses both manpower services and educational personnel who work with MDTA. The one-stop facility is convenient for students and affords better communication among staff members.

By the end of 1969, the Minneapolis Skills Center was offering instruction in various clerical occupations, welding, metal

machining, and electronics assembly, inspection and repair. An auto mechanics and service course is scheduled to start early in 1970. New students participate in an orientation program to get an idea of what various jobs involve. Instruction in reading, writing and mathematical skills is available to all trainees. Those who have not been graduated from high school are helped to obtain a general equivalency diploma (GED).

Training Improves Chances for Advancement

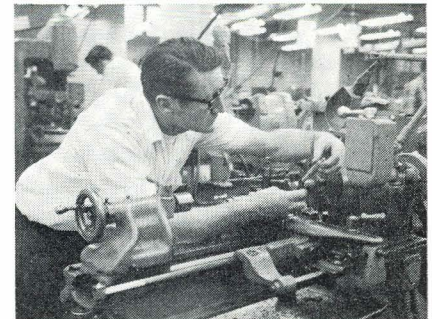
A young man employed by a large machine parts manufacturing firm is an example of how life can be improved by training at the Minneapolis Skills Center. When he first enrolled, he had completed only the 11th grade, had no regular job history and had little skill.

He adapted himself well to machine production operation and now has a good job with a chance for advancement. His instructor feels that he can become a tool and die maker if he continues to apply himself.

Another example is a young woman who is now a well-paid stenographer. She had little motivation when she enrolled, was divorced and had one child. Her stenographic training was received solely through the Skills Center.

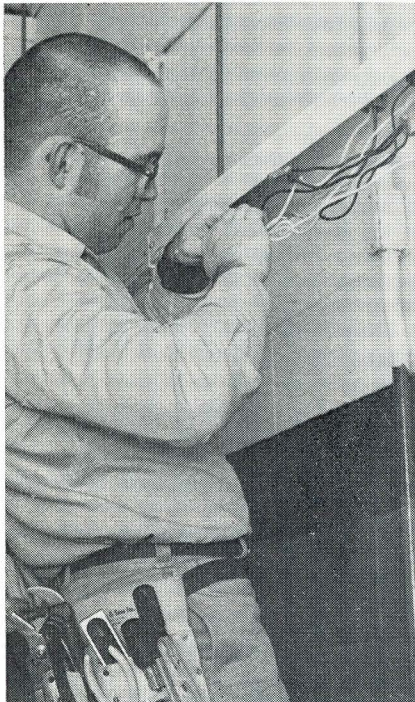
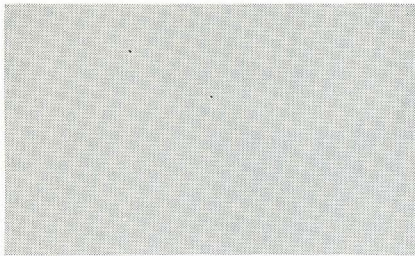
Twelve weeks of MDTA training prepared 40 women for full-time jobs on the assembly line at a Fergus Falls cabinet plant. The plant also provides employment for 22 male cabinetmakers.

FERGUS FALLS DAILY JOURNAL



Skills Centers in Minneapolis, St. Paul and Duluth offer MDTA training in a variety of occupations in addition to those shown above.





Minnesota has MDTA programs at three correctional institutions. These projects offer opportunities for inmates to learn skills in demand outside the prison. Inmates also participate in group therapy sessions and may receive help with reading, writing and arithmetic.

During 1969, special federal funds were allotted for continuing the MDTA program at the Minnesota State Prison at Stillwater for a second year. Preliminary evaluations of the program's first year of operation show that graduates of the MDTA courses have been highly successful in finding jobs. Of the 92 persons who had completed the course and had been released from prison, 80—or 87 per cent—had jobs at the end of 1969.

The initial job development and placement program at the prison was instituted some years ago by the Department's St. Paul office in cooperation with the Minnesota Department of Corrections. This led to a federally funded pilot project there which served as a model for national guidelines for parole counseling and placement projects. In 1967, a regular program of providing men approaching release or parole with manpower services at the prison was established through the St. Paul Human Resources Development office.

MDTA prevocational and vocational training at the Red Wing State Training School for boys, begun in 1966, continued during 1969. This program has significantly reduced the rate of return to confinement for those who participated and will be partially funded by Minnesota during 1970.

The pilot MDTA training project at Sandstone Federal Correctional Institution is a first-of-its-kind attempt to train inmates of a federal prison outside the prison.

The Department's Mora office referred 95 inmates to training at Hinckley, where classes for carpenter apprentices are held, and the Pine City Area Vocational Technical School, at Pine City. The men can

Outside-of-prison training was offered inmates of a federal correctional institution for the first time in an MDTA pilot project at Sandstone.

ST. PAUL PIONEER PRESS

MDTA TRAINING 1969

Classroom Training

Enrolled	1983
Dropped Out	602
Graduated	1291
In Training	896

On-the-Job Training

Enrolled	1616
Dropped Out	477
Graduated	851
In Training	776

train for careers as operating engineers, electricians, production machine operators and small engine repairmen. Ten were placed in classes in accounting and drafting. The program also utilizes the old farm building on the prison grounds. The courses, started during the latter part of 1969, will train a total of 170 inmates.

The MDTA program is intended primarily to help those who have the most trouble finding a job: the poor, the young, the old, those with little education, the handicapped, members of minorities.

Of those who enrolled in MDTA training during 1969, 63 per cent were poor (a nonfarm family of four with annual income of less than \$3,600 is considered poor), 37 per cent were under 21 years of age, 14 per cent were 45 or over, 48 per cent dropped out of school before being graduated from high school, 26 per cent were handicapped and 18 per cent were members of minority groups.

The MDTA program in Minnesota is administered jointly by the State Department of Manpower Services, the area office of the Manpower Administration and the Division of Vocational Education, Minnesota Department of Education.

Needy MDTA trainees may receive minor medical services free—up to \$100. The Minnesota Department of Manpower Services identifies trainees who need medical attention and refers them to the Division of Vocational Rehabilitation, which arranges for medical care and pays for the services.

The Minnesota Department of Manpower Services is responsible for identifying occupational training needs, developing classroom training proposals, counseling and selecting persons for training, paying allowances to eligible trainees, providing placement services and conducting follow-up studies on graduates.

SPECIAL PROGRAMS BROADEN SCOPE, EFFECTIVENESS OF SERVICES

WIN Designed For AFDC Families

When the Work Incentive program (WIN) was introduced to the nation, the legal barriers which delayed its implementation in Minnesota until the 1969 Legislature met were turned to advantage. The Commissioner and his assistant had been members of the Department of Labor's committee that designed the guidelines under which WIN was to operate. Minnesota's WIN staff used the interim six months to develop a highly individualized and flexible Work Incentive program which was ready to go into operation July 1, 1969.

Under Title IV of the Social Security Act of 1967 (as amended), the Work-Experience and Training Program was incorporated into the comprehensive manpower program as the Work Incentive Program. WIN's goal is to restore to economic independence all employable persons 16 years old and older in families receiving Aid to Families with Dependent Children (AFDC). All states except those with certain legal barriers to transferring funds between agencies entered the WIN program in July 1968. By July 1969, WIN had become virtually nationwide.

In the WIN system, which is administered by state employment security agencies and state welfare agencies, welfare clients with the potential for work-training or job placement are referred to the local WIN team by the welfare office.

Minnesota WIN, as of the end of the year, was operating four projects: in Ramsey County (St. Paul) with 333 enrollees; in Hennepin County (Minneapolis) with 319 enrollees; in St. Louis County with 124 enrollees; and in a 10-county area located in north central Minnesota in which the WIN program is relatively new.

The 10-county area, administered from

Brainerd, Crow Wing County, has 200 training slots allocated for WIN use; the program is forming a close working relationship with the rural Concentrated Employment Program, which handles the area's manpower training.

In Ramsey and Hennepin counties, WIN is located in the local welfare office.

Over 90 per cent of the enrollees are women, and while one-third are high school dropouts, 14 per cent have more than a high school education. Reflecting the socioeconomic composition of Minnesota, fifteen per cent of the enrollees come from minority groups. Success in reaching Minnesota's relatively large Indian population has been limited, and the WIN program, with other Human Resources Development programs, is currently analyzing new approaches to its outreach efforts among the Indians.

In developing its training programs, Minnesota WIN has designed a highly individualized program, in which the goals of the enrollee are paramount. If the client wants work-training, WIN can put him into an institutional training program, a pre-vocational training program, a work-internship position, a regular on-the-job training program, or GED preparation.

WIN also can place him in an actual job with supportive services as a parallel effort. In all their job placement efforts, the WIN team tries to focus on jobs that are part of a career ladder.

Minnesota WIN has discovered that its older enrollees are normally more family-oriented, and thus more apt to choose welfare allocations and family cohesiveness over entry into a job-training or placement effort and dislocations that sometimes accompany it. The newer and younger clients, however, are found to be more career-oriented, less interested in families and marriage, and more receptive to career training programs. When these clients enter the WIN program, they do so to pursue a career.

CAMPS Coordinates Antipoverty Programs

The Cooperative Area Manpower Planning System (CAMPS) was started in 1968 as a major, new effort to concentrate manpower forces against poverty. CAMPS is designed to facilitate manpower services in order to help the disadvantaged by coordinating federally financed manpower and Human Resources Development programs.

CAMPS joins together manpower services at every level, but the heart of the system is in the local area. In Minnesota, there are three area CAMPS Committees that encompass a total of 23 counties, including the major population centers—the Twin Cities Metropolitan CAMPS, Arrowhead CAMPS (northeastern Minnesota) and 10-County CAMPS (north central Minnesota).

The 10-County CAMPS Committee completed a survey in 1969 to identify the problems of the hard-core unemployed and underemployed in its area.

The State CAMPS Committee includes representatives from federal agencies: the Departments of Labor; Agriculture; Commerce; Interior; Health, Education and Welfare; Housing and Urban Development; the U.S. Civil Service Commission and the Office of Economic Opportunity. Several State agencies involved in the operation of federally funded manpower programs are also represented on the State Committee.

The local area and State CAMPS committees develop linkages between all agencies in order to assure that maximum services are provided to the disadvantaged. The State CAMPS Committee is affiliated with the regional and national CAMPS organizations to maintain continuity at all levels of government.

CEP's Function: To Combine Services

The Concentrated Employment Program (CEP) attacks unemployment and underemployment in selected urban or rural areas having large concentrations of low-income, unemployed persons, and in rural areas having substantial out-migration to urban areas. CEP combines individual manpower services within a specific area into a united effort under contract to a single sponsor.

The goals of this system are to help those individuals in greatest need become fully and satisfactorily employed and to follow through until all problems connected with job placement have been eliminated. These disadvantaged persons are given work and training opportunities along with supportive counseling, assistance in problem solving and some type of income maintenance to support them and their families until they become self-supporting.

In 1969, Minnesota had three of the 80 individual CEP projects designated throughout the nation. Two of Minnesota's programs were in urban areas, Minneapolis and Duluth. The other served a 10-county rural area in north central Minnesota—Becker, Beltrami, Cass, Crow Wing, Hubbard, Mahanomen, Morrison, Otter Tail, Todd and Wadena counties.

The U.S. Department of Labor contracts with a local organization, usually the Community Action Agency, which in turn subcontracts for the services needed in the rehabilitation of the unemployed and underemployed residents of the CEP area. In Minnesota, as in most states, the Department has been the subcontractor of manpower services for these three CEP ventures.

Citing it as "one of the best in the region," the U.S. Department of Labor commended Duluth's Concentrated Employment Program for its outstanding effort in expanding job opportunities to the disadvantaged. The program was originally set up for the Central Hillside neighborhood but in 1969 this area was expanded, making 20,000 instead of 10,000 eligible for job training and job placement under CEP.

Sometimes A Job Is Just A Beginning

An Indian client learned "by word of mouth" that the Concentrated Employment Program offered services which could help him find a job. The MDMS interviewer located a steady job for him as a bricklayer.

The cooperation of the services brought together by CEP, however, were needed to start him out. A CEP accountant arranged for tools the man needed but didn't have.

Another CEP staff member took the responsibility of seeing that he got to and from work until he was able to obtain a ride.

RAR Serves Areas With High Unemployment

Twenty-one northern Minnesota counties which show a continuing unemployment rate of six per cent or more participate in the Rural Area Redevelopment (RAR) program provided under MDTA and are potentially eligible for all federal assistance programs of the Public Works and Economic Development Act of 1965.

Courses funded under this program are conducted in a classroom setting. Almost any skill in demand in the area may be taught. Classes are open only to residents of the designated counties—Aitkin, Becker, Beltrami, Cook, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kanabec, Kittson, Lake of the Woods, Mahanomen, Marshall, Mille Lacs, Norman, Pine, Red Lake, Roseau, St. Louis (except Duluth) and Wadena.

The number of RAR projects declined during 1969, primarily because most of the need for classroom training in the area is being met by the Concentrated Employment Program (Rural Minne-CEP) now operating in 10 northern Minnesota counties. RAR training in progress during 1969 included a basic education course at the Mille Lacs Reservation and two projects permitting individuals to attend courses in a wide variety of occupations. In 1969, 26 persons enrolled in RAR courses and 15 were graduated. Sixteen were still in training at the end of the year.

Labor, Business Aid The Jobless

Job Opportunities in the Business Sector (JOBS) is a joint effort of the U.S. Department of Labor and the National Alliance of Businessmen (N.A.B.) to hire and train disadvantaged jobless persons. Under the program, the Secretary of Labor has set up procedures to enlist the resources of private industry in providing jobs and training, both entry-level and upgraded positions. Funds are provided by the Labor Department to help companies offset the cost of recruiting and on-the-job training and of supportive services such as remedial and basic education, job coaching, orientation, minor medical care and transportation, where needed.

During the last two years, the President called for the expansion of N.A.B. beyond the originally designated 50 cities of the nation, including Minneapolis and St. Paul, to 131 cities, including Duluth. The nationwide goal of hiring, training and retaining 500,000 hardcore unemployed persons was increased to 614,000.

The National Alliance of Businessmen is directed in each metropolitan area by an executive on loan from private industry. In addition, a firm loans a Manager of Job Procurement. In Minnesota, Minneapolis, St. Paul and Duluth each have a Manager of Recruitment and Government Programs; the other person on each metropolitan team is on loan from MDMS.

The N.A.B. goals of 900 permanent workers on the job in Minneapolis and 500 in St. Paul by June 1969 were exceeded in both cities.

In addition to the permanent or basic jobs, N.A.B. has conducted a summer jobs program for students between 16 and 22 years of age. The goals established for this program were 2,000 in Minneapolis and 1,300 in St. Paul during 1969, the same as in 1968. The goals for Minneapolis and St. Paul were met.

The expansion of the program to include Duluth occurred too late to set goals for permanent jobs for June 1969. On the other hand, the Duluth N.A.B./JOBS, having set a summer youth employment goal of 200, reached 183.

Many firms have conducted excellent training programs. Many different occupations have been included such as data processing, production, clerical, maintenance.

RURAL MANPOWER REORGANIZES TO PROVIDE BETTER SERVICE

The Farm Labor Service and the Smaller Communities Team were combined under Rural Manpower Services in September 1969 as part of the administrative reorganization of the employment service programs.

This reorganization provides expanded services and project coordination for those programs having immediate utility for manpower services in rural areas. The continuance of service to agriculture and agricultural workers is coupled with responsibility in other rural industries for unemployed and underemployed rural workers.

The broader manpower service program to rural areas serves all rural workers and industries. Manpower assistance is available to upgrade the conditions of rural economic life for rural workers who wish to remain in rural areas, and to prepare rural workers for industrial city life if they are migrating to the city.

During 1969, the Department showed 20,464 agricultural placements. Compared with 1968, seasonal employment in major labor-using crop activities with the exception of soybean weeding showed a general decrease. On the other hand, crop production during the 1969 season in Minnesota was the second largest ever recorded, falling just three per cent short of the record 1968 crop. This year's corn acreage, the fourth largest recorded, produced a new record average yield for the State at 85 bushels per acre.

As agricultural modernization techniques continue toward more mechanization, better insecticides, safer and more effective weed killers and higher yielding crops, weather loses the dominance it once held over the farmer's total production. Minnesota's weather this year was poor to fair, but the yield and quality of most crops was average and in many cases better than average.

The greatest drop over the years in agriculture in Minnesota has been in the north central and northeastern district of the State. A new agricultural development in that area, wild rice cultivation, may check this downward trend.

The seasonal agricultural work force in Minnesota is made up primarily of migrant families from Texas and of local youth. Peak employment of more than 8,500 seasonal agricultural workers was reached in June, when an estimated 5,400 sugar beet workers, 2,225 nursery workers, and 800 mixed vegetable, potato, asparagus and temporary farm hands were employed.

The estimated 5,000 local workers employed at peak at the end of July included approximately 2,200 nursery workers, 1920 corn detasslers, 200 green pea field equipment operators, 150 raspberry pickers and approximately 500 mixed vegetable workers.

Youth were employed almost exclusively as corn detasslers, berry pickers, mixed vegetable workers and temporary farm hands. Most seasonal agricultural nursery workers and green pea field equipment operators were local adults, although some college students were temporarily employed. Males dominated the adult work force, while youth workers were generally divided evenly between male and female crews.

The estimated 5,400 Texas migrant workers employed at peak in early June were primarily sugar beet workers. The composition of this labor force can best be described as family groups with both parents and children over the age of 14 assisting with the work. There were 7,200 Texas migrant workers employed at peak in June 1968. This decrease in the number of workers resulted from ideal weather conditions in June and from "clean" beet fields. It was not necessary to weed most acreage for a second time which is the

normal procedure; consequently most work was completed by early July. During 1969, Minnesota's total migrant population

"One Man's Family" —A Success Story

A seven-member migrant family from Texas arrived in the Hollandale area to work in the asparagus harvest in June 1969. The family decided to resettle in Minnesota. After some discussion on the location, the Experimental and Demonstration project staff helped the family move to St. Paul.

The family was assisted in finding temporary housing. The St. Paul MDMS Office was ready to help them find positions as soon as the family was prepared to go to work. MDTA funds were available for training, if required.

Besides assisting the family move its possessions to St. Paul, the E and D staff helped the two older boys of the family secure driver's licenses. The family was also introduced to other Mexican-Americans who had settled in the area.

The oldest boy received his GED and is in the process of completing a six-month production machine operator's course. The mother, who had no formal education, has already reached the sixth-grade level in the St. Paul Guidance and Occupational Center. Nearly all of the family members are in school or working, four of them are doing both.

was approximately 11,200, of whom about 7,500 were workers.

The demand for year-round farm workers exceeded the supply of available qualified workers. The demand for farm workers is expected to increase as absentee owners displace the family farm which neither relied on nor, in many cases, could afford hired help.

The emphasis in recruiting seasonal workers for food processing has shifted from providing temporary workers to providing laborers who will continue their employment throughout the peak season. This tends to exclude youth who must return to school.

The food processing industry presents a recruitment challenge because it is characterized by increased seasonal labor needs coupled with day to day fluctuations in the specific number of workers required. A revamped system of communication in intrastate recruitment of food processors was introduced in 1968 and continued in 1969. The local work force was still supplemented with interstate workers. A total of 950 workers were ultimately contacted for the corn pack and turkey processing through interstate recruitment procedures.

The seasonal Farm Labor Office in Hollandale was reopened on April 14, 1969. Placement services were provided to almost 300 interstate migrant workers, somewhat fewer intrastate workers and all interested local workers. Concentrated placement services resulted in fuller employment, higher yearly earnings and

Minnesota farm employment provides contrasts: below men operate machines in the sugar beet harvest, migrants pull weeds in asparagus fields.

fewer periods of unemployment for migrants while in the area. Utilization of the seasonal work force among the various growers and the job assignments resulted in 2,310 placements, a drop of 1,394 from 1968 due largely to this year's clean fields and ideal weather for thinning and weeding.

The Hollandale office staff assisted state and federal agencies in housing inspections, educational programs, health projects, social welfare programs and the Texas Migrant Experimental and Demonstration project.

Interstate recruitment activities required the Hollandale Migrant Labor Specialist to spend several weeks in Texas recruiting labor for employers in the Hollandale area as well as for other employers located in Minnesota. Recruitment of migrant workers was also conducted in Wisconsin for the fall harvest and food processing activities.

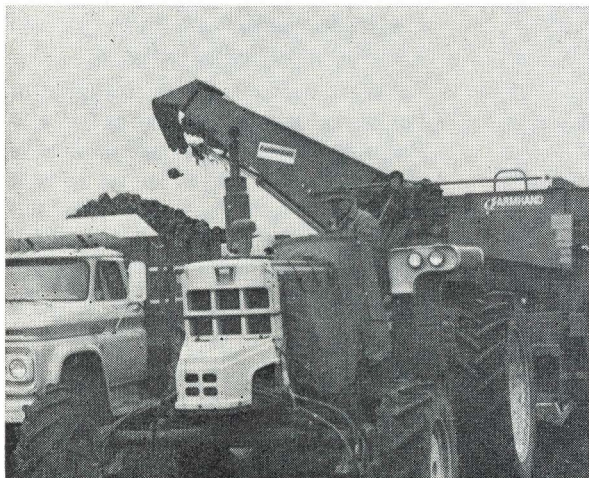
The special recruitment program for the La Crescent area apple harvest was carried out again. A jobmobile facilitated recruitment in the smaller communities and served as a labor clearing house to supply labor for the many different apple growers. The jobmobile opened for service on July 29 in Rushford and closed on October 20 in La Crescent. Of the 201 apple harvest workers, 113 were youth. Although the placement total is not exceptionally high, immediate assistance in filling job openings could be accomplished through this effort, thus maintaining reasonable work force stability. Another important factor was that no interstate labor was necessary due to a good preseason registration of local labor.

Sanitation inspection and health services are provided to migrant families by the Minnesota Department of Health. Sanitarians at Moorhead, Crookston and Willmar conduct regular housing inspection programs. Health services include regularly scheduled visits to migrant camps by nurses or health aides to determine health needs, give consultation, establish permanent health records and make referrals to physicians and medical centers as necessary.

In 1969, the Rural Manpower Service joined in a pilot program, the Migrant Experimental and Demonstration (E and D) project, to assist migrant laborers. Ten states, including Minnesota, are co-operating in an interstate demonstration of service on an individual basis to a selected sample of Texas migrant families. Despite numerous improvements in the overall lot of the migrant worker and his family, problems continue to exist which must be overcome if the welfare of these workers is to be advanced.

In addition to the workers' economic problems, mechanization and other improved farming techniques are gradually reducing the need for seasonal labor. This may eventually lead to a large untrained Texas work force for which no jobs exist.

The target area in Minnesota during the project's first cycle was limited to the Hollandale area. All of the families which were selected to participate in the project were from a four-county area in the lower Rio Grande Valley. Minnesota's quota of families was set at 50; 27 of these families arrived in the Minnesota target area. By June 30, 1969, only 19 of the 27 families were still in the Hollandale area. The rest



had left for other states to participate in additional crop activities.

The Texas E and D staff conducted periodic interviews with families to establish rapport, assist in resolving immediate problems and, if possible, establish long-range plans for individual family members. Most of the long-range plans included the development of an employability plan which frequently included training of some sort. The information was forwarded to Texas for use when the family returned home.

Efforts were also made to assist families interested in resettling in Minnesota. Once a family made a definite decision to resettle, E and D staff helped arrange for the transportation of the family and its possessions to the new area, assisted in locating housing, jobs, vocational counseling, training, medical facilities, enrolling the children in school and finding other people and organizations with which the family could

associate. Some of the families left the Hollandale area within a week or two. Most of the other families were in the area for longer periods. The last families stayed in Minnesota until approximately November 1.

Communitywide Surveys Assess Rural Manpower

Agricultural communities are faced with the fact that agriculture no longer provides the number of jobs needed to support its labor force. At the same time, rural job-seekers find themselves ill-equipped to compete in a changing, technical job market.

The Smaller Communities Program was formed in 1964 to respond actively to these rural manpower problems. By utilizing a mobile team of seven experienced counselors and interviewers, the program offers assistance to nonurban communities that

desire to assess their manpower resources and promote industrial expansion. The program relies heavily on internal community involvement. Each project is sponsored by a local committee manned by volunteers from business, government and civic groups.

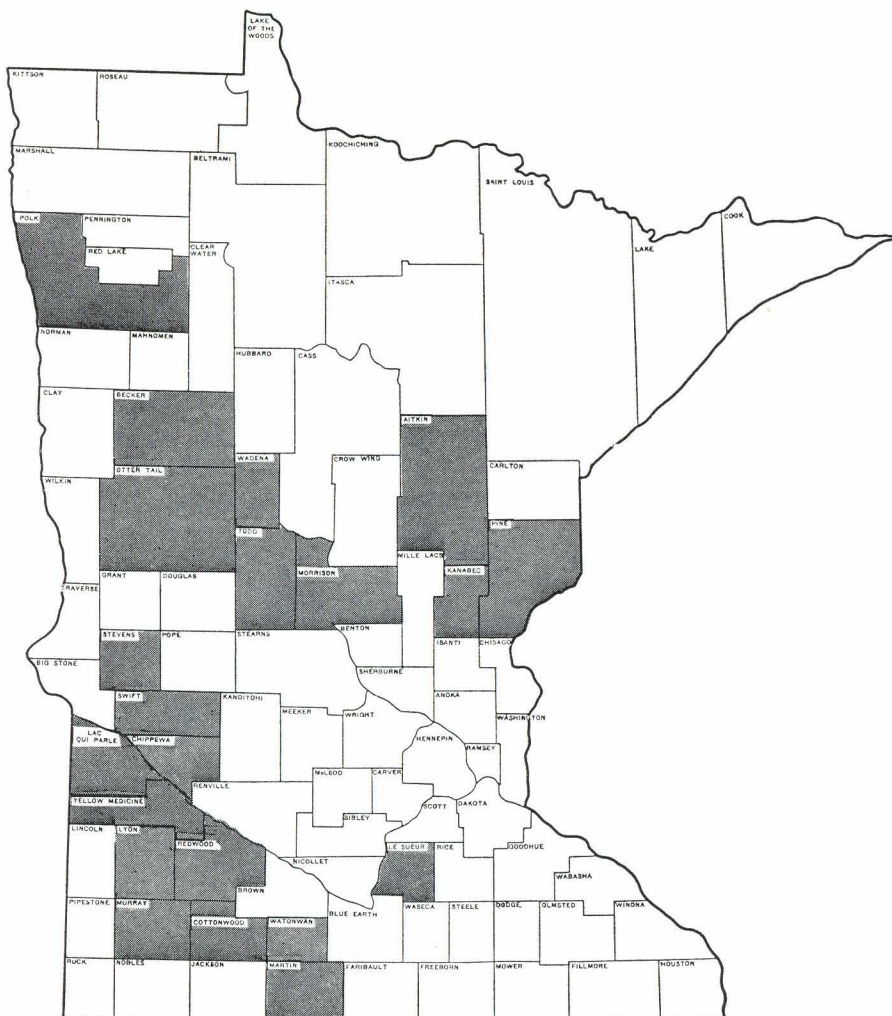
Five county manpower surveys were completed in 1969: Martin, Otter Tail, Cottonwood, Watonwan and Swift. 25,096 persons—over half of the estimated work force of 46,500 in the five counties—registered. Information reflecting individual skills, availability and other vocational characteristics was obtained and published in manpower inventories for each county, which were presented to industrial development corporations and other groups in the community having need of manpower information.

The Otter Tail County survey is the most complete inventory to date. Sixty-one per cent of the estimated labor force registered at 22 county locations. By coordinating efforts with the three-county Concerted Services in Training and Education program, virtually every existing civic organization and governmental agency became involved. In addition, over 100 volunteer citizens actively participated in local organizational work, promotion and actual surveying, permitting the mobile team to concentrate on providing individuals with employment services.

Particular emphasis was placed on the disadvantaged, those actively seeking work at the time of the interview and the underemployed. Counseling, testing and referral to jobs and supportive services were performed at each itinerant interviewing location. Nineteen per cent of the 701 applicants receiving service were counseled, 51 were immediately placed on jobs and 6 were enrolled in MDTA training.

While the administration of applicant services is basically the same as that provided by every MDMS office, the mobile team's temporary status requires an extra degree of adaptability. Work load fluctuates considerably from project to project and requires a different approach in each community.

Manpower resources of 21 Minnesota counties (shaded) have been surveyed since the Smaller Communities program was initiated in May 1964.



Several Senior Citizens groups participated in the Martin County survey. About 80 eager unpaid volunteers promoted the survey and assisted mobile team interviewers with registering over 6,000 people in four weeks.

FAIRMONT SENTINEL

Lovely Little Survey Has Fringe Benefits

Immediate service that a rural registrant can receive during a manpower survey is illustrated by an applicant that resulted from the Cottonwood County survey.

During the survey a single, 18-year-old young lady registered at one of the remote community locations. She had completed high school, but her record was poor.

An evaluation by the Minneapolis Rehabilitation Center showed her learning ability to be satisfactory for simple tasks only. This evaluation, supplementing the mobile team counselor's evaluation, led to local job development.

Arrangements were made with a home for retarded children in a neighboring county for this applicant to be accepted on a trial basis as a nurse's aide. This placement proved beneficial to both the employer and the applicant.

Subsequent follow-up showed that the live-in experience had a positive influence upon the girl's grooming, money management and relationship with others and that she was performing her duties satisfactorily.

In November, a permanent-type location replaced the Jobmobile which had served St. Paul's West Side target area since July 1968. Staff members are shown uncrating a sign for the MDMS office at 421 South Robert Street. The new office is part of the Department's continuing program of placing offices in locations where the greatest number of people need employment assistance.

ST. PAUL DISPATCH



COOPERATION STRESSED IN EMPLOYER RELATIONS

Relationships between the employing community and MDMS moved forward during the year.

Job development efforts and cooperative activities with the National Alliance of Businessmen continued, especially in the area of assisting in recruitment of applicants on U.S. Department of Labor contracts involving federal payment of extraordinary expenses incurred by employers in hiring and training disadvantaged persons. In addition, general development of employer understanding and acceptance of MDMS programs, policies and services increased during the year.

A new approach was taken by MDMS toward the end of the year. Federal training was begun for Contract Service Representatives who would assist employers who wished to be considered for contracts under the N.A.B./JOBS '70 program. A State JOBS '70 coordinator will direct the program activity, a joint effort of N.A.B. and MDMS.

These programs and activities are expected to advance cooperation between employers and the Department, which is necessary to successful provision of full manpower services to industry and the public alike.

Worker Recruitment Conducted Worldwide

MDMS serves as a link in the exchange of workers among states. Through this nationwide service, employers recruit workers from other states when they are unable to meet their needs locally. Similarly, jobseekers are assisted in their search for employment in other parts of Minnesota and in other states.

Minnesota employers were provided recruitment facilities in state manpower services offices in Pennsylvania, Georgia,

North and South Dakota, Wisconsin and Iowa. Employers from the states of Washington and Idaho used MDMS offices to recruit skilled workers. The short supply of available workers discouraged any large-scale recruiting in Minnesota by employers from other states.

Minnesota workers were assisted in locating jobs in a number of states. The Department of Defense hired 58 teachers from Minnesota for positions in schools at overseas military bases.

The monthly publication, State Inventory of Job Openings, lists current job orders in MDMS offices. The Minnesota State Inventory of Labor Supply and Demand, also issued monthly, reports current and anticipated shortages and surpluses of workers in the various areas of the State. Both publications are distributed to MDMS offices, colleges, project transition officers and selected agencies throughout the nation.

Another monthly publication, Current Job Opportunities, Civil Service, State of Minnesota, University of Minnesota, is distributed to MDMS offices, colleges and secondary schools, veterans' organizations, rehabilitation centers and other agencies. This publication lists current Civil Service announcements for the State of Minnesota and job opportunities with the University of Minnesota.

The processing of employer requests for alien workers stabilized during 1969 to conform to the regulations of the 1965 Immigration and Nationality Act. A sharp decline in requests for domestic workers combined with a marked increase in requests for professional and technical workers to establish this trend.

Included in the total of 301 job offers processed by the Department in 1969 were 84 in professional occupations, 53 in

skilled construction occupations and 83 for temporary workers. Seventy-five per cent of the requests were approved by the certifying office.

An Immigration Program Handbook published by MDMS in 1969 expedites requests from all areas of the State. This handbook, which combines the organization of procedures and regulations into one source, is one of the first such publications in the nation.

MDMS Establishes National 'First' In Labor Relations

In December 1968, the Minnesota Department of Manpower Services appointed a Trade Union Relations representative, one of the first positions of its type in the nation, as part of a federally funded experimental and demonstration project, the Organized Labor Employment Opportunity program (OLEOP).

During 1969, the Department was able to assist local unions and councils in developing and implementing training programs such as those under the Manpower Development and Training Act and pre-apprenticeship; to assist with the selection and referral of trainees; and to provide resource materials and speakers for conferences, conventions and meetings.

Several local unions and joint apprenticeship committees became involved in pre-apprenticeship training and upgrading training.

Union officers, Company officials and MDMS personnel maintained a close working relationship during the months preceding and following the closing of the Swift and Company plant in South St.

Paul. Department personnel registered the Swift employees at the Union office and on Company premises. Funds were allocated for part- and full-time training of Swift workers to provide them with new, marketable skills.

An MDMS office was established in the vicinity. Employers in the area were contacted and interviews for other employment were set up. This cooperative use of the resources of the community, the labor movement and the Department did much to reduce the loss of employment due to the phasing out of this plant.

Occupational Analysis Assists Employers

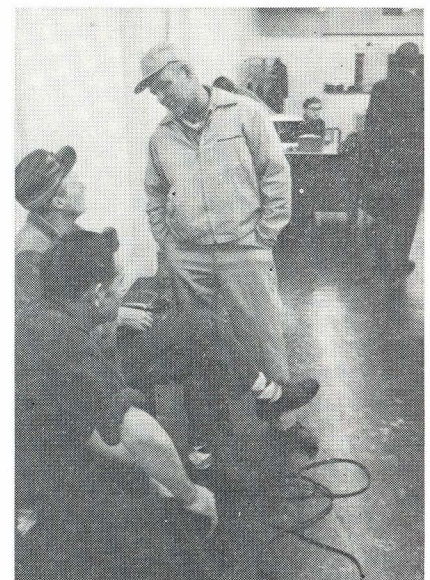
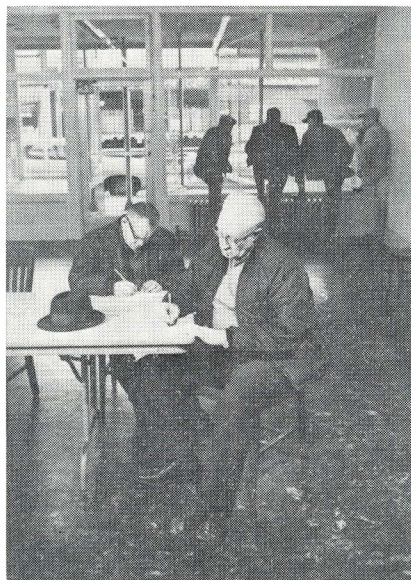
A significant development during the decade was the revision of the Dictionary of Occupational Titles (D.O.T.), a job classification system which defines and classifies jobs existing in the American economy. Minnesota was one of the 16 states to make an important contribution to the revised edition. For a number of years, specially assigned job analysts made detailed job studies in a number of Minnesota industries for inclusion in the new

publication. The revised D.O.T. was introduced to our staff and made available to the public in 1965. It provides updated job information and a more detailed classification system for about 23,000 jobs.

In keeping with the new thrust of the Department's program, the last few years have stressed assistance to employers in the "restructuring" of jobs to allow consideration of disadvantaged workers with few, if any, skills. A new Industrial Services Handbook covering all aspects of the industrial services program was introduced into most of the MDMS offices during 1969.



When Swift and Company decided to close its South St. Paul plant, MDMS opened a temporary office nearby to help Swift workers to new jobs or retraining programs.



The Twin Cities Apprenticeship Information Center, which provides information about and access to apprenticeable occupations in the Youth Opportunities Centers, also carries its message to students at Careers Fairs. During 1969, the apprenticeship program referred 802 applicants to job training, resulting in 323 placements.



LEGAL SECTION INTERPRETS, ENFORCES MANPOWER LAWS

The Minnesota Manpower Services Law provides for the compulsory, systematic accumulation of a reserve fund to which employers contribute through a payroll tax. The law stipulates that the fund is to be used for the benefit of persons unemployed through no fault of their own.

To bring about effective and equitable administration of this law, provision is made within the structure of the Department for investigations, appeals, collection of delinquent accounts and control of benefits payments.

Other activities include advising the Commissioner and section heads of the Department; checking various leases to premises occupied by the Department throughout the State; drafting of legislation; amendment of the Department's regulations; certifications to the Secretary of Labor of various documents such as the Minnesota Supreme Court decisions, the State Attorney General's opinions, laws passed by the State Legislature, and legal services in connection with the new Minnesota Department of Manpower Services building.

Law Provides for Collection Of Delinquent Accounts

During 1969, 188 proofs of claim totaling \$76,903.34 were filed in bankruptcy, probate, receivership and other dissolution proceedings.

A total of \$143,002.44 was collected on 934 items of delinquent contributions, including \$26,892.83 paid by 100 accounts without suit.

During the year, 850 delinquent accounts were referred to the Legal Section by the

Accounting Section. In 511 cases, suits were commenced in District Court to collect \$228,319.53. Three contested District Court cases were disposed of; 58 suits were paid prior to entry of judgment; 358 judgments were docketed. Nine judgments were satisfied by the sheriff upon execution; 106 were directly satisfied by the Assistant Attorney General; and 106 were written off upon expiration of the statute of limitations.

Another 62 referrals for collection were cancelled because they were more than four years past due or because the employer was not liable, was deceased, or could not be located.

UC Overpayments From Fraud Decrease

Overpayments of unemployment compensation benefits resulting from fraud have decreased 23 per cent from \$105.57 in 1959 to \$80.86 in 1969. An effective benefit overpayment collection program resulted in the recovery of \$142,834.93, or 76 per cent of the amount of overpayments determined in 1969.

Of the 2,792 unemployment compensation overpayment cases discovered during the year, 641 were determined to be fraudulent. Most overpayment cases, however, result from misunderstanding or honest error. As a deterrent to abuses of the law, flagrant fraud cases are prosecuted for the misdemeanor committed.

Thirty-one fraudulent overpayment prosecutions were prepared and forwarded to MDMS offices for presentation to city and county attorneys. Legal action was completed on 28 cases; 17 cases were pending at the end of the year.

Twenty-one claimants were convicted of fraudulently obtaining benefits, a misdemeanor. In most cases, repayment and fines, jail sentences or probationary periods were ordered. Other fraud cases were handled by administrative actions with disqualification penalties imposed on claimants.

Court Cases, Decisions Define MMS Law

Orders were prepared for the hearing of 50 appeals from determinations of liability and submitted to the Assistant Commissioner. In 60 cases regarding employer liability, disposition was made by decision, dismissal or return to the Commissioner for further proceedings.

At the end of the year the following determinations of employer liability were pending review in District Courts: Edmund D. Kasner, dba Civic Reading Club, in Hennepin County; Richard Gold, dba Gay Nineties Theatre Lounge & Oyster Bar, in Hennepin County; William T. Hunt, et al., in Nobles County; St. Paul College Club, Inc., in Ramsey County; and Raymond J. Knese, dba Weeres Pontoon Boat Co., in Stearns County.

The Supreme Court affirmed decision of the Commissioner on January 24, 1969, in the case of *Vavoulis v. Electronic Development Company*, 282 Minn. 318, 164 NW 2d 377. The court held that the assignment of a contribution rate by the Department in the absence of timely protest was final. The court further held that the Commissioner lacked the authority to correct the contribution rate of an employer after the time for appeal had expired, except to correct errors in its computation.

Training of Staff Strengthens Services to Clients

Administration of the Minnesota Department of Manpower Services program requires continuous attention to the development and coordination of on-the-job and classroom training for both new and experienced employees.

The Training Section is primarily responsible for developing and coordinating in-service training for all new programs carried on by the Department, as well as revision and updating of existing materials, methods and techniques. During

1969, the Minnesota Department of Manpower Services conducted over 25,000 man-hours of in-service training.

The Training Section also arranges out-service training for Department staff members at colleges and universities throughout the United States.

Additional intensive short-term out-service training courses were conducted for MDMS office managers, employer relations representatives and personnel with unemployment insurance responsibilities.

At the end of the year, the following cases were pending in the Supreme Court: Anderson v. U. S. Post Office Department (Supreme Court No. 42015), involving the issue of involuntary separation; Johnson, et al. v. Ford Motor Co. (Supreme Court No. 42134), involving a labor dispute issue; Kantor v. Honeywell, Inc. and DES (Supreme Court No. 41820), involving the issue of disqualification of benefits because of separation from employment to assume family obligations; and Schaefer v. Villaume Box & Lumber Co. (Supreme Court No. 42244), involving the issue of involuntary separation.

EMPLOYER ACCOUNTS COMPROMISED IN ACCORDANCE WITH REGULATION 16

During the Year 1969

Number	Employer Number	Type of Organization	Contributions	Interest and Penalties	Court Costs and/or Sheriff's Fees	Payment Received	Paragraph of Regulation 16 Containing Major Reason for Compromise
1164	7940-90-41139	Corporation	\$ 5,674.17	\$2,641.22	\$ 2.30	\$ 590.69	(b) (2) (aa)
1165	5810-88-27683	Individual	79.41	69.62	14.32	40.84	(b) (3) (bb)
1166	8640-88-90144	Corporation	2,864.66	693.31	—	1,760.00	(b) (2) (aa)
1167	5090-74-09472	Corporation	1,573.57	824.61	7.70	500.00	(b) (2) (aa)
1168	6510-89-28790	Corporation	3,222.45	690.44	—	2,685.38	(b) (2) (aa)
1169	5390-88-57732	Individual	586.43	205.49	—	150.00	(b) (2) (aa)
1170	5810-80-27239	Individual	434.55	395.65	33.10	467.65	(b) (3) (bb)
1171	6410-86-06227	Corporation	1,024.23	232.24	—	1,024.23	(b) (2) (aa)
1172	7310-88-04938	Corporation	744.32	292.42	—	128.17	(b) (2) (aa)
1173	1721-88-62545	Individual	1,420.71	156.28	—	1,505.38	(b) (1) (aa)
1174	1790-27-88916	Individual	1,863.22	1,503.44	75.12	1,863.22	(b) (3) (bb)
1175	7211-67-68633	Individual	1,039.66	614.60	71.00	1,143.64	(b) (3) (c)
1176	2297-76-34879	Individual	640.13	308.63	—	640.13	(b) (3) (aa)
1177	5810-88-37713	Corporation	1,402.40	377.31	—	950.00	(b) (2) (aa)
1178	1794-07-50935	Individual	491.18	536.83	39.50	700.00	(b) (3) (bb)
			\$23,061.09	\$9,542.09	\$243.04	\$14,149.33	
TOTAL Delinquent Contributions					\$23,061.09		
TOTAL Interest and Penalties					9,542.09		
TOTAL Court Costs and/or Sheriff's Fees					243.04		
					\$32,846.22		
AMOUNT REALIZED BY COMPROMISE SETTLEMENT					14,149.33		
DIFFERENCE					\$18,696.89		

RESEARCH AND PLANNING REORGANIZES TO MEET DEMANDS OF THE 1970s

The Research and Planning Section collects data and conducts analytical studies geared to four basic objectives: determining the need for manpower services; gauging existing and developing conditions in the economy and the labor market and their potential impact on the supply of and demand for labor; reviewing and evaluating programs administered either wholly or in part by the Department; and measuring operations performance.

The Section was reorganized in 1969 to facilitate the development of data and analyses that are more in keeping with the changing role of the Department and the demand for more broadly based information on manpower resource utilization and manpower programs.

In the fall of 1969, a program of instruction in the areas of statistics, data processing, economics and systems analysis was initiated to be taught over a period of 30 months. While the courses are primarily oriented toward acquainting Department staff members with the concepts of and tools for analyzing economic and social phenomena, enrollment is open to personnel from other State departments.

Labor Market Trends Analyzed

Estimates of the current and future demand for and supply of labor, along with data on worker compensation, provide the basis for studies in this category.

Area work force estimation was initially designed to derive unemployment rates

and work force data for determining area eligibility for special federal assistance for development purposes. Subsequently, the program was expanded to include estimates for all counties in Minnesota. Data has now been developed on an average annual basis for 1965 through 1968 in order to better evaluate changing economic and labor market conditions. In the future, this data will be used to study economic and industrial development in the context of public and private policies to promote a more viable economy.

Over the past six years, a biennial Civil Service salary survey has been conducted to solicit wage and fringe benefit information from private employers and governmental units. This information has been useful in setting competitive salaries for State employees and has enabled the Department to provide reliable wage data to the general public.

Beginning in 1970, comprehensive salary surveys will be initiated. Approximately 4,100 private and public establishments in Minnesota will be surveyed and information will be collected on about 200 occupations.

Two of the more important recent programs for obtaining a better perspective on the demand for labor are Job Openings Labor Turnover Statistics (JOLTS) and the Industry-Occupational Matrix studies.

JOLTS is designed to collect data on job openings and labor turnover on a monthly basis from a representative sample of about 3,000 manufacturing and

nonmanufacturing firms in Minnesota. The sample data is then inflated, using expansion factors, to develop an estimate of the current demand for labor in the State as represented by job openings. Every third month detailed data by occupations is requested for use in identifying labor shortages and the need for specific training programs.

A continuous evaluation of the demand for labor by occupation is the objective of the Industry-Occupational Matrix studies. In 1969, occupational employment was prepared for the year 1968 and projected to 1975, using national industry-occupational labor coefficients developed by the U.S. Bureau of Labor Statistics. Projections of labor requirements to the year 1975 were made for 160 occupations for the State and the Twin Cities metropolitan area and for 42 occupational groups for the 11 economic regions of Minnesota.

Role of Unemployment Insurance Assessed

The role that unemployment compensation and other income maintenance programs are expected to play in the future is changing.

Emphasis on education and training as a means for reducing unemployment has increased the need for examining the relationship of unemployment compensation to training allowances and subsidies. Further research also must be directed to the coverage and benefit adequacy of existing legislation. Information needed to evaluate potential changes in program

operations and legislation is being developed in several ways.

The unemployment compensation trust fund is continually studied to determine changes which can be expected in the UC fund level as a consequence of changing economic and labor market conditions and modifications in coverage, tax rates and benefit payment formulas.

Annual studies of the characteristics of claimants who filed for unemployment compensation in the previous calendar year serve as a basis for evaluating the unemployment insurance program in the context of changes in the duration of compensated unemployment, industry experiences, type of worker involved, exhaustion of benefits and occupational distribution of recipients. This evaluation is useful when considering possible revision of the Minnesota Manpower Services Law.

In 1969, a special study of employment and unemployment characteristics of hired farm labor was begun to determine the

feasibility of including agricultural workers within the Minnesota Manpower Services Law. This study surveys both farm employers and hired workers in Minnesota to gain a knowledge of worker employment experience and to estimate employer payrolls and worker wages by type of agricultural operation.

Employment Statistics Kept, Interpreted

In order to assess employment trends, monthly estimates of nonagricultural employment, hours and earnings for the State and the metropolitan areas are developed and economic conditions in Minnesota are studied. This includes monitoring employment, investment and income behavior on an industry and area basis in order to identify developments which significantly affect manpower utilization and income maintenance programs.

The Department cooperates with the U.S. Bureau of Labor Statistics to develop monthly estimates of nonagricultural em-

ployment, earnings and hours based on a sample of over 3,000 employers who voluntarily report this information. The sample data is inflated to obtain aggregate estimates for the State. Since the program is nationwide in scope, it provides quick access to current employment behavior on both a national and state basis.

Work began in 1969 to prepare a source book on employment, unemployment, earnings, personal income, population and related socioeconomic data for Minnesota. Data on various manpower and income maintenance programs will also be included to provide a historical series for use by university researchers, public and private administrators and others who may be interested.

A review and revision of the current economic indicator series was begun in 1969. The new series will improve evaluation of the performance of the Minnesota economy while retaining those indicators which have a demonstrated value for prediction.

1969 ADMINISTRATIVE EXPENSE

Personal Services	\$ 7,809,180
Personnel Benefits	874,085
Out-Service Training	59,905
Communications	145,061
Travel	218,178
Supplies	156,705
Advertising	15,454
Equipment Rentals	157,080
Equipment Purchases	53,105
Equipment Maintenance	12,788
Occupancy Expense	798,636
Other* (Examples of main items below)	824,354
National Council for Aging	\$468,000
Minneapolis Rehabilitation Center	213,850
Manpower Study	40,000

*Includes special study contracts with outside agencies.

Total \$11,124,531

A statistical supplement to the 1969 Annual Report can be obtained by writing the Research and Planning Section, Minnesota Department of Manpower Services, 390 North Robert Street, St. Paul, Minnesota 55101.

ADVISORY COUNCIL

Members of the Governor's Manpower Advisory Council are appointed by the Governor to represent employers, employees and the public. The Council meets with the Commissioner and his staff to study proposals to amend the Minnesota Manpower

Services Law and to make recommendations to the Commissioner with respect to the administration of the Department. The members in 1969 were:

Representing the Public

Council Chairman: Dr. Herbert G. Heneman, Jr., Minneapolis
Chairman, Industrial Relations Department
University of Minnesota

Prof. John J. Flagler, Minneapolis
Director, Labor Education
Industrial Relations Center
University of Minnesota

Mr. Leonard Lindquist, Minneapolis
Attorney

Dr. Clair N. McRostie, St. Peter
Professor of Economics and Business Administration
Gustavus Adolphus College

Mr. Clarence Nelson, Minneapolis
Director of Research
Federal Reserve Bank

Dr. George Seltzer, Minneapolis
Associate Dean, Faculty Affairs
School of Business
University of Minnesota

Dr. John Turnbull, Minneapolis
Associate Dean
College of Liberal Arts
University of Minnesota

Dr. Robert E. Will, Northfield
Professor of Economics
Assistant Dean of the College
Carleton College

Representing Labor

Mr. Harry Carlson, Cloquet
Chairman, Building Trades Council

Mr. Walter Klement, Austin
United Packinghouse Workers of America, AFL-CIO

Mr. Hollis W. Larson, Minneapolis
President and Business Manager
Laborers District Council Minnesota

Mrs. Helen Laschinger, North St. Paul

Mr. Joseph Prifrel, Jr., St. Paul
Secretary-Treasurer, Mail Order,
Retail Department Store and Warehouse Local 149 I.B.T.

Mr. Donald Savelkoul, St. Paul
Legal and Research Division
Minnesota State Federation of Labor

Mr. Neil Sherburne, St. Paul
Secretary-Treasurer
Minnesota State Federation of Labor

Representing Employers

Mr. George Bergwall, Red Wing
Personnel, Red Wing Shoe Co.

Mr. Lawrence Binger, St. Paul
Director, Personnel Services
Minnesota Mining & Mfg. Co.

Mr. John L. Brown, Sr., St. Paul
Brown's Office Machines, Inc.

Mr. Tony Downs, St. James
President, Tony Downs Food Co.

Mr. William Frenzel, Minneapolis
President, Minneapolis Terminal Warehouse

Mr. Gerry E. Morse, Minneapolis
Vice President, Honeywell, Inc.

Mr. Harry D. Peterson, St. Paul
Director of Employee Relations
Minnesota Association of Commerce and Industry

STATISTICAL TABLES

CONTRIBUTIONS AND INTEREST RECEIVED, BENEFITS PAID, AND BALANCE AVAILABLE FOR BENEFITS CALENDAR YEARS 1937-1969

Year	Contributions Received Net	Interest on Trust Fund	Benefits Paid Net	Balance Available For Benefits
1937-1945	\$130,458,822	\$6,108,679	\$42,627,214	\$ 93,940,287
1946	14,368,783	1,787,413	9,639,544	100,426,389
1947	14,952,127	2,008,955	4,585,276	112,779,620
1948	13,004,185	2,358,912	5,558,895	122,558,053
1949	10,447,461	2,626,397	13,343,639	122,287,337
1950	9,812,977	2,546,686	15,599,232	118,997,222
1951	14,224,788	2,606,206	9,195,983	126,592,562
1952	11,697,856	2,769,269	11,613,209	129,413,252
1953	12,630,735	3,003,227	11,021,922	133,996,691
1954	11,568,350	3,062,962	26,698,183	121,905,148
1955	14,731,515	2,713,032	21,777,921	117,551,634
1956	17,821,157	2,736,381	20,261,997	118,360,106
1957	16,227,241	2,933,073	24,638,440	112,729,145
1958	14,703,476	2,692,929	48,095,933	82,535,376
1959	22,815,268	2,110,930	31,942,974	75,393,956
1960	22,631,162	2,046,771	36,784,027	63,227,801
1961	22,386,419	1,687,024	45,730,347	41,700,287
1962	30,923,483	1,166,291	36,650,252	37,166,812
1963	29,938,713	997,432	38,864,769	29,255,100
1964	28,932,847	817,033	36,763,503	22,825,052
1965	32,355,252	716,987	28,045,197	27,536,881
1966	42,829,327	1,098,647	20,234,080	51,285,977
1967	44,079,630	2,081,690	24,758,870	72,314,534
1968	43,455,716	3,013,308	26,760,332	92,169,603
1969	46,483,817	4,227,619	23,743,125	118,983,477

UNEMPLOYMENT COMPENSATION BENEFIT CLAIMS AND PAYMENT ACTIVITY CALENDAR YEARS 1955-1969

	NEW CLAIMS			Number of Weeks Paid	Gross Amount of Benefit Payments	Number of First Payments Made	Number of Beneficiaries Who Exhausted Benefits
	Received	Determined					
		Valid	Invalid				
1969 Total	66,042	57,653	5,808	549,203	\$23,771,130	47,003	11,564
January	12,924	13,444	1,042	82,536	3,659,808	10,998	1,293
February	6,661	7,202	891	81,371	3,610,683	6,809	954
March	5,344	5,140	573	81,231	3,586,167	4,784	1,233
April	4,131	4,127	418	76,989	3,331,257	4,192	1,896
May	2,697	2,881	290	40,589	1,666,235	2,084	1,528
June	2,489	2,108	236	23,311	911,681	1,512	789
July	4,688	3,233	376	24,764	942,549	2,231	677
August	2,986	3,528	342	22,380	917,169	2,872	527
September	2,506	2,267	315	18,278	737,126	1,503	448
October	3,149	2,482	300	16,995	707,798	1,680	412
November	5,616	2,907	317	22,124	960,678	2,205	450
December	12,851	8,316	708	58,635	2,739,979	6,133	1,357
1968	69,736	63,971	7,983	641,426	\$26,825,181	53,650	13,613
1967	82,035	65,689	10,901	637,280	24,852,340	49,074	11,297
1966	72,701	63,202	8,312	673,325	20,341,080	52,023	8,422
1965	88,750	80,303	8,733	961,265	28,253,611	67,463	15,215
1964	105,495	94,732	11,392	1,258,845	37,046,131	84,565	22,010
1963	113,677	102,867	12,086	1,330,099	39,042,576	90,769	23,373
1962	115,128	100,892	13,461	1,277,326	36,852,706	88,042	23,848
1961	126,933	110,724	15,600	1,576,385	45,986,454	99,859	31,828
1960	117,333	104,300	12,697	1,277,092	36,264,304	89,954	21,626
1959	109,279	95,001	15,446	1,167,196	32,342,689	80,756	22,533
1958	130,613	114,709	16,192	1,662,689	47,462,166	103,947	33,919
1957	101,204	88,172	11,103	995,613	24,862,524	76,859	15,399
1956	91,129	79,795	11,574	876,189	20,686,559	68,584	13,925
1955	88,333	74,630	14,190	985,286	21,844,561	67,279	18,559

NUMBER OF PERSONS IN COVERED EMPLOYMENT ALL INDUSTRIES, BY MONTHS CALENDAR YEARS 1938-1969

YEAR	January	February	March	April	May	June	July	August	September	October	November	December	Annual Averages
1938.....	365,853	359,232	370,183	398,082	400,846	411,902	410,939	421,903	420,434	406,991	402,185	397,151	397,142
1939.....	384,295	382,964	395,206	406,953	423,575	439,375	389,978	398,424	401,703	402,649	399,423	393,019	401,464
1940.....	345,650	340,056	345,616	360,740	372,631	386,938	385,168	394,294	393,707	387,837	385,937	380,325	373,242
1941.....	358,602	355,158	365,270	382,400	395,075	408,889	413,428	426,588	426,172	407,962	406,908	400,176	395,552
1942.....	394,639	389,924	401,432	414,383	426,300	441,346	447,962	459,204	469,425	458,836	451,290	447,980	433,560
1943.....	438,388	438,028	448,062	457,199	457,855	473,775	478,044	480,061	482,595	475,004	472,846	470,435	464,373
1944.....	453,931	446,063	449,131	455,465	455,610	468,019	465,819	469,941	474,524	462,408	465,861	468,421	461,266
1945.....	464,056	466,271	471,279	469,202	466,017	471,508	469,407	463,665	452,111	448,869	451,274	454,660	462,360
1946.....	455,075	456,780	464,057	475,136	483,398	498,645	515,898	525,979	534,625	516,771	519,420	517,612	496,950
1947.....	517,729	511,369	517,852	513,429	518,079	524,428	542,287	546,512	552,701	534,468	533,051	530,671	528,548
1948.....	525,239	520,786	521,747	522,563	532,679	552,431	563,022	563,795	572,024	559,799	557,642	550,491	545,185
1949.....	522,424	513,258	513,226	522,743	527,067	539,824	537,895	550,467	552,512	534,768	534,255	534,681	531,927
1950.....	508,744	505,046	511,340	526,484	541,404	561,482	570,628	581,757	592,906	583,052	576,390	570,954	552,516
1951.....	551,901	548,598	553,366	563,084	577,077	589,242	593,543	595,416	600,490	592,401	586,780	583,319	557,935
1952.....	558,800	554,617	554,433	566,205	582,737	574,154	585,033	608,648	617,233	604,541	599,578	598,804	583,732
1953.....	575,174	572,430	577,068	592,411	603,264	616,957	623,083	628,301	632,368	620,946	609,479	602,748	604,519
1954.....	571,241	562,803	562,779	576,425	584,642	595,776	605,523	609,801	616,515	603,989	592,240	586,532	589,022
1955.....	558,899	554,048	560,927	586,487	600,460	614,186	622,495	631,000	635,773	622,139	616,225	610,363	601,084
1956.....	597,415	595,049	601,331	626,081	643,388	662,263	650,491	676,268	682,543	671,634	663,931	657,966	644,030
1957.....	630,417	625,526	630,628	651,049	667,669	680,109	688,075	693,702	697,409	682,534	670,840	659,681	664,803
1958.....	626,777	614,346	615,181	633,632	648,496	657,112	663,322	672,096	678,265	670,123	660,098	656,200	649,637
1959.....	648,969	636,509	637,439	656,659	672,328	681,052	687,452	696,423	703,535	695,979	685,305	680,638	673,524
1960.....	629,369	625,585	631,871	656,329	675,030	691,755	694,066	687,643	690,011	677,017	674,852	676,071	667,467
1961.....	655,504	651,750	658,210	683,431	702,112	719,311	721,557	715,005	717,127	704,123	701,433	702,573	694,345
1962.....	652,576	649,723	650,636	674,461	688,672	702,597	709,026	714,165	719,393	703,991	686,501	679,701	685,954
1963.....	678,722	675,955	676,872	700,104	714,814	729,414	734,680	740,887	746,044	730,625	713,130	705,948	712,266
1964.....	654,083	640,027	644,681	665,389	683,107	700,755	707,344	713,196	720,105	704,528	696,282	693,411	684,492
1965.....	671,068	666,416	671,006	692,515	710,867	728,678	735,544	741,245	748,150	732,024	723,157	720,010	711,723
1966.....	660,242	660,242	666,054	687,776	706,733	723,025	727,811	738,072	739,704	726,100	712,996	708,426	704,767
1967.....	687,197	687,609	693,457	715,607	735,504	752,025	756,497	766,753	768,224	754,786	741,078	736,271	732,917
1968.....	672,978	668,637	673,185	697,733	713,369	728,185	735,832	745,397	746,999	736,412	726,245	719,207	713,622
1969.....	700,787	696,775	701,286	726,644	743,449	757,906	766,195	775,613	776,803	766,154	755,508	747,982	742,925
1970.....	686,952	681,945	685,282	706,619	728,461	747,621	753,060	760,699	764,614	755,296	744,794	741,429	729,371
1971.....	715,641	711,070	714,231	736,160	759,223	779,312	784,982	792,563	796,229	786,622	775,506	771,823	760,280
1972.....	713,224	708,946	713,011	739,819	763,955	787,199	797,017	804,542	809,747	804,225	796,910	795,510	769,509
1973.....	743,545	739,799	743,962	770,897	796,321	820,326	829,979	837,529	841,995	836,987	828,834	827,122	801,434
1974.....	764,973	761,535	771,245	797,244	814,419	844,617	851,826	860,709	870,769	853,191	847,408	849,169	823,925
1975.....	795,030	791,853	801,718	829,912	848,337	879,330	886,024	894,778	904,942	886,718	880,473	882,054	856,764
1976.....	812,964	809,534	817,599	838,122	855,152	881,134	885,550	890,774	900,705	878,536	873,515	878,890	860,206
1977.....	845,680	842,859	850,563	871,935	889,729	916,310	920,768	926,342	935,258	913,080	907,433	912,862	894,402
1978.....	849,311	847,179	855,971	873,277	892,507	917,964	921,317	936,541	941,235	923,465	922,514	922,561	900,320
1979.....	882,453	880,603	889,124	908,522	928,664	955,127	958,430	974,023	977,643	959,904	958,215	958,620	935,944
1980.....	893,459	892,716	900,985	918,457	937,861	966,724	964,292	977,664	984,401	971,506	967,387	965,123	945,048
1981.....	929,428	929,084	937,006	955,053	975,672	1,004,377	1,002,292	1,015,673	1,021,645	1,009,037	1,004,508	1,002,044	982,152

¹Expanding coverage down to four or more resulted in covered employment increases by the end of 1956.

²Private industry coverage.

³Includes state and local government and private industry coverage, excludes federal government coverage.

EMPLOYMENT ACTIVITIES IN THE OFFICES OF THE DEPARTMENT

	NEW APPLICATIONS		COUNSELING		OPENINGS RECEIVED		NONAG. PLACEMENTS		AG. PLACEMENTS		REFERRALS TO TRAINING (MDTA)	
	1969	1968	1969	1968	1969	1968	1969	1968	1969	1968	1969	1968
STATE TOTAL.....	190,229	195,799	29,378	37,330	132,273	133,861	98,395	99,764	19,130	21,654	3,540	3,730
DISTRICT I.....	83,221	86,412	13,287	14,090	73,269	77,695	53,208	55,720	1,755	3,556	1,576	1,747
Minneapolis.....	32,436	30,168	3,376	3,753	37,075	37,836	26,292	26,528	445	372	633	756
Mpls. YOC.....	9,877	12,986	2,929	2,991	4,241	5,651	2,706	3,391	11	20	196	284
St. Paul.....	25,911	27,563	3,090	2,901	22,973	24,548	18,766	20,056	244	262	498	334
Selby-Dale.....	1,008	0	173	0	171	0	763	0	3	0	36	0
Hopkins.....	8,594	8,892	2,319	1,908	6,896	7,442	2,977	3,623	1,052	2,898	82	83
DISTRICT II.....	27,799	29,986	5,416	7,815	19,434	19,570	15,085	15,742	304	238	813	915
Duluth.....	7,191	7,946	1,344	1,510	9,543	9,923	7,323	7,588	115	46	169	264
Duluth YOC.....	4,672	4,662	1,498	3,011	1,208	860	1,582	1,917	26	5	88	120
Bemidji.....	3,771	4,275	589	479	1,474	1,784	1,256	1,516	107	110	161	77
Ely.....	964	852	43	335	759	751	663	779	0	0	22	21
Grand Rapids.....	2,668	2,590	462	467	1,457	1,328	706	651	7	19	47	56
Hibbing.....	2,921	3,088	477	710	1,453	1,447	1,240	1,194	4	1	109	225
Mora.....	2,331	2,717	537	949	973	973	544	474	45	57	163	54
Virginia.....	2,393	2,726	475	570	1,651	1,631	1,048	978	0	0	48	76
International Falls.....	888	1,130	51	196	940	873	723	645	0	0	6	22
DISTRICT III.....	29,707	28,465	3,530	5,326	12,244	10,653	10,683	9,365	1,823	1,940	621	415
Alexandria.....	2,940	2,904	190	460	1,585	932	1,413	901	133	127	13	118
Brainerd.....	2,898	2,602	294	270	1,301	1,294	1,108	846	8	5	144	59
Crookston.....	1,993	1,848	196	355	778	657	480	532	1,254	1,300	16	27
Fergus Falls.....	1,935	2,346	494	845	971	726	882	791	65	86	92	15
Little Falls.....	2,061	2,408	203	353	662	837	804	6	6	4	73	43
Moorhead.....	4,151	4,567	610	670	1,918	2,375	1,285	1,578	316	374	34	26
St. Cloud.....	10,078	8,378	1,274	1,984	2,650	2,339	2,645	2,254	14	1	148	119
Thief River Falls.....	3,651	3,412	269	389	2,379	1,493	2,066	1,351	27	43	101	8
DISTRICT IV.....	23,340	24,241	2,269	3,523	10,922	10,456	8,198	8,094	11,774	10,951	205	258
Fairmont.....	3,700	4,098	350	367	1,851	1,996	1,199	1,581	2,130	1,632	47	28
Mankato.....	6,175	5,732	410	918	3,140	3,168	2,489	2,469	174	37	54	101
Marshall.....	2,390	2,470	365	498	674	613	723	465	281	756	26	9
Montevideo.....	1,601	1,663	148	353	379	272	308	201	48	36	9	15
New Ulm.....	2,680	3,169	177	425	1,810	1,686	1,211	1,212	665	48	19	32
Willmar.....	4,517	4,687	253	417	1,924	1,462	1,436	1,236	7,984	8,098	22	54
Worthington.....	2,377	2,422	566	545	1,144	1,259	832	930	492	344	28	19



Directory of Offices Minnesota Department of Manpower Services

OFFICE	ADDRESS	TEL. NO.	COUNTIES SERVED
Albert Lea*	1617 W. Main St.	373-3951	Freeborn
Alexandria*	1118 Broadway	763-3188	Douglas, Pope, Stevens
Austin*	105 Eleventh Ave. N. E.	433-3457	Mower
Bemidji*	312 America Ave.	755-2936	Beltrami, Clearwater, Hubbard, N. Cass
Rural Minne-CEP	124 Beltrami Ave.	751-8012	
Brainerd*	224 W. Washington St.	829-2881	Crow Wing, Aitkin, S. Cass
Rural Minne-CEP	1104 Willow St. S. E.	829-2856	Becker, Beltrami, Cass, Crow Wing, Hubbard, Mahnommen, Morrison, Otter Tail, Todd, Wadena
Crookston*	114 W. Second St.	281-3593	Norman, Polk, Mahnommen
Detroit Lakes			
Rural Minne-CEP Center	819 Lincoln Ave.	847-9205	Becker, Beltrami, Cass, Crow Wing, Hubbard, Mahnommen, Morrison, Otter Tail, Todd, Wadena
Duluth			
Employment Service	407 W. Superior St.	722-7491	Carlton, Lake, Cook, S. St. Louis
Concentrated Employment Program	302 W. Second St.	727-8973	
St. Louis WIN Project	128 W. First St.	722-6659	St. Louis
Unemployment Insurance	407 W. Superior St.	722-7491	Carlton, Lake, Cook, S. St. Louis
Ely*	30 S. First Ave. E.	365-3177	N.E. St. Louis, N.W. Lake
Fairmont*	923 N. State St.	235-5518	Martin, Faribault, Jackson, Cottonwood
Faribault*	218 Central Ave. N.	334-5531	Rice and Part of Goodhue
Fergus Falls*	106 S. Union Ave.	736-2887	Otter Tail, Wilkin, Grant, Traverse
Grand Rapids*	310 N.W. Third St.	326-6669	Itasca, Aitkin
Hibbing*	505 E. Howard St.	263-3644	W. Central St. Louis, Itasca
Hopkins			
Employment Service	135 Shady Oak Road S.	935-5521	Part of Hennepin, Carver, Anoka, Wright, McLeod, Scott
Anoka Jobmobile	Third and Main St.	421-9610	Anoka
Unemployment Insurance	135 Shady Oak Road S.	935-8268	Part of Hennepin, Carver, Anoka, Wright, McLeod, Scott
International Falls*	344 Third St.	283-2641	Koochiching, Lake of the Woods
Little Falls*	106 First Ave. S.E.	632-5427	Morrison, Todd, Wadena
Mankato*	633 S. Front St.	389-6723	Blue Earth, E. Sibley, Waseca, Watonwan, LeSueur, Nicollet
Marshall*	307 W. Lyon St.	532-4433	Lyon, Lincoln, Redwood, S. Renville
Minneapolis			
Employment Service			
Downtown Office	309 Second Ave. S.	333-0192	Hennepin
Citizens Community Center	301 E. Lake St.	822-7625	(Southside Minneapolis)
Pilot City Employment Center	917 Plymouth Ave. N.	529-9121	(Northside Minneapolis)
Manpower Training Skills Center	2908 Colfax Ave. S.	339-9301	
Hennepin WIN Project	605 Fourth Ave.	330-7606	Hennepin
Apprenticeship Information	917 Plymouth Ave. N.	529-9121	Hennepin, Scott, Carver, Anoka
Unemployment Insurance	309 Second Ave. S.	333-0192	Hennepin
Montevideo*	222 N. First St.	269-8819	Chippewa, Yellow Medicine, Lac Qui Parle, Big Stone, W. Swift
Moorhead*	1215 Center Ave.	236-2191	Clay, Becker
Employment Service Center	Detroit Lakes	847-9246	Mahnommen, Hubbard, Becker
Mora*	100 S. Park St.	679-3611	Kanabec, Isanti, Pine, Mille Lacs, Chisago
New Ulm*	1200 S. Broadway	354-3138	Brown, Sibley, N.W. Nicollet
Owatonna*	Highway 65 S.	451-5774	Steele
Red Wing*	116 Broad St.	388-3526	Goodhue, Part of Wabasha
Rochester*	107 Fourth St. S. E.	289-3368	Olmsted, Dodge, Part of Fillmore, Part of Goodhue
St. Cloud*	115 S. Fifth Ave.	255-3266	Stearns, Benton, Sherburne
St. Paul			
Employment Service			
Downtown Office	390 N. Robert St.	227-7301	Ramsey, Dakota, Washington
West Side Branch	421 S. Robert St.	225-6569	(West Side St. Paul)
Selby-Dale Branch	637 Selby Ave.	221-6451	(Summit-University Area, St. Paul)
Har Mar Branch	2100 N. Snelling Ave.	631-2566	(Village of Roseville and vicinity)
Manpower Training Skills Center	235 Marshall Ave.	227-9121	
Ramsey WIN Project	333 Sibley St.	223-5365	Ramsey
Apprenticeship Information	637 Selby Ave.	221-6451	Ramsey, Dakota, Washington
Apprenticeship Information	390 N. Robert St.	227-7301	Ramsey, Dakota, Washington
Unemployment Insurance	390 N. Robert St.	227-7301	Ramsey, Dakota, Washington
Thief River Falls*	316 N. LaBree Ave.	681-1100	Pennington, Kittson, Red Lake, Roseau, Marshall
Virginia*	214 N. Fifth Ave.	741-6996	N.W. and E. Central St. Louis
Willmar*	324 W. Third St.	235-3222	Kandiyohi, Meeker, E. Swift, N. Renville
Winona*	163 Walnut St.	452-2861	Winona, Houston, Wabasha, N.E. Fillmore
Worthington*	321 Eleventh St.	376-3116	Nobles, Rock Pipestone, Murray

*Employment and Unemployment Insurance services.
Above listing includes only full-time offices.

