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Minnesota Department of Manpower Services

> ANNUAL REPORT 1970



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### Directory of Programs Minnesota Department of Manpower Services

#### EMPLOYABILITY DEVELOPMENT PROGRAMS

Concentrated Employment Program (CEP) Counseling Job Corps Manpower Development and Training (MDTA) Military Experience Directed into Health Careers (MEDIHC) Model Cities Program Neighborhood Youth Corps (NYC) Pilot Center Project Reservation Representatives Supplemental Training and Employment Program (STEP) Work Incentive Program (WIN)

#### EMPLOYER RELATIONS AND PLACEMENT

Apprenticeship Information Centers (AIC) **Community Employment Development** Foster Grandparents Green Thumb, Green Light Interarea Recruitment Service Immigration Services Job Bank System Job Opportunities in the Business Sector (JOBS) Job Placement Manpower Matching National Alliance of Businessmen (NAB) Occupational Analysis - Industrial Services (OAIS) Older Worker Training Development Project **Operation Mainstream** Professional Office Network (PON) **Rural Manpower Services** Senior Aides Program 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 Employment Security Automated Reporting System (ESARS) Job Openings Labor Turnover Statistics Program (JOLTS) Public Works and Economic Development Act (PWEDA) Test Development Trade Union Relations

#### **INCOME MAINTENANCE PROGRAMS**

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

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Minnesota Department of Manpower Services

ANNUAL REPORT 1970

#### The Year of the

### COMPUTER

1970 brought spectacular advances in the use of computer facilities within the Minnesota Department of Manpower Services.

The computer is streamlining the administration of Department services. It is aiding job finding and matching, refining statistical data, speeding unemployment compensation payments and increasing efficiency of operations.

The final outcome of computerization will be improved service to employers and jobseekers; faster processing of unemployment compensation claims; optimum utilization of resources; better management planning and control; and maximum service.

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### **MINI-VIEW OF MDMS**

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 an important goal, leading to a broader fulfillment of the Department's function of matching qualified applicants with available jobs.

As a participant in federal manpower programs, 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. Funds to make these payments are accumulated through a tax on the employers.

The State Employment Service serves both the worker and the employer. A network of 33 full-time "local" offices, and 15 full-time auxiliary offices located in areas of special need, plus itinerant service to more than 50 smaller communities, provides the largest single resource for matching jobs and workers in the State.

### HIGHLIGHTS OF 1970

#### MANPOWER SERVICES

New Jobseekers Registered	198,688
Counseling Interviews	31,108
Jobseekers Tested	31,950
Nonfarm Job Openings Received	114,063
Total Job Openings Filled	86,403
Nonfarm	
Disadvantaged 4,620	
Veterans	
Farm 18,231	
Nonfarm Employers Served	16,236
Nonfarm Employers Visited	15,889

#### UNEMPLOYMENT COMPENSATION

Persons Receiving Payments	99,105
Amount Paid	\$ 53,059,456
Unemployment Compensation Fund	
Balance Dec. 31, 1970	\$117,680,265
Balance Dec. 31, 1969	\$118,983,477

Minnesota Manpower Services Law

#### **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.

### NONMANUFACTURING JOBS BOLSTER EMPLOYMENT

The extremely high level of business activity in the 1965 through 1969 period was interrupted by an economic downswing in 1970. This downturn affected Minnesota work force data to a significant degree.

The civilian work force advanced 25,600 or 1.6 per cent from 1969. The average increase for the five previous years, however, was 41,000 or 2.8 per cent.

Employment during 1970 averaged 1,600,900 jobs, edging downward 1,100 from 1969. The nonagricultural segment posted an increase of 7,000 but a decline in agricultural employment more than offset this slight rise.

Nonagricultural wage and salary em-

ployment, totaling 1,308,500 was up 7,300 or 0.6 per cent from last year. Wage and salary employment in the manufacturing sector declined 12,300 jobs from the 1969 annual average.

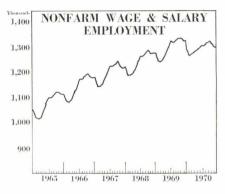
Approximately 92 per cent of the manufacturing decrease was centered in the production of Durable Goods. Machinery manfacturing, recording downswings of 2,700 in Electrical Machinery and 2,400 in the Nonelectrical segment, was largely responsible for the decline. The Other Durable Goods category, which includes Ordnance, Scientific Instruments and other miscellaneous industries, also posted a sizeable decrease of 4,000.

Service employment averaged gains of 7,300 and Government was up 6,900 workers. The upswing in Service employment was primarily in hospital and medical facilities. The increase in Government employment was concentrated in the educational sector of State and local governmental activity.

Unemployment rose sharply by 22,000 or 45.7 per cent from a year ago to reach an annual average of 70,100 in 1970. This was the highest annual average of unemployment since 1964.

The workweek of factory production workers averaged 40.0 hours in 1970. This substantial downturn from the 41.2 hours recorded in 1969 reflects the economic slowdown experienced in 1970.

Despite the decrease of 72 minutes in



#### HOURLY EARNINGS Factory Workers (Average)

1965	\$2.72	
1966	2.80	
1967	2.97	
1968	3.13	
1969	3.32	
1970	3.54	

#### WEEKLY EARNINGS Factory Workers (Average)

1965	\$112.06	
1966		
1967		
1968		
1969		
1970		

#### WEEKLY HOURS Factory Workers

						(	A	1	V	el	r	a	g	e	)								
1965	•									•		×				•	•	•					41.2
1966	•		3		•	•	•		•	•	•	•	•	ž			•	•	•		•	•	41.5
1967			•				•	•		•	•	•		•		•	•			•	•	•	41.2
1968		•		,			•			•			•					•	•	•		•	41.2
1969				•	•	•	•	•					•								•		41.2
1970			•		•	•	•	•	•	•		•	•	•		•	•	•	•	•	•		40.0

the workweek, the earnings of production workers advanced \$4.82 from a year ago to reach an average wage of \$141.60 per week. This increase is attributable to an increase of 22 cents in hourly earnings.

Wage and salary employment in the five-county metropolitan area rose from an annual average of 786,349 in 1969 to 790,007 in 1970. The increase represented growth at the rate of 0.5 per cent. Manufacturing employment decreased by 12,946 jobs while nonmanufacturing employment was up 16,602. The average rate of unemployment was up to 3.4 per cent in 1970 from 1.9 per cent in 1969.

#### MINNESOTA WORK FORCE

	1970 (000)	1969 (000)	Per Cent Change
Civilian Work Force	1,676.0	1,650.4	1.6
Employed	1,600.9	1,602.0	-0.1
Nonagricultural	1,459.4	1,452.4	0.5
Wage and Salary	1,308.5	1,301.2	0.6
Self-Employed	151.0	151.2	-0.1
Agricultural	141.5	149.6	54
Hired Workers	18.7	18.8	-0.5
Self-Employed and Family	122.8	130.8	-6.1
Persons in Labor Disputes	4.9	0.3	
Unemployed	70.1	48.1	45.7
Unemployment Rate	4.2%	2.9%	

### SERVICE TO JOBLESS INCREASES

The Department is responsible for determining employer liability under the Minnesota Manpower Services Law and for collecting employer contributions.

#### Wages and Contributions

Total wages paid in 1970 to workers in private industry who were covered by the Minnesota Manpower Services Law were \$6,781,837,544, an increase of six per cent over 1969. Since 1960, when total wages were \$3,252,330,339, there has been an increase of \$3,529,507,205 or 109 per cent.

Wages paid to State and local government employees covered by the MMS Law are not included in the above figures. In 1970, wages paid to these employees amounted to \$288,399,532. The total wages of all covered employees amounted to \$7,070,237,076. Average monthly covered employment increased from 982,152 in 1969 to 984,206 in 1970.

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 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.

Total net contributions received from covered employers in 1970 increased 0.2 per cent from 1969. Voluntary contributions in 1970 amounted to

#### TAXABLE WAGES

#### Per Cent of Total Wages

1950		9%
1951		7%
1952		4%
1953		2%
1954		1%
1955		8%
1956		7%
1957		5%
1958		3%
1959		1%
1960	5	9%
1961		8%
1962	5	7%
1963	5	5%
1964	5	4%
1965	5	3%
1966		9%
1967		7%
1968		5%
1969		2%
1970		9%

\$803,981 or 105.5 per cent more than in 1969.

Employers assigned contribution rates totaled 45,997 for calendar year 1970, compared with 45,596 for 1969.

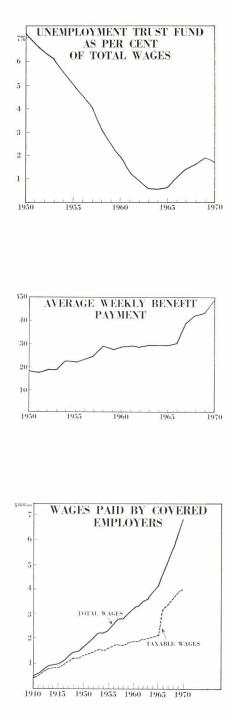
A total of 43,563 employers were assigned experience rates for calendar year 1970. Of these, 2,434 were assigned 2.7 per cent, the standard rate for new firms or firms whose predecessors had unpaid charges; 32,276 were assigned the lowest contribution rate, 0.7 per cent; 9,031 were assigned rates from 0.8 to 4.4 per cent; and 2,256 were assigned the highest experience rate, 4.5 per cent.

Advice and auditing is available to employers from field auditors located throughout the State. During 1970, 5,200 audits were conducted. More than \$805,000 in unemployment compensation taxes, interest and penalties were collected.

Each administrative determination of employer liability under the Minnesota Manpower Services Law can be appealed. During 1970, Department referees conducted 56 liability hearings (see page 36).

As of December 31, 1970, the total in the Unemployment Compensation Fund was \$117,680,265. This represents a decrease of \$1,303,212 from the \$118,983,477 balance on December 31, 1969.

A net total of \$53,059,456 was paid out in benefits in 1970; \$52,206,488 were received from contributions and interest earned during the year.



#### WAGES AND CONTRIBUTIONS

	1969	1970	Change
Total Wages	\$6,410,830,470	\$6,781,837,544	\$371,007,074
Taxable Wages	3,967,298,449	4,028,309,251	61,010,802
Total Contributions Received	46,483,817	46,562,871	79,054

#### **Claims Activities**

New unemployment compensation claims following layoffs in private industry (UC) and in State civil service (UCS) more than doubled from 61,861 in 1969 to 124,935 in 1970. Initial claims filed by laid-off federal civilian employees (UCFE) increased from 794 to 1,282 and military ex-servicemen (UCX) from 3,916 to 11,331.

Benefits for unemployed workers from private industry (UC) are paid from the Unemployment Compensation Fund. Benefits for State employees (UCS) are paid from administrative funds of the respective Departments of the State of Minnesota. Payments to federal civilian employees (UCFE) and ex-servicemen (UCX) are administered under agreements with the U.S. Department of Labor. The Minnesota Unemployment Compensation Fund is reimbursed by the federal government for actual benefits paid to UCFE and UCX claimants and additional costs of administering the programs.

Each new claim requires a review of the claimant's employment record during the preceding year; wage and separation information from employers; computation of weekly and total benefit amounts; and a determination of entitlement.

During 1970, MDMS offices accepted 1,150,887 continued claims for UC benefits alone, contrasted with 548,601 in 1969, a 109.78 per cent increase. UC claims resulted in a net total payment of \$53,059,456 for 1,085,000 weeks of unemployment.

All new and continued claims are reviewed to assure entitlement before payment is made. Some require investigations of job separations, work refusals or claimants' failures to meet eligibility conditions such as ability to work, availability for work or requirements to actively seek work. Such issues may be raised from information supplied by the claimant or may be raised by an employer or the Department.

During 1970, the Department investigated 57,852 issues of which 36,735 resulted in disqualification. Of the total \$24,180,000 UC benefits chargeable to employers in the first half of 1970, \$8,833,098 were canceled due to disqualification.

An individual who worked in one state can often claim benefits in another. The mobility of Minnesota's work force was evidenced by 10,224 new claims and 63,376 continued claims filed by Minnesota workers in other states. In contrast to increases in other MDMS claims activities, interstate claims increased by only 67 per cent for new claims and 61 per cent for continued claims.

#### **REVISED STANDARDS**

Although operating as a Department of the State of Minnesota, MDMS is subject to federal standards. In May 1970, the Secretary of Labor granted states more leeway in assisting claimants. Revised standards enable state administration of UC based more on reasonableness and claimant needs than on rigid formulas.

The new approach invites experimentation with scheduling for continued reports or reports by mail. Development of new methods for testing claimant availability for work and providing manpower services is encouraged. **SEAC.** In 1969, the Twin Cities metropolitan area was one of five urban areas chosen to experiment with special jobseeking services to claimants. During 1970, the experimental project—Specialized Employability Assistance to Claimants (SEAC)—became an integral part of the Twin Cities benefit payment operation.

The goal of SEAC is to shorten a claimant's period of unemployment. The project provides claimants with individual and comprehensive "seek work" advice and current job market information enabling them to conduct an informed and systematic job search.

Mail Claims. In 1970, the Department began an experiment with mail claims for claimants who lived substantial distances from the Duluth and Hopkins offices. Claimants were required to file new claims in person, file continued reports and detailed eligibility and jobseeking statements by mail. They reported periodically in person for a review of continued eligibility.

The practice of accepting mail claims was also adopted at other locations. At the end of the year, between 20 and 25 per cent of approximately

#### UNEMPLOYMENT COMPENSATION

	1970	1969	Change
Initial Claims	184,636	96,793	87,843
New	124,935	61,861	63,074
Additional	51,861	30,537	21,324
Interstate	7,840	4,395	3,445
Continued Claims	1,150,887	548,601	602,286
Interstate	41,569	22,269	19,300
Weeks Paid	1,085,000	549,203	535,797
Net Benefits Paid	\$53,059,456	\$23,743,125	\$29,316,331
Average Weekly Amount	\$48.90	\$43.23	\$6.57
First Payments		47,003	43,621
Benefit Éxhaustees		11,564	11,459
Benefit Recipients		55,858	43.247

#### **1970 UCFE AND UCX ACTIVITY**

1	UCFE Only	Joint UCFE-UC <sup>1</sup>	UCX Only
Initial Claims Filed	1,282		11,331
Weeks Paid	9,521	7,991	84,498
Amount Paid	\$467,389	$$55,726^{2}$	\$4,344,025
Average Weekly Amount	\$49.09	$$6.97^{2}$	\$51.41
First Payments	630		7,773
Exhaustions	288	98	958

<sup>1</sup>Federal portion only

<sup>2</sup>Federal funds only

10

20,000 active claimants were filing continued claims by mail.

Mail claims reduce claimant travel costs and waiting time and relieve congestion in MDMS offices. Although taking longer to process, mail claims, because of a more predictable work flow, permit more efficient use of staff, office space and equipment, and have reduced the time and cost of traveling to itinerant offices.

**Peripheral Offices.** Claims services for residents of the seven-county area including the Twin Cities were provided by offices located in the downtown areas of Minneapolis and St. Paul and in Hopkins. To eliminate the cost of parking and to relieve pressures on office facilities, the Department established a UC suboffice at Anoka and completed plans for another at Farmington.

The Farmington office, opening early in 1971, will be an experimental operation. The Farmington operation will differ from other experiments in that mail claims will then be studied to determine more economical ways to perform the work.

The objectives of mail claim and related experiments are:

to develop ways and means to provide more personalized claims service;

to reduce congestion in MDMS offices;

to reduce repetitive clerical tasks;

to increase eligibility reviews; and to improve prevention and detection of overpayment and fraud.

#### Appeals

Department administrative decisions on claims are subject to claimant or employer appeals. Appeals activity increased 118.22 per cent, from 2,321 received in 1969 to 5,065 in 1970.

#### **Overpayment and Fraud**

MDMS benefit overpayment prevention and detection provides maximum protection to the Unemployment Compensation Fund. Detection methods include cross matching benefit payments and records of wages, auditing claims records, verifying return-to-work dates and wages reported by claimants, and investigating employer protests or tips received.

In 1970, the Department ruled on 3,409 overpayment cases involving \$231,740.61. Of those cases, 261 were determined fraudulent, the balance due to misunderstanding or honest error.

Flagrant cases of fraud are reported for further review to the State Assistant Attorney General assigned to the Department. Court action is initiated in cases believed to warrant prosecution. Disqualifications are imposed on claimants involved in fraud cases that are not prosecuted.

Benefit overpayment recoveries in 1970 totaled \$199,649.54, including cash refunds as well as benefits due but withheld from claimants to apply on their overpayments.

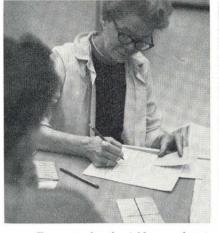
During 1970, MDMS developed plans for converting UC processes to a third generation automatic data processing system. The new system is expected to provide faster, more economical tax collections, benefit payments and appeals processing.

#### **Training Payments**

During 1970, the Department issued 88,700 checks totaling more than \$3 million to Manpower Development and Training Act (MDTA) trainees. Total average weekly payments amounted to \$60,000; the high weekly payment was \$82,495.74. The largest number of checks written in a week was 2,311. A total of 3,260 eligibility questionnaires and referrals to training were processed. At the end of the year, 1,399 trainees were in training and eligible for allowances.

MDTA payments for the year showed a marked increase over 1969, when 68,016 checks were issued for a total of \$2,322,670.

For the WORK INCENTIVE program (WIN), the Department issued



First step for the jobless worker is to file for unemployment compensation benefits at an MDMS office.

Length of unemployment lines, right, varies with season of year and with economic conditions.

16,456 checks totaling \$269,270. At the end of the year, 1,431 WIN enrollees were eligible for allowances.

#### DUA

During 1970, the Governor, the federal Manpower Administration and the Office of Emergency Preparedness entered into agreements to implement the Disaster Unemployment Assistance (DUA) provision of the Federal Disaster Relief Act of 1969.

The authorization for DUA payments was for four periods, going back to August 6, 1968. This was the beginning date of heavy rains and flooding in five counties in south central Minnesota. Also included as areas eligible for DUA because of heavy rains and/or flooding were 70 counties all of the State except the northeastern counties—beginning March 22, 1969; four counties in southwestern



Minnesota, beginning June 25, 1969; and eleven northwestern and north central counties, beginning May 15, 1970.

Approximately 11,000 DUA claims were filed; \$1,300,000 were paid during 1970.

#### **Federal Amendments**

The federal Employment Security Amendments of 1970 do not change the basic UC program but do incorporate some of the most substantial changes in detail since the inception of the program. Amendments to the Minnesota Manpower Services Law to conform to the 1970 federal amendments will go into effect on various dates during 1971. Provisions include extensions of UC coverage to more workers, modification of employer liability and changes in benefit requirements.

# COMPUTER IDENTIFIES COSTS, RESULTS

Reorganization of the Administrative Services Division in late 1970 was designed to bring together like functions and to improve internal organizational methods. The reorganization was necessitated by continued growth and changes in activities and services and by increased emphasis on computer services. The trend is toward the use of data supplied as a by-product of activities rather than as a result of manual counts and tabulations.

In addition to Research and Planning, two new branches were created —Electronic Data Processing Management, including the Systems group, and Business Management. The Training Unit was added to the Personnel Section.

#### **Research and Planning**

Special surveys investigating the cost and feasibility of extending unemployment compensation coverage to hired agricultural workers in Minnesota were completed late in 1970 for reporting to the 1971 State Legislature. The surveys involved a sampling of both farm employers and hired workers.

A study was initiated in late 1970 to determine the adequacy of unemployment compensation benefits. Benefits will be examined as to: general economic costs of maintaining given levels of purchasing power under different economic conditions; work and job search incentives or disincentives as they relate to the recipient; changes in social and economic philosophy regarding income maintenance programs; the relationship between unemployment compensation benefits and other income maintenance relative to risks to which the worker is subjected; and the administrative and operational costs of providing differing levels of benefits that are based on the worker's recouping some portion of income loss due to unemployment. A preliminary report will deal primarily with the changing philosophy of unemployment insurance and its relation to other income maintenance.

The Research and Planning Section maintains and develops reporting

A statistical supplement to the 1970 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. systems, and plans useful data output. The Employment Security Automatic Reporting System (ESARS) provides detailed information on the characteristics of applicants registering with MDMS offices throughout the State and on the amount and kinds of service given to individuals. The system is part of a standardized nationwide reporting system designed to monitor manpower programs sponsored by the U.S. Department of Labor. The data serves as a basis for evaluating services to applicants and operations of the State Employment Service.

A salary survey was conducted in 1970 for the Civil Service Department to provide information useful for setting competitive salaries for State employees. Another survey is scheduled for 1971. These surveys provide select occupational wage data by county and industry, which is disseminated through an annual publication. Some wage and fringe benefits data is also collected from unions that operate in Minnesota.

Work has been initiated to develop a joint working relationship with the Bureau of Labor Statistics to procure wage data on a current basis for a broad spectrum of occupations which are nationally and regionally representative of industry, commerce and government.

The solicitation of job openings statistics from a sampling of employers in the Minneapolis-St. Paul metropolitan area was sufficiently advanced in 1970 to begin publishing monthly estimates of job openings statistics early in 1971. Quarterly statistics are also being developed to provide information on trends in labor demand for different occupational groupings and for different industries. Ônce an adequate historical series is developed, job openings statistics can be used with other work force data and labor market information to evaluate current conditions in the labor market and to forecast short-run shifts in the supply and demand for labor, by industry and occupation. Periodic reports on this program are developed and are made available to interested parties.

The Economic Indicator series, published monthly in the *Highlights of the Minnesota Economy*, was restructured in 1970 to show: (1) an overall impression of the health of the economy and its directional movement, (2) how well manpower is being utilized both in the nation and in the State and (3) how well the worker and his family are faring in terms of earnings, income maintenance and general welfare.

Through an expansion of sample size and an introduction of some refinements in techniques, the CURRENT EMPLOYMENT STATISTICS PROGRAM was improved in 1970 to provide better monthly estimates of employment, hours and earnings statistics. Work is continuing on a reexamination of the unemployment estimating technique.

#### Personnel and Training

The Personnel and Training Section provides the Department with the human resources that it needs to accomplish its mission. The personnel function relates to the recruitment, evaluation and retention of staff. The training function relates to the development of this staff. Administration of MDMS programs requires continuous attention to the development and coordination of on-the-job and classroom training for both new and experienced employees.

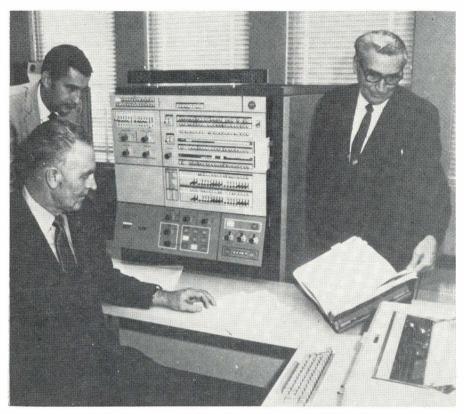
At the end of 1970, the Department employed 1,309 individuals full- or part-time. Minority group members made up approximately 7.5 per cent of full-time staff, with about 40 per cent in professional and management positions.

A number of paraprofessional classes have been established to enhance the advancement of minority group members within the Department and also to provide a means of advancement for persons employed in primarily clerical activities. During the past year, a number of paraprofessional positions were established in the smallest local offices. This brings the number of persons employed in these kinds of classes to 63, or approximately 5.5 per cent of the total staff.

During 1970, the Minnesota Department of Manpower Services conducted 35,518 man-hours of inservice training. In-service training was supplemented by special outservice training programs at accredited educational institutions, under the auspices of the federal and State governments.

#### **1970 ADMINISTRATIVE EXPENSE**

Personal Services	\$ 8,611,015
Personnel Benefits	1,315,615
Occupancy	549,497
Travel	266,349
Supplies	273,211
Communications	156,694
Equipment Rentals	300,563
Equipment Purchases	40,283
Equipment Maintenance	23,935
Outservice Training	79,038
Advertising	20,437
Registration and Training-WIN Program	324,791
Services*	388,121
Noncurrent Payments on Contracts	241,137
Other	328,894
Total	\$12,919,580
*Includes navments made for special studies:	



Improvements resulting from revised and additional computer services and new computer equipment will make better public service possible. Even as the highly flexible third generation computer went into operation, plans were being made to expand its usefulness.

#### **EDP** Management

The Electronic Data Processing Management Branch provides an important resource for processing the large amount of data associated with providing unemployment insurance and employment services to the people of Minnesota.

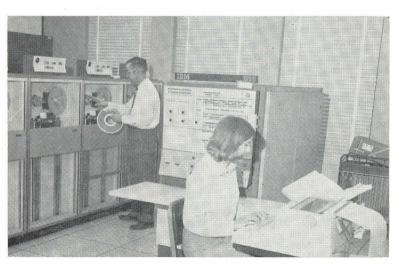
During 1970, several changes in the EDP area were made to provide better public service through improved operations. These changes included reorganization, new computer equipment, and a number of revised and additional computer services.

1970 saw the replacement of the Department's second generation computer by faster, more powerful and highly flexible third generation computer equipment. This equipment will allow the Department not only to meet the expanding requirements of the U.S. Labor Department programs but to begin planning for future improvements designed to increase the responsiveness of the Department to public needs.

The Employment Security Automated Reporting System (ESARS), Cost Accounting and the Twin Cities Job Bank were new major systems implemented during 1970.



Keypunchers put data on tabulating cards.



360 Computer processes information from cards and magnetic tape.

In addition, work was begun on the redesign of existing applications.

The future of the EDP Branch will include expanded services to meet user requirements. These will be accomplished by integrated data banks, management information systems and direct processing of data through online inquiry and update.

#### **Business Management**

Business Management is concerned primarily with the Department's financial administration, purchasing and budget preparation, building management and office services.

To comply with an order of Congress, the Department implemented the Accrual Cost Accounting System in mid-1970. This method is an integral part of the accounting and management systems of the U.S. Department of Labor, and facilitates the information from which costbased budgets and resources control can be determined for the nationwide Employment Security network.

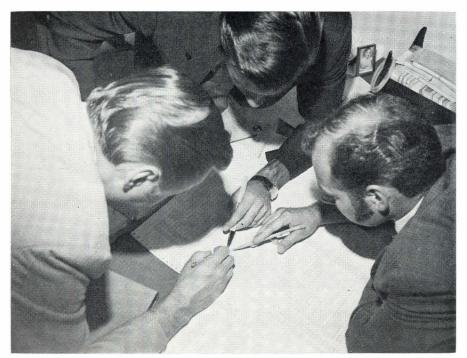
In Minnesota, information obtained through Accrual Cost Accounting will increase efficiency in management and provide economy in use of resources.



Console operator places data on magnetic tape.



Automated equipment sorts tabulating cards.



Planning is an integral part of programming.

#### **Management Analysis**

About three years ago, steps were taken within the Department to implement a management improvement program for public employment agencies affiliated with the Manpower Administration. Cost reduction and improved efficiency of operations are the program's objectives; prominent features include a computer-based systems approach to management.

To bridge the gap between traditional management practices and modernized management techniques, an organization must make a number of changes; implementation of the management improvement program is no exception. Older techniques and systems must be modified, changed or obsoleted; newer techniques, adaptations or systems must be debugged. These changes affect those working within an organization, who may also have to change. Within this context, management analysts serve to smooth resistance to change.

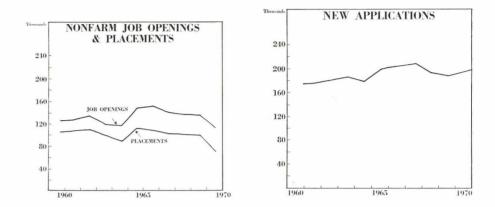
The Planning, Programming, Budgeting System (PPBS) and Management Information System (MIS) are two of the new tools available for use in the program. These systems help management make effective decisions in such areas as planning, organizing, staffing, control and communication. Approximately 36 such projects or special assignments were received during 1970.



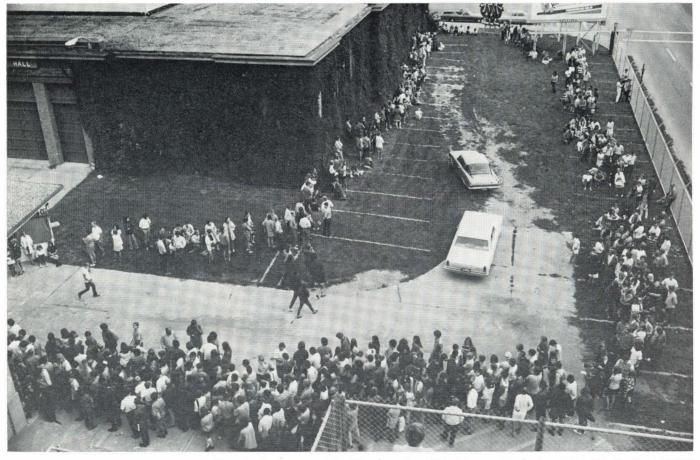
As postal service in the Twin Cities came to a halt in March 1970, the Department set in motion arrangements to facilitate action on unemployment compensation claims throughout the State and to keep correspondence moving between the Twin Cities and other MDMS offices.

Mail reached its destination because employees mailed it at points where postal service was being maintained. A courier service, set up through State Employment Service Field Operations, provided an orderly arrangement for getting mail into the State Headquarters and back to the Local Offices. Personnel normally involved in travel as part of their job and other traveling personnel were pressed into service as couriers.

The Associated Press and United Press International provided timely statewide coverage for informational news stories, including the monthly release on employment and unemployment in Minnesota.



During 1970, the Minnesota Department of Manpower Services made 86,403 placements—68,172 nonfarm and 18,231 farm. Applications received totaled 198,688 and nonfarm job openings received totaled 114,063.



First-day lineup in 1970 for Minnesota State Fair jobs numbered about 1,500. The St. Paul MDMS Office annually provides placement services at the Fairgrounds.

### ALL-OUT DRIVE SEEKS JOBS FOR VETERANS

The policy of the Minnesota Department of Manpower Services on veterans is to provide them with maximum job opportunity in gainful employment through the use of total Employment Service staff and facilities. Counseling and placement service to veterans are supplied on a priority basis.

Each of the 33 full-time MDMS offices has a Veterans Employment Representative whose primary responsibility is to ensure that all veterans receive this priority of service.

Personalized services were offered to more than 14,500 recently separated Vietnam-era veterans by MDMS offices during 1970. Each of these veterans was contacted by phone or was visited personally by the local Veterans Employment Representative who offered the services provided by the Department. Personal contact is also made with disabled veterans about to be discharged from Veterans Administration hospitals at Minneapolis and St. Cloud, by local Veterans Employment Representatives who spend a half day each week at the hospitals.

During 1970, new veteran applications for work increased to 43,322, a gain of 10,475 over 1969. MDMS offices made 21,942 veteran placements, a decrease of 8,117 from the previous year.

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. The State Veterans Employment Representative provides functional supervision of veterans' employment activities in Minnesota.

#### Jobs for Veterans Campaign

Servicemen returning to civilian life now may anticipate, because of the current employment situation, that a more energetic and planned employment search will be required. For this reason, the President announced on October 15 a JOBS FOR VETERANS program.

Jobs for Veterans is a nationwide effort to highlight the quality of the American veteran, whose blend of skills and self-discipline makes him an ideal candidate for employment. This program will increase the awareness of the veteran's potential as an employee. Public and private employers are expected to provide veterans with widened job and training opportunities.

The Jobs for Veterans program to assist returning veterans to obtain



Three MDMS offices received awards in 1970 for outstanding service to veterans: Hibbing, Fairmont and Bemidji.

employment or to improve their job opportunities through additional education or training will receive, during 1971, the highest priority and fullest support of the Minnesota Department of Manpower Services.

Jobs for Veterans in Minnesota will be directed toward four objectives:

- increasing statewide awareness of the veteran as a job candidate;
- ★ utilizing existing programs that can link the veteran with job and training opportunities;
- ★ stimulating the formation of community action groups at State and local levels; and
- ★ encouraging public and private employers to actively seek out and hire veterans.

### MDMS RESOURCES FILL MANPOWER NEEDS

#### Counseling

During 1970, the Minnesota Department of Manpower Services conducted 31,108 counseling interviews.

Many applicants coming to MDMS offices are not really certain as to the kind of work they are best suited for nor are they always sure what kind of job they want. MDMS counselors assist jobseekers with vocational planning by helping them determine the kinds of jobs that meet their interests and capabilities. This is especially true for young people, but not exclusively. Others may have to change jobs due to plant relocation, age, handicap, loss of job or other factors. In seeking a new job, applicants often rely on past work experience and training; therefore, counselors help applicants make an assessment of their past skills and abilities and capabilities. Counselors also utilize the services of job development and placement specialists. Those—especially young people—who need skills to make them ready to take a job are referred to training programs. Training opportunities are usually offered through the Manpower Training and Development Act, JOB CORPS or other manpower programs.

The Department maintains an ongoing program to train counseling personnel. Many counselors have completed master's degrees in counseling and guidance through in-service training and an accelerated graduate program. Others have taken specialized courses providing equivalent training.

In 1970, the Department began sponsoring an institute at St. Cloud State College to train interviewers in counseling skills. Through the institute, MDMS will be able to utilize more fully the skills and knowledge of experienced interviewers—especially those dealing with the problems of disadvantaged persons—and to meet the need for more counselors.

#### INDUSTRIAL SERVICES

MDMS has continued to assist employers with manpower problems during 1970. Through its INDUSTRIAL SERVICES program, the Department assists employers and other organizations with problems relating to selection, job restructuring, turnover and absenteeism, job classification and other phases of personnel management.

A supplement to the Industrial Services Handbook—A Handbook for Job Restructuring—was distributed to all Department offices. This supplement updates the original handbook and provides each office with additional source material for use in offering industrial services.

A brochure Are You Creative With People? and a 53-page pamphlet Developing Your Manpower were also made available to most MDMS offices. With the addition of these publications, the Department has been able to improve employer relations by offering something concrete in the form of printed matter to assist in solutions for commonly experienced manpower problems.

#### **CAREER INFORMATION**

In December 1969, to meet the need for occupational information by MDMS offices, State agencies and others, the Department established a CAREER INFORMATION program.

During the past year, over 16,000 copies of 85 documents were distributed through the Career Information program to MDMS offices. In addition, a 28-page pamphlet Merchandising Your Job Talents and a booklet How To Prepare Yourself For Job Interviews were revised and distributed throughout the State. A revised edition of Minnesota Licensed Occupations will be available in 1971.

A comprehensive library of information related to jobs and training is being developed in the State office. To maintain orderly expansion within and efficient retrieval from the library, a filing system was developed in 1970 to encompass the variety of career information materials used within the Department. This system will also be implemented in all MDMS offices during 1971 to organize and improve the flow of available information to Department staff and the general public.

Over 300 requests for career-related information were received in 1970 from MDMS personnel and from outside the Department. These requests were answered by sending available pamphlets or brochures, preparing original material or referring them to other sources.

#### TESTING

The Minnesota Department of Manpower Services maintains an extensive testing service-using the U.S. Training and Employment Service (USTES) aptitude, proficiency and achievement tests-to provide information used in the counseling, classification and selection of job applicants. In 1970, 13,846 General Aptitude Test Batteries (GATB), 9,200 Specific Aptitude Test Batteries (SATB) and 9,785 proficiency tests were administered to applicants at MDMS offices. To facilitate this extensive use of testing, computerized scoring techniques-required to handle large volumes of tests with speed and accuracy-are applied to all employment service tests except typing tests.

The GATB is used in the development of Specific Aptitude Test Batteries, now available on over 450 different occupations, to determine whether an individual has the potential to perform the major requirements of a job successfully. A recently revised Occupational Aptitude Pattern (OAP) structure, based on the 450 specific aptitude test batteries, enables a counselor to relate an individual's GATB test results to over 1,200 jobs and thus has improved the use of the GATB for employment counseling.

The cooperative school program, which includes testing, counseling and post-graduation job placement services without charge to the student, is a service provided by MDMS offices to high school seniors (see page 26). Under this program, the GATB was administered to about 8,000 seniors in 1970; additional proficiency tests were administered to about 2,000 clerical students. To increase the usefulness and coverage of the school program, MDMS also provided training on the administration and interpretation of the GATB to over 500 high school counselors in the State.

As a participant in the federal-state cooperative test research program, the Department participated in 30 studies during 1970. This program provides new and better tests and test methodologies that can be used by MDMS offices in providing improved services to the public. Nine of these studies were completed and submitted to the Manpower Administration.

Electronic data processing plays an ever-increasing role in test research studies. Computer programs enable all routine statistical analyses used in the development of a specific aptitude test battery to be done in less than an hour. The same operation took a minimum of two weeks to do by hand.

Minnesota was one of several states selected to participate in the development of a USTES interest inventory. The third edition of the *Dictionary of Occupational Titles* (D.O.T.) includes a section which groups together jobs requiring similar worker traits. The interest inventory will help counselors determine which worker trait groups are closely related to an individual's interests.

USTES test norms established for the occupations of general office clerk, general duty nurse and mechanical draftsman were studied to determine if the existing norms would continue to be effective predictors of occupational success when applied to different samples (cross-validation study). The established norms were substantiated in all three studies, thereby increasing the confidence with which they can be used.



#### **Manpower Matching**

Minnesota was selected late in 1970 by the Manpower Administration, U.S. Department of Labor, to join in an experiment for perfecting a nationwide computer-assisted manpower system.

To develop a computer-assisted manpower system, the Manpower Administration had earlier undertaken two basic tasks. The first was to establish computer-assisted job banks in large metropolitan areas. The second was to develop and implement several types of computerized matching systems in four states.

The matching systems were to provide actual operating experience for use in determining the nature of an eventual nationwide system. As the states began their initial work, it became clear that more experimentation and evaluation would be required before a final matching design could be put into operation. At this point, Minnesota was invited to participate in the project.

The Minnesota Department of Manpower Services will undertake experimental work in ASSESSMENT and in the development of a JOB OPPORTUN-ITY BANK. Both are essential parts of an overall computer-assisted manpower system.

The Assessment experiment will attempt to identify and develop applicant and job order profiles to facilitate matching.

The Job Opportunity Bank will list information about job opportunities, the kinds of job openings for which employers usually seek applicants and other helpful information.

# GALL FOR WORKERS MINNESOTA DEPARTMENT 221-6811 OF MANPOWER SERVICES

#### Job Bank

On March 2, 1970, the Minnesota Department of Manpower Services initiated an entirely new, computerassisted manpower service in the seven-county Twin Cities metropolitan area.

Minnesota was one of the first states to introduce a JOB BANK system to provide a convenient way for jobseekers and employers to get together. Approximately 53 cities were participating in the Job Bank system by the end of 1970; 111 Job Banks are expected to be in operation throughout the nation by July 1, 1971.

By using automatic data processing equipment, the Job Bank provides daily listings of job and job-training opportunities to all Metropolitan Area MDMS offices and to a number of community agencies that provide manpower services within the area. Under the Job Bank system, MDMS interviewers detail the requirements from job orders placed by area employers. The orders are then entered into the computer. The orders—including changes, closings and other action—are updated each evening and are placed on a new Job Bank book, which is in the form of a microfilm tape. These tapes are distributed to all facilities within the Job Bank system before the start of business each day. Job placement interviewers at all Job Bank system offices are provided with microfilm reader/viewers.

This advanced concept for providing manpower services to the public, employers and jobseekers has a number of advantages.

Employers throughout the Twin Cities metropolitan area may now, by placing one telephone call, be assured that their job orders will be made known to all qualified job applicants seeking employment in the area, regardless of which MDMS or participating agency office they may visit.

At the same time, by preparing a single work application at any Metropolitan Area MDMS office or Job Bank participating agency, a jobseeker may make himself a candidate for any job opening or vocational training opportunity in the Twin Cities area for which he qualifies.

Strict job order and referral controls which limit referrals to the number requested by the employer and which preclude job applicants from being referred to openings that have been filled are additional advantages both for the jobseeker and the employer.

The Twin Cities Job Bank may become part of a nationwide network. Experiments are already under way which could lead to a fully automated system to be used in matching individuals with jobs (see page 22).

#### SPECIAL SERVICES

Although the economy slowed down during 1970 and greater numbers of Minnesotans were unemployed, the Department continued to offer special assistance to disadvantaged jobseekers who have difficulties finding and holding employment.

The Manpower Administration defines a disadvantaged individual as poor, without suitable employment and further disadvantaged by being one or more of the following: a school dropout, a member of a minority group, under 22 or over 45 years of age, physically or mentally handicapped.

Special services are provided to the disadvantaged who may need assistance in qualifying for job opportunities. Department personnel reach out to contact those needing these services, try to improve their employability, make job development efforts in their behalf and give them information on the job market.

In addition, jobseekers with special problems may be referred to other agencies that cooperate with MDMS in efforts to solve the employment problems of the disadvantaged.

#### HANDICAPPED

The Minnesota Department of Manpower Services was instrumental during 1970 in eliminating architectural barriers to employment.

The Department supports the elimination of architectural barriers that restrict the employment potential and full utilization of public facilities by the handicapped. In 1970, the recently constructed State Department of Manpower Services building was the first building in Minnesota to receive the "Wheel Chair Symbol" of accessibility. The President's Committee on Employment of the Handicapped authorizes the use of this emblem for those facilities that meet their standards of accessibility and usability.

In cooperation with the St. Paul Area Council on Employment of the Handicapped, MDMS demonstrated how street curbs are barriers to the mobility of the handicapped. As a



State Department of Manpower Services building received "Wheel Chair Symbol" of accessibility.

result of these efforts, the St. Paul Department of Public Works requires that all contracts and permits issued for sidewalk construction include ramped curbs at street intersections.

In 1970, MDMS emphasized the referral of handicapped persons to community agencies for assistance with employment-related problems of a physiological or psychological origin and amplified the manpower services provided to clients of public and private rehabilitation agencies and State hospitals.

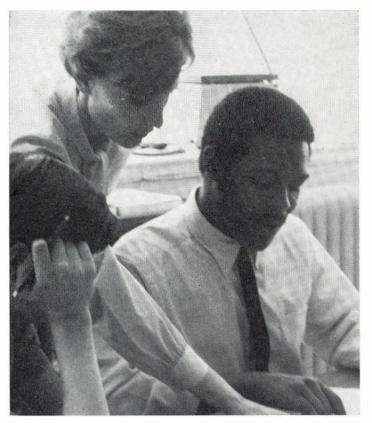
In addition to an ongoing program for the handicapped, the Department made a comprehensive statewide survey of handicapped persons seeking work or employment-related services. This survey was undertaken to gain a better understanding of the segment of the population that have physical, mental or emotional problems which may affect their employability. It is hoped that data obtained in the survey will be useful in improving services to this disadvantaged group. While the study was primarily intended for use within the Department, the findings were made available to the Governor's Commission on Employment of Handicapped Persons and the State legislature.

#### EQUAL OPPORTUNITY

A total of 9,954 new applications from members of minority groups were taken in 1970. Of this number, 1,341 required initial counseling services; nonagricultural placements totaled 7,317.

These figures indicate that 3 out of 4 applicants from minority groups were placed on jobs as a result of Department referrals.

MDMS also emphasized training opportunities for minority group persons in Minnesota during 1970. The Manpower Development and Training Act provides funds for many training programs. During 1970, a total of 3,030 persons were enrolled in training.



Trainees receive instruction in basic education.

Of this total, 242 or 8 per cent were Negro, 191 or 6 per cent were Indian, 58 or 2 per cent were of Spanish descent, and 5 or 0.2 per cent were Oriental. The total number of minority group persons trained was 496 or 16.2 per cent.

The most popular training courses were automobile mechanics, metal machinery, basic education, electronics, clerical skills and food service. Courses in food service ranged from kitchen helper to chef.

Since July 1969, more than 2,300 individuals have received services through the WORK INCENTIVE program (WIN); over 15 per cent were minority group members. This percentage has fluctuated between 15 and 20 per cent. During 1970, 238 minority group members enrolled in the WIN program. At the end of the year, 112 were still in training; 58 had completed training and were employed.

Reservation representatives bring manpower service activities to the

major Indian reservations—Red Lake, White Earth, Leech Lake, Nett Lake, Grand Portage, Fond du Lac and Mille Lacs. Similar services are provided to the Upper and Lower Sioux reservations in southern Minnesota.

MDMS also offers a wide range of services to migrant workers and their families who are of Mexican-American ancestry. Minnesota's program is part of a 10-state effort to assist migrants while in their home-base area in the Lower Rio Grande Valley, Texas, and while away from home. To facilitate the transition of the migrant farm worker into other types of employment, skills training, job placement, housing, health and welfare services, and basic education are provided (see page 31).

In order to implement equal employment opportunity procedures, extensive internal training was furnished to MDMS staff. New printed material was prepared and distributed to Department offices, and refresher courses were provided to staff as needed.

The Minnesota Department of Manpower Services hosted the 1970 annual Region Five Conference on Equal Employment Opportunity. The conference was designed to furnish the latest techniques of helping the disadvantaged and poor to those participating in projects for minority group members.

#### **OLDER WORKERS**

Although older workers are considered to be valuable workers while they are employed, once unemployed many experience considerable difficulty in securing employment. To assist them, the Department has designated an older worker specialist in each MDMS office. These specialists have been trained to provide intensive services to older jobseekers.

In order to upgrade these services, the Department is under contract with the U.S. Department of Labor to develop a new older worker specialist training package. This twoyear project is expected to yield a training program which can be used by employment security agencies throughout the nation.

The Department of Labor has also selected MDMS to be the monitoring agency for the National Institute of Industrial Gerontology. The Institute is a cooperative venture on the part of education, industry and the public to focus interest and attention on the employment and retirement problems of middle-aged and older workers.

The Department also serves as the recruiter for a number of special programs for the disadvantaged older worker. Applicants for the GREEN THUMB, GREEN LIGHT, FOS-TER GRANDPARENTS and SENIOR AIDES programs are screened by MDMS offices.

Special job workshops for women were held in September to assist those returning to work after family responsibilities have diminished. These workshops, cosponsored by local YWCAs, provided information on training and employment opportunities.

#### YOUTH

Young people who have dropped out of school often come to MDMS for assistance with their employment problems. They are counseled and tested and, if possible, are referred to job openings. Sometimes they are eligible for training under MDTA, NAB or in the JOB CORPS.

#### Cooperative School Program.

Through the cooperative school program, MDMS provided counseling, testing, occupational information and placement services to 334 Minnesota schools during 1970.

This program seeks to facilitate the transition of youth from the school to the job setting. Providing in-school services saves considerable time and effort for young people who enter the work force upon leaving school.

#### Summer Youth Employment.

Nearly 28,000 Minnesota youth under 22 years of age were hired from April through September, the period during which MDMS conducted its seventh annual Summer Youth Employment Program. The Governor's Youth Opportunity Program, the National Alliance of Businessmen, the Federal Executive Board of the Twin Cities and Chambers of Commerce throughout the State participated in the campaign.

Of the 27,915 placements made during this period, 14,086 were in agricultural jobs and 13,829 in nonfarm jobs. Nearly 8,000 young people who had been graduated from or did not plan to return to school in the fall were placed in permanent full-time jobs. The emphasis here was on the placement of youth in jobs having an opportunity for advancement.

The Federal Executive Board of the Twin Cities in conjunction with the Department computerized the entire program for providing summer jobs in federal agencies to young people. All job orders were routed to the new MDMS JOB BANK (see page 23), were placed on microfilm and were distributed throughout the metropolitan area. For the first time, all federal agency summer jobs were made available simultaneously to youth in all parts of the Twin Cities area.

NEIGHBORHOOD YOUTH CORPS enrollees and other young people were hired to staff youth employment offices set up in several MDMS offices. These young people took applications, contacted employers and referred other youth to jobs.

#### **JOB CORPS**

Approximately 1,400 young men and women from Minnesota have participated in the JOB CORPS since the first center opened in January 1965. For Fiscal Year 1970, 95 per cent of the Minnesota graduates were placed —that is, employed, enrolled in further training or serving in the Armed Forces.

Youth 16 to 22, selected for participation in the Job Corps are those living in adverse social and physical environments which retard their potential for employment and education. Job Corps centers provide a wholesome residential setting conducive to study and self-development. The Job Corps provides vocational and academic training as well as personal guidance, health care and other supportive services.

MDMS has a two-fold responsibility for the Job Corps: to recruit and screen new candidates and to provide placement assistance to all returnees.

With its transfer to the U.S. Department of Labor in July 1969, the Job Corps took on new directions in terms of its purpose, structure and relationship to other manpower programs. As a result, the Job Corps is an expanding program, operating at capacity level with lower costs. More Corps members are completing the program, and placement of returnees has increased.

During 1970, steps were taken to strengthen the Job Corps.

First, the "maximum benefits," concept, implemented at Job Corps conservation centers, provides each Corpsman with an individualized schedule of education and vocational training to meet his own learning needs. A continual assessment of the Corpsman's progress is made. Schedule and program changes, promotions, and special counseling are effected as the Corpsman's needs change.

Secondly, a regional geographic assignment plan has been implemented whereby each center receives new Corps members from a designated geographical area.

#### **MANPOWER TRAINING**

The Manpower Development and Training Act (MDTA) has provided basic education and occupational training for thousands of unemployed and underemployed Minnesotans since its inception in 1962. By the end of 1970, more than 27,000 persons had been enrolled for training in over 300 occupations.

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

MDMS 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.

The MDTA program helps primarily those who have the most trouble succeeding in the labor market: the poor, the old, those with little education, the handicapped, members of minority groups. Of those who enrolled in MDTA training during 1970, 72 per cent were poor, 38 per cent were under 21 years of age, 14 per cent were 45 or older, 48 per cent had dropped out of high school, 32 per cent were handicapped and 16 per cent were members of minority groups.

Training, which may take place in a classroom or on the job, brings those without marketable skills into areas of the labor force in which skill shortages exist. Classroom training is tuition-free. During training, most trainees qualify for weekly allowances that enable them to support themselves and their dependents.

On-the-job trainees receive regular wages from an employer while they are learning. Employers are reimbursed for the costs incurred in providing training.

Counselors refer individuals to approved public and private facilities by purchasing a training slot on an individual basis. The individual can select a training course that is specifically designed to meet his needs. This type of training referral has proven to be a valuable asset to the rural residents of the State who do not wish to attend training programs held in a large metropolitan area. During 1970, over 80 per cent of those using the individual referral program had incomes below the poverty level. (A nonfarm family of four with an annual income of less than \$3,600 is considered poor.)

The Minneapolis, St. Paul and Duluth Skills Centers have continued to provide flexible training courses which allow frequent enrollment, in some cases weekly, permitting students to achieve their maximum skill level.

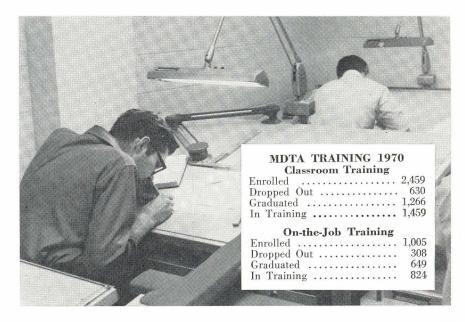
The Minneapolis Skills Center is a single facility housing both MDMS and educational staff. The Skills Center, which has 220 trainees enrolled at any given time, offers instruction in various clerical occupations, welding, metal machining, automobile mechanics and service, and food preparation. In addition, students are offered both basic and related education either to improve educational skills or provide them with the necessary job-related education to succeed in their chosen field. Those who have not been graduated from high school are helped to obtain a general equivalency diploma (GED). By the end of 1970, over 700 trainees had enrolled at the Minneapolis Skills Center.

During 1970, special federal funds were allotted for retraining of workers who were unemployed as a result of the closing of a large meat packing plant in St. Paul. Several training courses, both full- and parttime, were offered to these workers to provide them with skills to obtain employment.

Training under MDTA was continued at three Minnesota correctional institutions—Stillwater, Red Wing and Sandstone. Inmates were placed in training courses which would end near their release dates. MDMS staff assigned to the prisons provided employment counseling and assisted inmates in obtaining employment upon completion of training and release.

In an attempt to reduce the critical shortage of trained medical personnel, several medical training programs have begun under MDTA.

A pilot project to train medical technicians in ophthalmology, scheduled to start in early 1971, was initiated in conjunction with a local St. Paul hospital. This program, believed to be the first of its kind, will provide trainees with the required skills and knowledge of eye disease to qualify them for employment, under the supervision of physicians, as medical technicians in ophthalmology.



#### CAMPS

The COOPERATIVE AREA MANPOWER PLANNING SYSTEM (CAMPS) was created by Presidential Order on August 15, 1968, to improve the coordination of manpower programs and to give local areas a more active role in formulating programs to meet community needs.

Three area CAMPS coordinating committees are now in operation: the Twin Cities Metropolitan CAMPS (seven urban and semi-urban counties), Arrowhead CAMPS (seven northeastern counties) and 11-County CAMPS (north central Minnesota). A Northwestern Area CAMPS (to include seven northwestern counties) is in the organizational stage. Manpower planning for the remaining 55 counties is performed by a Balance-of-State Area Committee.

The area CAMPS committees develop a comprehensive manpower plan for their respective areas. These plans are reviewed by the State CAMPS Committee; necessary adjustments are made to accommodate national and State manpower priorities. The State Committee is affiliated with regional and national CAMPS coordinating committees to maintain continuity at all levels of government. Membership on the State Committee includes eight federal agencies: the Departments of Agriculture; Commerce; Health, Education and Welfare (HEW); Housing and Urban Development (HUD); Interior; Labor; the U.S. Civil Service Commission and the Office of Economic Opportunity.

Eight State agencies also participate on the State Committee: the Department of Education (including its Division of Vocational Rehabilitation), the Departments of Economic Development, Labor and Industry, Manpower Services, Public Welfare, Agricultural Extension Service, Pollution Control Agency and the Governor's Office.

At the local level, the membership of the area CAMPS committee is essentially the same.

Representatives from business, labor and minority groups will serve on the State and area CAMPS committees to participate in manpower planning.

In 1970, federal funds were made available to metropolitan-area mayors to employ planning staffs. As a result, Minneapolis, St. Paul and Duluth will participate more directly in manpower planning.

#### WIN

The WORK INCENTIVE program (WIN) offers the hope of a future in a job at a gainful wage for those who otherwise are faced with receiving welfare.

WIN meets the enrollee at his level of experience and motivation and enables him to move through work and training experience into a job that gives him a chance to use his potential.

WIN is described as a "manpower delivery system"—that is, its resources are designed to upgrade persons who are at a disadvantage in the job market, to place them in a job with a future and to support them through the initial adjustment period of employment.

The WIN program in Minnesota is administered jointly by the State Departments of Manpower Services and of Welfare.

The WIN program is operational in 17 counties including Ramsey, Hennepin, St. Louis, Blue Earth, Le-Sueur, Nicollet and an 11-county area in north central Minnesota. Other areas of the State have expressed interest in the WIN program and may take part during 1971.

Only members of households receiving Aid to Families with Dependent Children (AFDC), who are over 16 and not in school full-time, are eligible for the WIN program. With the enactment of the Unemployed Fathers provision (AFDC-UF) on July 1, 1970, eligible men receive first priority for referral to the WIN program; youth, second; and women heads of households, third.

The sick, incapacitated and elderly; those who reside too far from a project to make participation practical; full-time students; persons whose continuous presence in the home is required because of the illness or incapacity of another member of the household are ineligible to participate in the WIN program.

Of the 2,154 persons who received services through WIN during 1970, 1,445 were still enrolled at the end of the year. Approximately 400 individual AFDC recipients have been placed in employment since the inception of WIN.

In order to offer a wide range of job opportunities to an enrollee who is ready for employment, the WIN offices in Hennepin and Ramsey counties participate in the JOB BANK system, which provides a computerized, daily listing of job openings in the Twin Cities metropolitan area.

The work in the WIN offices does not cease upon placement of the enrollee. Supportive services are provided for 90 to 180 days after placement to insure that the enrollee is adjusted to his job and is secure in his position.

#### CEP

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 1970, 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, Mahnomen, Morrison, Otter Tail, Todd and Wadena counties.

The Manpower Administration contracts with a local organization to develop a comprehensive plan of service for unemployed and underemployed CEP-area residents. The prime contractor subcontracts with various agencies to provide special services as needed under the overall program. The prime contractor in Minneapolis is the city of Minneapolis; in Duluth, the city of Duluth; and in the 10-county area, local community action agencies. The Department is the subcontractor for manpower services.

#### RURAL MANPOWER

Seasonal employment in the major labor-using crop activities in 1970 showed a slight decline from 1969. An extended period of wet weather during May and June delayed field activities for many crops. Peak seasonal employment for 1970 was not reached until early July when an estimated 8,225 seasonal agricultural field workers were reported employed in Minnesota. This represents a decrease of 282 workers, or 3.3 per cent, from the estimated employment of 8,507 reported in 1969.

The seasonal agricultural work force in Minnesota is comprised primarily of migrant families from Texas and local youth. Peak employment figures included an estimated 4,865 sugar beet workers, 2,050 nursery workers, 545 green pea workers, 200 asparagus weeders, 200 berry pickers and 365 mixed vegetable, potato and soybean workers.

The estimated 5,250 local workers employed at peak at the end of July included 2,072 seed corn detasselers, 2,190 nursery workers, 384 sugar beet workers, 180 green pea field equipment operators, 115 soybean weeders, 100 hay bailers, 100 raspberry pickers and about 100 mixed vegetable workers. Youth dominated employment in seed corn detasseling, sugar beet hoeing, soybean weeding, raspberry picking and mixed vegetable work. Although some college students were temporarily employed, most seasonal agricultural nursery workers, green pea field workers and hay bailers consisted of local adults. Males dominated the adult work force, whereas youth activities were generally divided evenly between male and female crews.

The estimated 4,866 Texas migrant workers employed at peak in early July were almost exclusively 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. The demand for year-round farm workers exceeded the supply of available qualified workers. The demand for experienced 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. Live-in single farm hands hired on a permanent basis are almost nonexistent in some parts of the State, as larger producers are providing separate housing for married couples.

Food processing plants did not experience as much difficulty in recruiting workers during 1970. Because a large number of people were unemployed, these jobs were in demand and employers could be selective when hiring. College students were waiting in line for the jobs in contrast to previous years when employers tried to recruit students at colleges with little success. The tight labor situation also made for a smoother and more efficient operation, as the employers were able to rehire many of their more experienced student workers. The canning season was completed two weeks earlier than in previous years. When students return to school after Labor Day, major labor shortages often result for the food processors. In 1970, many canning operations were completed by Labor Day. When a slight shortage did develop after Labor Day, bussing was necessary to continue operations.

A special recruitment program for the apple harvest was conducted again in the La Crescent area. A Department jobmobile was stationed there to facilitate recruitment in the smaller communities in the area. The mobile unit served as a labor clearing house from August 27 to October 13 to supply workers for the many different apple growers. Over 200 placements were made. According to growers, this service was not only a help in hiring activities but tended to stabilize crews and reduce turnover. Over a half million bushels of apples were harvested. As in previous years, no interstate labor other than that contiguous to the area was necessary due to the preseason registration of local labor.

A weekly farm labor bulletin was published from April 15 to November 16. Besides listing information on crops and current job openings, the *Rural Forum* included information on the SMALLER COMMUNITIES PRO-RAM, prospective acreages, United Farm Workers Organizing Committee activities, rural development, migrant programs and background information on alien labor and immigration.

Hollandale annually becomes a hub of agricultural activity as the seasonal influx of migrant field workers nearly doubles the community's population. Crops grown include sugar beets, asparagus, potatoes, onions, mixed vegetables and soybeans. Asparagus, sugar beets and potatoes together provide periods of employment from early May to late November.

The Hollandale office is linked by short wave radio to homes, vehicles and some field equipment of area growers. This communications network facilitates the rapid movement of workers between fields. Individual worker's earnings are better because fewer workers are required for the area.

During the 1970 season, the ham radio network of area growers and the Hollandale office was able to communicate with Texas following a tornado which struck Lubbock. This unusual service allowed migrant workers to obtain information about relatives back home at a time when the regular channels of communication were blocked.



#### SERVICES TO MIGRANTS

Workers needed in the Hollandale area as well as in other areas of the State are recruited in Texas in March. Recruitment often includes a friendly visit to the homes of the workers destined for the Hollandale area, as many have been returning for years. All workers recruited through the Department are destined for employers providing housing which meets the regulations of the Secretary of Labor and of the Minnesota Department of Health. Initial placement along with the frequent job shifts resulted in about 4,000 placements during the past season.

Minnesota is one of 10 states participating in the Migrant Experimental and Demonstration (E and D) Project. During the second and final year of the project, experiments were conducted to develop techniques for providing special services to migrant workers.

This year's effort was statewide in Minnesota in contrast to the 1969 target-area approach which had limited project activity to the Hollandale area. The project aimed at meeting the needs expressed by the migrant rather than concentrating on a continuation of past migrant employment activities. The Department provided manpower services, such as agricultural and nonagricultural placements, employment counseling and referral to training for migrants. Supportive services were provided through the project contingency fund, food stamp and purchase vouchers and frequently through referral to agencies such as the Minnesota Department of Health, county welfare offices, Head Start and day care programs. Often the individuals were transported to the service agency. Follow-up studies were made in all instances.

The E and D Project, funded under the Manpower Development and Training Act, was supplemented by State grants in the form of personal and nonpersonal services.

Seasonal workers harvest Minnesota cucumbers.

Through a computerized system that matches grower with worker, MDMS can pinpoint the exact location of each migrant family which has been recruited to work in Minnesota. This system is based on a statewide listing of all growers who may employ migrant workers. The grower's farm location is plotted on a county map and entered for card punching.

As migrant workers and their families begin to arrive each year, MDMS receives the name of the employer they will work for and a worker listing for card punching. After the majority of the migrants have arrived, the grower cards and the migrant worker cards are matched.

This computerized matching process facilitates rapid contact with migrants. Since many migrant families leave Minnesota after six weeks of employment, it is necessary that they be contacted early in the season so that outreach personnel can assess and meet their needs.

#### YOUTH IN AGRICULTURE

Over 3,000 youth were employed in various agricultural activities during 1970. Agriculture is convenient to the employment of young people, since the peak periods of employment coincide with school vacation. Agriculture is usually the only employment opportunity available to youth in rural areas.

Recruitment for summer agricultural employment usually begins with registration while school is still in session. Job orders for youth are sought through radio and television announcements, newspaper articles, mail promotions, leaflet distributions, posters and personal contact with employers.

Almost two-thirds of the young people employed in 1970 were engaged in seed corn detasseling, while the others performed such tasks as sugar beet hoeing, soybean weeding, hay bailing, rock picking, strawberry and raspberry picking, and field corn roguing.

Youth crews are transported to the fields daily by trucks, buses and private cars. These young people range in age from 12 to 18 depending on the activity for which they were hired, but the majority are 14 to 16 years old.

The youth were picked up at 70 locations in 50 communities throughout the State. At 23 of the youth dayhaul points, MDMS personnel were present daily.

The Fairmont MDMS Office has developed an excellent procedure over the past few years for referring and placing young people on agricultural jobs. With the help of community leaders who donated facilities and telephone privileges, six temporary employment offices were set up in the communities of Windom, Jackson, Heron Lake, Westbrook, Lakefield and Truman. Each office was operated by an enrollee of the NEIGHBORHOOD YOUTH CORPS who took agricultural job orders from employers and referred registered youth crews to the job. This type of operation has been extended to other areas of the State.



Youth crews get early morning start in cornfields.

In regard to the number of young people employed, the Willmar MDMS Office led all others in the agricultural summer youth program.

The most financially rewarding crop activity for young people during the summer months is sugar beet hoeing. The Department develops as much sugar beet acreage as possible for youth crews. The most successful method of acreage development for youth is personal contact with the grower. The Department assists in hiring crew leaders to supervise sugar beet youth crews.

In 1970, 32 crews were employed, eight more than in 1969. A total of 686 youth were reported working in sugar beets. Over a half million dollars have been earned by the young people participating in the youth sugar beet program during the last decade. Earnings of \$58,400 made 1970 the highest year since 1964. Average earnings for the season amounted to \$85.10 per worker. This was the second highest average pay received in the last 10 years of the program. In the Crookston area, two boys averaged over \$2.80 per hour, while another made over \$900 for the summer.

The youth sugar beet program experienced a few difficulties in the Crookston area. First, the heavy rains and wet fields delayed work until the third and fourth weeks of June. This made it difficult to hold organized youth crews, and many youth went to other activities before the work could begin. In the East Grand Forks area, enough youth could not be found to work the acreage developed. Second, an exceptionally large number of freewheeling migrant workers took over some acreage previously committed to youth crews.

About 100 young people were employed in the Hopkins area in 1970 for the raspberry and strawberry harvests. The youth in this activity were very young, including 12-yearolds, usually too young for other jobs. Transportation was furnished from an established point to the farm and back. Picking is normally done in the morning hours only. Growers usually supervise the youth and were pleased with the number and quality of the workers provided by the Hopkins MDMS Office. This operation will probably decrease yearly, as the land is put to other uses in this increasingly urbanized area.

#### RURAL DEVELOPMENT

Employment problems in rural areas include declining populations, low incomes, consolidation of farms with accompanying decline in agricultural jobs and migration to metropolitan areas. Job and training opportunities for young people in many of these communities are also reduced.

Community leaders soliciting new industry for rural areas need detailed and unbiased labor force data.

The SMALLER COMMUNITIES PROGRAM (SCP) was established by the U.S. Department of Labor in 1962 to alleviate employment problems in rural areas by providing manpower services to communities remote from local employment service offices. Minnesota began to participate in this program in 1964.

SCP has two objectives: to provide manpower services to rural areas of the State that are removed from effective service by an existing MDMS office and to determine the nature and extent of an area's labor force. SCP utilizes a mobile team of counselors and interviewers to provide services and to organize and conduct manpower resource inventories.

The Department requires that a local area—usually a county—establish a volunteer coordinating committee of local residents to oversee and accept responsibility for the survey.

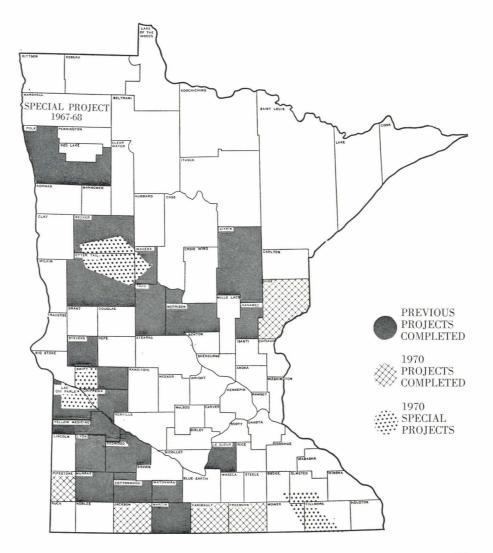
The survey is designed to provide information about the skills found in the area's labor force. Residents are invited to complete a questionnaire which provides basic demographic, occupational experience and training, and work availability data.

After the mobile team has surveyed an area, MDMS compiles and analyzes the data and publishes it for use by community leaders engaged in industrial development and planning.

During 1970, projects were conducted in Jackson, Faribault, Pipestone, Pine and Freeborn counties and in a special four-county area in southeastern Minnesota. Two of the surveys utilized completely different approaches. The changes were made to meet more effectively the labor data needs of industrial development groups, Chambers of Commerce and local planning organizations. The projects in multiple-county areas around Wadena and Stewartville, which resulted in three new industries and about 400 jobs, made use of the new survey techniques.

In two communities—Appleton and Jackson—special data was compiled in order that industrial solicitation could be made. An industry employing 90 persons has moved into Appleton, and a mobile home manufacturer has announced its intent to set up a plant at Jackson.

The method of providing employment service varies considerably from area to area. In one county, a number of itinerant points were established at which manpower services were offered. In another, a jobmobile trailer served as an office. In a third, existing service agencies were extensively utilized. In all cases, team counselors and interviewers offered the full gamut of Department resources to applicants.



#### **Employer Relations**

During 1970, the EMPLOYER RELA-TIONS program was modified to keep pace with a downward trend in the economy and resultant higher unemployment rate. This program stresses cooperation between the employing community and the Minnesota Department of Manpower Services.

Over the past several years of relatively high employment, emphasis was placed on field contact and job development efforts. Job development was undertaken on behalf of special groups of job applicants considered either disadvantaged or otherwise unable to compete for jobs. This type of developmental activity was carried on at the same time as regular contact work—that is, by outlining the many services the Department makes available to employers and by seeking orders for job openings.

Another major area of concern during 1970 was the establishment and promotion of the Twin Cities metropolitan area JOB BANK (see page 23).

Assisting employers in preparing proposals to be submitted to the Manpower Administration under the JOBS '70 program and working with employers in implementing JOBS contracts were also part of the Employer Relations program.

#### NAB/JOBS

The Minnesota Department of Manpower Services participates with the National Alliance of Businessmen (NAB) in the JOB OPPORTUNITIES IN THE BUSINESS SECTOR (JOBS) program. JOBS is a partnership between government and business to hire, train and retrain disadvantaged persons on jobs.

MDMS provides one staff member to each of the three NAB offices, located at Duluth, Minneapolis and St. Paul. The remainder of the NAB staff consists of executives on loan from industry.

The program was begun in 1968 in 50 metropolitan areas and was expanded in 1969 to include 131 cities. When the program became nationwide in 1970, Minnesota was divided geographically with each NAB office taking within its administrative area about a third of the State.

To offset the extraordinary costs incurred in recruiting, training and retaining the disadvantaged worker, the employer may enter into a JOBS contract with the U.S. Department of Labor. The firm will be reimbursed for wages paid during on-the-job training and while the worker received such supportive services as job-related education, counseling and orientation. Transportation, minor medical and child care, supervisory and human relations training are also reimbursable.

Current contracts in Minnesota provide for the training of workers in banking, appliance assembly, data processing, truck repair and other industries. Occupations include keypunch operators, clerk-typists, proof machine operators, painters and sheet metal fabricators.

To assist employers prepare contract proposals, MDMS assigned personnel in 1970 to serve as Contract Service Representatives. After the proposal becomes a contract, they assist the employer to implement the recruitment of disadvantaged trainees and administer the contract by coordinating activities with NAB personnel and the Department of Labor.

NAB also promotes and coordinates a summer job program for young people still attending school. During 1970, MDMS assisted NAB by converting job pledges into job orders and by coordinating the recruitment and referral of youth to these openings (see page 26).

#### Interarea Recruitment

MDMS is a link in a nationwide chain which provides for an exchange of workers among the states. Employers may recruit workers from other states when their needs cannot be met locally. Jobseekers are encouraged to use this service when employment opportunities are not available in their immediate area.

During the first six months of 1970, Minnesota employers recruited workers in the offices of the public employment service in Iowa, Wisconsin, North Dakota and Michigan. Little out-of-state recruitment took place in the second half of the year, as the local supply for most categories of workers increased.

A total of 350 Minnesota workers requested assistance in obtaining employment outside their immediate area. Workers from other states sent approximately the same number of requests for employment to MDMS offices.

The monthly publication, State Inventory of Job Openings, lists current job orders in MDMS offices. The Minnesota State Labor Supply Bulletin reports current and anticipated surpluses of workers in the various areas of the State. Both publications are distributed to MDMS offices, colleges, Project Transition counselors at the various military bases 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, junior and four-year colleges, vocational 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.

Veterans who received medical training and experience while in the service are encouraged to enter civilian health occupations through Operation MEDIHC (MILITARY EX-PERIENCE DIRECTED INTO HEALTH CAREERS). This program is a cooperative effort of the Department of Defense; the Department of Health, Education and Welfare; and the Department of Labor through its offices of the state employment service network. This new program became operational in Minnesota on September 15.

In March, MDMS provided convention placement service for the annual meeting of the American Educational Research Association, held at Minneapolis. Nearly 800 members and 300 employers used this library-type placement service.

Requests for certification of aliens for employment declined during 1970, reflecting the decreased demand for skilled labor. The 258 processed by the Department, down 16 per cent from 1969 totals, was the lowest since the program began in 1965.

Requests for aliens in the skilled construction trades showed the greatest decline, while requests in professional and technical occupations were only slightly below last year. In April, the Immigration and Nationality Act was amended to make entry into the country easier for intracompany transferees of American employers. This new nonimmigrant category (L-1) reduced the temporary certification case load considerably.

Reflecting the increased supply of resident workers, 35 per cent of all 1970 alien employment certification requests were disapproved by the certifying office. This compares with 25 per cent in 1969 and 12 per cent in 1968.

#### **Trade Union Relations**

Working relationships and communications continued to be strengthened between organized labor in Minnesota and the Department during 1970.

Manpower training programs were developed by the Minnesota Departments of Education and of Manpower Services with the assistance of local labor unions to upgrade the skills of union members. The programs included those for carpenters and painters, funded by federal contracts, and for production sheet metal workers, funded under MDTA.

Local unions in the building trades expanded their pre-apprenticeship programs. Recruitment was through the MDMS Apprenticeship Information Center and the Labor Education Advancement Program (LEAP).

A new referral procedure was developed to simplify the screening process. All trainees were interviewed on the same day and at the same place, thus enabling recruiters to transport the disadvantaged applicants as a group. Orientation procedures also were revised. A week before training begins, applicants meet at the training center where union, MDMS and school representatives explain the program. Applicants are encouraged to ask questions and are given a tour of the school.

The Department's Trade Union Relations Representative appeared before several of the central labor councils in Minnesota to explain Department services and programs and also served as a resource person for special committees of the Minnesota Federation of Labor.

The labor movement, through convention action, agreed to provide the Department with union wage and fringe benefit data. MDMS will thus be able to compile a single compact reference of union and nonunion wage scales.

A newsletter, specifically directed to the labor movement, was developed to provide information on the services available from the Department. Materials were supplied for use in labor booths at State and county fairs and at the Minnesota Federation of Labor Convention.

#### Apprenticeship

The MDMS Apprenticeship Information Center, which began in 1966, provides information on apprenticeable trades within the Twin Cities metropolitan area.

Of the 299 new qualified applicants who registered in 1970, 43 were members of minority groups. Of the 130 applicants who were placed in apprenticeship trades, 14 were minority group members.

The Twin Cities Apprenticeship Information Center cooperates with educational institutions, organized labor, management groups and agencies serving minority group members to recruit and apprentice youth for on-the-job training. MDMS personnel give presentations at schools, man booths at career fairs and maintain contact with joint apprenticeship committees in the Twin Cities area.

The Center also distributes printed materials and films on job opportunities available through apprenticeship programs.

The Center also coordinates MDMS testing and counseling services with the Minneapolis and St. Paul Labor Education Advancement Program for minority group members sponsored by the Building and Construction Trades Councils and Urban Leagues of Minneapolis and St. Paul.

# EXPERTS AID MMS LAW ADMINISTRATION

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 eligible persons who become unemployed.

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; preparation of leases to premises occupied by the Department throughout the State; drafting of legislation; amendment of Department's regulations and certifications to the Secretary of Labor of various documents such as Supreme Court decisions, Attorney General's opinions and laws passed by the State Legislature.

During 1970, 157 proofs of claim totaling \$102,393.20 were filed in bankruptcy, probate, receivership and dissolution proceedings. A total of \$153,353.83 was collected on 1,008 items of delinquent contributions, including \$26,098.79 paid by 264 accounts without suit.

During the year, 830 delinquent accounts were referred to the Legal Section by the Accounting Section. In 541 cases, suits were commenced in District Court to collect \$328,-143.24. Twelve contested District Court cases were disposed of; 75 suits were paid prior to entry of judgment; 469 judgments were docketed; 161 judgments were directly satisfied by the Assistant Attorney General and 179 were written off upon expiration of the statute of limitations.

Another 89 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.

Seven fraudulent overpayment prosecutions were prepared and forwarded to MDMS offices for presentation to city and county attorneys. Ten claimants were convicted of fraudulently obtaining benefits. 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.

Orders were prepared for the hearing of 56 appeals from determinations of liability and submitted to the Assistant Commissioner, Unemployment Insurance Division. In 63 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: Apartment Services Corporation in Hennepin County; Lloyd Bach, dba Bach Studio in Hennepin County: Ray E. Carlson, dba Carlson Manufacturing Company in Stearns County; Century Enterprises and Daniel A. Zuleski in Hennepin County; Edmund D. Kasner, dba Civic Reading Club in Hennepin County; North Star Broadcasting Co., Inc. in Swift County; Richard Gold, dba Gay Nineties Theatre Lounge & Oyster Bar in Hennepin County; William T. Hunt, et al., in Nobles County; and Paul A. Schmitt Music Co. in Ramsey County.

Three employer liability matters on review in District Courts were disposed of.

The Supreme Court affirmed decision of the Commissioner on January 16, 1970, in the case of *Kantor vs. Honeywell, Inc. and Department of Employment Security*, 286 Minn. 29, 175 NW 2d 188. The court held that the evidence was adequate to support a finding that an unemployment compensation claimant voluntarily discontinued her employment to live with her husband and was properly disqualified for unemployment compensation benefits. Orders of the Supreme Court discharged writs of certiorari in the following cases: Donald D. Anderson vs. U.S. Post Office Department; Rose and Commissioner of Department of Manpower Services vs. Minnesota Mining and Manufacturing Company; and Schaefer vs. Villaume Box & Lumber Co.

At the end of the year, the following cases were pending in the Supreme Court:

R. E. Johnson vs. Ford Motor Company (Supreme Court No. 42134), involving the labor dispute provision of the Minnesota Manpower Services Law. This case has been argued before the Court. No decision was rendered as of December 31, 1970.

Lehmann vs. Western Airlines, Inc., (Supreme Court No. 42583), involving a labor dispute issue.

The Zero-Max Company, et al. vs. State of Minnesota, Department of Manpower Services, involving rate determination.

#### 1970 COMPROMISE SETTLEMENTS OF EMPLOYER ACCOUNTS

Employer No.	Ownership	Contributions	Interest, Penalties	Court Costs, Sheriff Fees	Payment Received	Compromise Basis Regulation 16 (b)
6330-89-80763	Corporation	\$ 3,074.22	\$ 741.51		\$ 3,074.22	(2) (aa)
6140-89-80767	Corporation	11,870.81	2,372.05		11,307.72	(2) (aa)
5210-89-53786	Partnership	1,082.42	284.11		758.06	(2) (aa)
2711-02-37194	Corporation	1,144.54	569.26	\$ 6.20	160.81	(2) (aa)
5131-88-96681	Individual	83.70	110.45	12.92	50.00	(3) (bb)
1510-22-23315	Individual	106.88	102.19	17.10	50.00	(3) (bb)
5540-57-11634	Individual	285.58	94.51		285.58	(2) (aa)
7540-88-23264)	Individual	513.52	558.95	66.94	513.52	(3) (bb)
7599-88-71527∫						
0731-55-08645	Individual	3,191.99	4,028.26	347.70	250.00	(3) (bb)
4210-89-93700	Partnership	949.18	298.53	3.60	600.00	(3) (bb)
1794-27-42650	Individual	545.94	554.12	52.88	772.90	(3) (bb)
5250-23-57406	Individual	15.91	11.06	2.90	1.00	(2) (aa)
1720-27-81665	Individual	1,283.26	883.94	41.96	1,283.26	(3) (bb)
3079-44-56629	Corporation	2,542.06	806.74	39.25	1,000.00	(3) (cc)
5810-19-21218	Individual		178.56	01.00	1.00	(3) (bb)
1720-88-53195	Partnership	605.77	483.23	21.00	605.77	(3) (bb)
1720-02-53199	Individual	411.78	314.51	14.60	411.78	(3) (bb)
4810-86-17170	Corporation	1,263.59	406.71	0.20	388.79	(2) (aa) (2) (aa)
4210-40-27109	Individual	1,409.94	379.49	2.30	700.00	(2) (aa) (3) (bb)
1720-07-80510	Individual	798.45	638.70	43.15	250.00 2.200.00	(2) (aa)
5810-64-11204	Corporation	$2,439.41 \\ 68.25$	756.35		2,200.00	(2) (aa) (3) (aa)
5520-90-02106	Corporation Individual	332.73	12.45		50.00	(3) (aa) (3) (bb)
4210-14-77513	Individual	597.44	120.29 447.20	19.28	600.00	(3) (bb) (3) (bb)
5810-73-89714 4210-84-06217	Individual	1,345.28	447.20	19.20	377.65	(2) (aa)
4210-84-06217 4210-24-07726	Individual	2,134.49	423.60		1,700.00	(2)(aa) (2)(aa)
7390-42-10389	Corporation	826.89	425.00 519.08		500.00	(2) (aa) (2) (aa)
4210-04-94188	Individual	395.66	340.30	18.05	200.00	(2) (aa)
6210-25-73938	Corporation	1,278.87	536.56	10.05	500.00	(2) (aa)
5250-72-18752	Individual	641.40	655.92	30.30	907.92	(3) (bb) (cc)
8640-89-02822	Corporation	1.163.36	435.96	50.50	727.55	(2) (aa)
4210-86-37931	Individual	850.50	465.04	18.00	460.00	(2) (aa)
7540-62-04391	Partnership	789.17	252.88	5.60	500.00	(3) (bb) (2) (aa)
1720-27-18333	Individual	277.77	811.98	44.60	500.00	(3) (bb)
6510-08-49121	Corporation	117.50	26.83	11.00	59.70	(3) (aa)
8010-08-49124	Partnership	1.117.26	211.03		727.99	(3) (aa)
5710-46-00476	Partnership	1.744.08	737.01	27.50	962.25	(2) (aa)
1790-65-71240	Individual	954.05	653.81	34.25	250.00	(2) (aa)
4210-11-63280	Individual	96.30	44.52		96.30	(3) (bb)
8090-88-73916	Corporation	15,432.56	4.594.37	163.51	11.000.00	(3) (aa)
2411-31-65394	Individual	1,058.41	992.25	115.40	850.00	(3) (cc)
7250-74-28653	Partnership	17.23	62.48	23.60	1.00	(3) (bb)
3271-27-58737	Individual	502.74	517.89	29.08	250.00	(3) (cc)
4211-25-36574	Individual	1,999.45	2,738.43	137.80	1,286.99	(3) (bb)
5810-22-46607	Individual	514.80	147.59		514.80	(3) (bb)
5050-52-40176	Individual	16.56	18.92	12.30	42.06	(1) (aa)
4210-19-19411	Individual	532.08	202.82		250.00	(2) (aa)
5410-12-80032	Individual	505.61	439.30	16.60	700.00	(3) (aa)
	Totals	\$68,929.39	\$31,462.45	\$1,368.37	\$48,697.22	

#### NUMBER OF PERSONS IN COVERED EMPLOYMENT ALL INDUSTRIES, BY MONTHS

	1105		34503 FS										Annual
YEAR	January	February	March	April	May	June	July	August	September		November	December	Averages
1938		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		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		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		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		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		438,208	448,062	457,199	457,855	473,775	478,044	480,061	482,595	475,004	472,846	470,435	464,373
1944		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		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		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		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		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		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		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		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		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		554,048	560,927	586,487	600,460	614,186	622,495	631,000	635,773	622,139	616,225	610,363	601,084
$1956^{1}$		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		625,526	630,628	651,049	667,669	680,109	688,075	693,702	697,409	682,534	670,840	659,681	664,803
$1958^{2}$		636,509	637,439	656,659	672,328	681,052	687,452	696,423	703,535	695,979	685,305	680,638	673,524
$1959^{2}$		651,750	658,210	683,431	702,112	719,311	721,557	715,005	717,127	704,123	701,433	702,573	694,345
$1960^{2}$		675,955	676,872	700,104	714,814	729,414	734,680	740,887	746,044	730,625	713,130	705,948	712,266
$1961^2$		666,416	671,006	692,515	710,867	728,678	735,544	741,245	748,150	732,024	723,157	720,010	711,723
$1962^{2}$		687,609	693,457	715,607	735,504	752,025	756,497	766,753	768,224	754,786	741,078	736,271	732,917
$1963^{2}$		696,775	701,286	726,644	743,449	757,906	766,195	775,613	776,803	766,154	755,508	747,982	742,925
$1964^{2}$		711,070	714,231	736,160	759,223	779,312	784,982	792,563	796,229	786,622	775,506	771,823	760,280
$1965^{2}$		739,799	743,962	770,897	796,321	820,326	829,979	837,529	841,995	836,987	828,834	827,122	801,434
$1966^2$		791,853	801,718	829,912	848,337	879,330	886,024	894,778	904,942	886,718	880,473	882,054	856,764
$1967^{2}$		842,859	850,563	871,935	889,729	916,310	920,768	926,342	935,258	913,080	907,433	912,862	894,402
$1968^{2}$		880,603	889,124	908,522	928,664	955,127	958,430	974,023	977,643	959,904	958,215	958,620	935,944
$1969^{2}$		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
$1970^2$	967,897	959,183	965,155	972,780	982,485	1,001,976	1,004,522	1,009,818	1,010,024	990,337	976,832	969,467	984,206

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

<sup>2</sup>Includes state and local government and private industry coverage, excludes federal government coverage.

#### UNEMPLOYMENT COMPENSATION BENEFIT CLAIMS AND PAYMENT ACTIVITY

	Received	NEW CLAIMS Deter Valid	mined Invalid	Number of Weeks Paid	Gross Amount of Benefit Payments	Number of First Payments Made	Number of Beneficiaries Who Exhausted Benefits
1970 Total	128,076	110,902	11.305	1.085.000	\$53,085,116	90,624	23.035
January	15,326	14,592	1.147	88,767	4,352,592	12,792	1.142
February	9,919	10,491	966	106.045	5,292,303	9,520	1.049
March	10,378	8,556	938	118,176	5,869,290	7,974	1.564
April	10,376	10,783	925	122,399	5,992,643	8,359	2,695
May	7,296	7,412	598	84,778	4,076,081	5,447	2,482
June	8,742	7,027	484	78,876	3,784,822	5,754	2,102
July	11,562	7,610	771	72,905	3,470,462	5,810	1,871
August	7,046	10,080	1,306	64,041	3,038,229	5,536	1,684
September	6,368	6,039	838	65,815	3,120,835	4,688	1,626
October	7,786	6,148	850	62,669	3,033,668	4,838	1,488
November	12,923	7,941	836	76,695	3,783,386	6,787	2,017
December	20,354	14,223	1,646	143,834	7,270,805	13,119	3,315
1969	66,042	57,653	5,808	549,203	\$23,771,130	47,003	11,564
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

#### STATUS OF UNEMPLOYMENT COMPENSATION FUND

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
1970	46,562,871	5,643,617	53,059,456	117,680,265

#### EMPLOYMENT ACTIVITIES IN THE OFFICES OF THE DEPARTMENT

	New Applications		Counseling		Openings		Nonagricultural		Agricultural		MDTA	
	1970	1969	1970	1969	Received 1970 1969		Placements 1970 1969		Placem 1970	ents 1969	Enroll 1970	ments 1969
STATE TOTAL		190,229	31,108	29,378	114.063	132,273	68,172	98,395	18.231	19.130	2,966	3,370
DISTRICT I	87,559	83,221	16,426	13,287	67,356	73,269	34,076	53,208	1,767	1,755	1,583	1,391
Minneapolis	36,751	42,313	6,599	6,305		41,316	16,981	28,998	155	456	959	736
Southside Ctr	1,638	<u> </u>	98				319		0			
Mpls. Pilot Ctr	2,324	1,685	1,071	377		383	261	712	0	0	27	0
St. Paul	31,865	29,621	5,986	4,113		24,503	13,269	19,758	106	244	502	575
Selby-Dale	1,722	1,008	698	173		171	744	763	0	3	50	30
Hopkins	13,259	8,594	1,974	2,319	14.074	6,896	2,502	2,977	1,506	1,052	45	50
DISTRICT II	31,196	27,799	5,674	5,416	14,874	19,434	11,724	15,085	203	304	582	735
Duluth	$14,650 \\ 3,433$	$11,863 \\ 3,771$	$3,008 \\ 478$	$2,842 \\ 589$	$8,362 \\ 1.056$	$10,751 \\ 1.474$	6,962 856	8,905	68 58	141	186	254
Bemidji Elv	3,433 837	3,771 964	277	43	715	759	598	$1,256 \\ 663$	58 27	107 0	88 90	141 19
Ely Grand Rapids	2.422	2,668	512	462	1,090	1,457	555	706	8	7	28	43
Hibbing	3,100	2,000	379	477	1,464	1,453	1,038	1.240	5	4	20 92	91
Mora	3,546	2.331	465	477	514	949	310	544	36	45	73	147
Virginia	2,368	2,393	361	475	1,183	1,651	944	1.048	1	0	12	32
Int'l Falls	840	888	194	51	490	940	461	723	ō	Õ	13	8
DISTRICT III	27,757	29,707	2,434	3,530	10,468	12,244	8,062	10,683	1,440	1,823	307	520
Alexandria	3,549	2,940	417	190	1,488	1,585	1,138	1,413	139	133	21	11
Brainerd	3,078	2,898	247	294	1,060	1,301	791	1,108	4	8	34	129
Crookston	1,780	1,993	224	196	919	778	523	480	880	1,254	35	13
Fergus Falls	1,611	1,935	303	494	760	971	591	882	52	65	14	63
Little Falls	1,843	2,061	136	203	626	662	499	804	10	6	34	63
Moorhead	$4,391 \\ 8,444$	4,151 10.078	333 548	$610 \\ 1.274$	1,699 2,053	1,918 2,650	1,004 1,903	$1,285 \\ 2,645$	309	316	44	30
St. Cloud Thief River Falls	3.061	3.651	226	269	1,863	2,030	1,905	2,045 2,066	$1 \\ 45$	14 27	71 54	$134 \\ 77$
DISTRICT IV	23,300	23.340	2,816	2,269	9,073	10,922	5.908	8,198	9,918	11,774	207	134
Fairmont	3,352	3,700	492	350	1,439	1.851	839	1,199	1,720	2,130	18	2
Mankato	8.049	6.175	413	410	2,782	3.140	1,877	2,489	45	174	39	40
Marshall	1,661	2,390	264	365	291	674	248	723	1,306	281	22	21
Montevideo	1,260	1,501	440	148	459	379	287	308	38	48	26	10
New Ulm	2,631	2,680	321	177	1,230	1,810	824	1,211	63	665	16	19
Willmar	3,868	4,517	526	253	1,679	1,924	954	1,436	6,344	7,984	51	17
Worthington	2,479	2,377	360	566	1,193	1,144	879	832	402	492	35	25
DISTRICT V	28,325	25,348	3,616	4,629	12,163	16,095	8,385	11,166	4,900	3,472	284	585
Albert Lea	3,611	3,307	431	585	1,328	1,894	858	1,168	3,785	2,361	50	77
Austin	3,247	2,744	205	332	1,200	1,297	911	978	174	158	8	19
Faribault	1,998	2,199	$249 \\ 232$	188 300	$718 \\ 1.007$	$1,153 \\ 1.247$	622 703	830 715	2	50	49	12
Owatonna Red Wing	$1,732 \\ 2,148$	1,786 2,417	232 343	586	1,007	1,247 1,172	703 625	1,033	75 15	$345 \\ 45$	3 36	4 79
Rochester	6.914	5.242	1,066	1,453	2,655	3.490	1.500	1,055	15 60	43 72	106	365
Winona	8.675	7,653	1,000	1,435 1,185	4,483	5.842	3,166	4,604	769	441	32	29
SMALLER COMM	551	814	142	247	129	309	17	55	3	2	3	5
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### MANPOWER ADVISORY COUNCIL

Members of the 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 1970 were:

#### **Representing the Public**

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

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 Dept. Store and Warehouse Local 149 I.B.T.

Mr. Donald Savelkoul, St. Paul Legal and Research Division Minnesota AFL-CIO Federation of Labor

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

#### **Representing Employers**

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

Mr. George Bergwall, Red Wing Vice President of Personnel Red Wing Shoe Company

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

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

### Directory of Offices Minnesota Department of Manpower Services

	1		1
OFFICE	ADDRESS	TEL. NO.	COUNTIES SERVED
Albert Lea*	1617 W. Main St.	373-3951	
Alexandria*	1017 W. Main St. 1118 Broadway	763-3188	Freeborn 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	Dentralini, Cicarwater, Hubbaru, N. Cass
Brainerd*	224 W. Washington St.	829-2881	Crow Wing, S. Cass
Rural Minne-CEP	1104 Willow St. S.E.	829-2856	Becker, Beltrami, Cass, Clearwater, Crow Wing, Hubbard,
11-County Win Project	itor minon on one.	017 1000	Mahnomen, Morrison, Otter Tail, Todd, Wadena
Crookston*	114 W. Second St.	281-3593	Norman, Polk, Mahnomen
Detroit Lakes			
Rural Minne-CEP Center	819 Lincoln Ave.	847-9205	Becker, Beltrami, Cass, Crow Wing, Hubbard, Mahnomen,
			Morrison, Otter Tail, Todd, Wadena
Duluth			Company D.C. Corre, in Society on 1997 P. and Consert P. C.C. Wardsheet
Employment Service	407 W. Superior St.	722-7491	Carlton, Lake, Cook, S. St. Louis
Concentrated Employment	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*	116 E. Lincoln Ave. 310 N.W. Third St.	739-2295	Otter Tail, Wilkin, Grant, Traverse
Grand Rapids*	505 E. Howard St.	326-6669 263-3644	Itasca, Aitkin
Hibbing*	505 E. Howard St.	205-5044	W. Central St. Louis, Itasca
Hopkins	135 Shady Oak Road S.	935-5521	Part of Hennepin, Carver, Anoka, Scott
Employment Service Anoka Jobmobile	Third and Main St.	421-9610	Anoka
Unemployment Insurance	135 Shady Oak Road S.	935-8268	Part of Hennepin, Carver
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, Waseca, Watonwan, LeSueur, Nicollet
Mankato Area Win Project	3241/2 S. Second St.	389-2945	LeSueur, Nicollet, Blue Earth
Marshall*	307 W. Lyon St.	532-4433	Lyon, Lincoln, Redwood, S. Renville
Minneapolis			Lyon, Lincom, Roanood, or Ronnino
Employment Service			
Downtown Office	309 Second Ave. S.	333-0192	Hennepin
Concentrated Employment	2632 Nicollet Ave.	827-6151	(Minneapolis, Model City Area)
Southside Center	301 E. Lake St.	827-2586	(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	1009 Marquette Ave.	330-8307	Hennepin
Apprenticeship Information	917 Plymouth Ave. N.	529-9121	Hennepin, Scott, Carver, Anoka
Unemployment Insurance	309 Second Ave. S.	333-0192	Hennepin
Anoka	Nat'l Guard Armory	427-3544	Anoka
Montevideo*	222 N. First St.	269-8819	Chippewa, Yellow Medicine, Lac Qui Parle, Big Stone,
3.6 1 14	1015 C	926 9101	W. Swift
Moorhead*	1215 Center Ave.	236,2191	Clay, Becker
Employment Service Center	Detroit Lakes	$847-9246 \\ 679-3611$	Mahnomen, Hubbard, Becker
Mora*	100 S. Park St.	354-3138	Kanabec, Isanti, Pine, Mille Lacs, Chisago
New Ulm*	1200 S. Broadway Highway 65 S.	451-5774	Brown, Sibley, N.W. Nicollet, McLeod Steele
Owatonna* Red Wing*	116 Broad St.	388-3526	Goodhue, Part of Wabasha
Rochester*	107 Fourth St. S.E.	289-3368	Olmsted, Dodge, Part of Fillmore
St. Cloud*	115 S. Fifth Ave.	255-3266	Stearns, Benton, Sherburne, Wright
St. Paul	110 0. 1 1111 1110.	200 0200	bround, bonton, bhorbarno, wright
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
Farmington	Highway 3 and 50	463-7513	Dakota, Scott
Thief River Falls*	316 N. LaBree Ave.	681-1100	Pennington, Kittson, Red Lake, Roseau, Marshall,
*** • • •	OLD N D'GI	741 6006	Lake of the Woods
Virginia*	214 N. Fifth Ave.	741-6996	N.W. and E. Central St. Louis Kondinghi Mackar F. Swift, N. Banvilla
Willmar*	324 W. Third St.	235-3222	Kandiyohi, Meeker, E. Swift, N. Renville Winona, Houston, Wabacha, N.F. Fillmore
Winona*	163 Walnut St.	452-2861 376-3116	Winona, Houston, Wabasha, N.E. Fillmore Nobles, Rock, Pipestone, Murray
Worthington*	321 Eleventh St.	910-9110	romes, nock, i ipesione, muniay

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

