



Youth Skills Training program

Report to the Minnesota Legislature

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Minnesota Department of Labor and Industry
Youth Skills Training program
443 Lafayette Road N.
St. Paul, Minnesota 55155
Phone: 651-284-5184
Email: Rich.Wessels@state.mn.us
Web: www.dli.mn.gov

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Introduction

This legislative report is submitted by the Minnesota Department of Labor and Industry (DLI) about the activity and outcomes of its Youth Skills Training (YST) program. Specifically, Minnesota Statutes 175.46, subd. 15, requires DLI to annually provide information for the preceding fiscal year by Feb. 1, 2020. The report must include updates about the program, the number of student learners who have participated in YST programs and recommendations for changes to the program.

Purpose

The purpose of the YST program is to provide industry-related classroom instruction and paid work experience to high school students age 16 years and older in high-growth, high-demand, living wage occupations. As provided by the Legislature in May 2017 (Minn. Stat. 175.46), local partnerships must include schools and employers working together to develop and implement YST programs throughout the state. Locally developed programs are created through these partnerships to provide safe, healthy and meaningful paid work experience to student learners. These partnerships provide exposure to industry, related classroom instruction, safety training, industry-recognized credentials and paid work experience in key industries, including advanced manufacturing, agriculture, automotive, health care and information technology.

Employers throughout Minnesota are reporting an increasing number of unfilled positions in high-paying jobs that require a certification or two-year degree and describe significant challenges to find qualified and trainable employees to fill these skilled positions. For example, in manufacturing, according to the most recent State of Manufacturing report by Enterprise Minnesota, the ongoing worker shortage was cited by respondents as their highest reported challenge “that might negatively impact future growth” for manufacturers.¹ The YST program addresses this shortage issue for all industries it serves by connecting industry with education to provide high-school students with opportunities to learn about and gain hands-on experience in these industries.

Minnesota’s current unemployment rate is 3.3% and our state’s labor force participation rate is currently at 70.3%.² The United States national labor force participation rate is 63.2% showing how Minnesota is already taking steps to maximize our ability to pull talent into the workforce in rates higher than the national average.³

¹ Enterprise Minnesota State of Manufacturing, May 2019. Retrieved Jan. 16, 2020 from www.enterpriseminnesota.org/news-and-publications/article/summer-2019-the-state-of-manufacturing-doing-more-with-less

² Current as of December 2019. Retrieved Jan. 16, 2020, from <https://mn.gov/deed/newscenter/press-releases/#/detail/appld/1/id/413716>

³ Current as of December 2019. Retrieved Jan. 16, 2020, from www.bls.gov/charts/employment-situation/civilian-labor-force-participation-rate.htm

Recent labor market analysis indicates that Minnesota will have a gap of nearly 317,000 workers by 2025.⁴ The YST program is one way to address the workforce shortage by connecting industries with education to provide students with opportunities to learn about and gain hands-on experience in high-growth, high-demand and living-wage careers. YST programs provide technical skills, safety instruction, opportunities to gain industry-recognized credentials and teach important employment skills to be successful in these in-demand careers.

“Most manufacturers in Minnesota are facing a shortage of qualified workers, we hear it in our community and throughout the state.”

- Katie Bruns, MITGI

Creation

The Legislature created the YST program in 2017, which included grant funding in the amount of \$1 million per biennium, to provide local partnerships throughout the state with resources to create and implement YST programs. These grants were to be awarded to a maximum of five partnerships and could not exceed \$100,000 for each local partnership. Additionally, a one-time appropriation of \$200,000 out of the Workforce Development Fund was provided for DLI to develop the program over fiscal years 2018 and 2019.

Expansion

In 2019, the Legislature invested \$2.2 million per biennium from the Workforce Development Fund to support YST programs. These funds will be used to help address the shortage of skilled workers in Minnesota and connect industry and students age 16 and older with opportunities to learn and gain hands-on experience in high-growth, high-demand and well-paying careers. The increase in the amount of grant funding from \$500,000 to \$1 million each year will allow the YST program to fund twice as many partnerships each year and in effect, double the number of schools, employers and students participating in this program. The increase in grant funding will provide additional partnerships with the necessary resources to create and implement employment-based training programs for students ages 16 and older in these high-growth, high demand occupations.

Goals

The goal of the YST program is to offer career exposure and training to students in high-growth, high-demand, living-wage careers in several key industries in Minnesota. The strategy to reach this goal is to support the development of local partnerships among high schools, employers and community stakeholders throughout Minnesota. Local partnerships provide students with industry exposure, safe and meaningful work experience

⁴ Real Time Talent. 2019. “Strategies for Addressing Minnesota’s Labor Shortage.” Retrieved Jan. 16, 2019, from www.realtimetalent.org/wp-content/uploads/2019/05/5.2019_RTT_LaborForceSkillGapACSTabloid.pdf

and pathways to careers within these industries. The goal of the funding is to create, implement and grow new programs or expand existing programs numbers and industries served.

“I’ve had the opportunity to shadow an ICU nurse, attend a variety of job site tours and become a teacher’s aide in the CNA course all through the YST program. After earning my CNA certificate, I plan to continue on to become a nurse or surgical technician.”

– YST student learner

Benefits

Students benefit from meaningful career exposure, educational training, safety training and paid work experience in careers they are interested in pursuing. Through YST programs, students will discover a variety of pathways to high-growth, high-demand, living-wage occupations that exist within their communities and around the state.

Employers benefit by connecting with educators, providing input about curriculum, teaching students the skills needed to be successful in the industry and by gaining access to a new generation of employees with basic education, training and interest in pursuing a career within targeted industries. Employers also benefit from building relationships with student learners, schools and their communities. Their contributions provide individualized training and basic industry knowledge to student learners and once these students graduate from high school, they can help address the shortage of qualified employees.

Schools benefit by being a connector between students and meaningful work experience within their community. Additionally, schools benefit as students receive career exposure activities with employers that the schools may otherwise be unable to provide.

“In my time in high school, the paid work experience has been the most enriching and beneficial form of education I’ve received.”

-Lindsey, Goodhue County Learn & Earn Program

Impacted stakeholders

YST programs serve employers, school districts, students, families, communities, post-secondary institutions, employer associations and non-profit groups by working with communities throughout the state. All students attending a YST partner school are eligible to participate in the program. YST programs do not discriminate based on race, ethnicity or any other characteristic. It is an expectation that student demographics of these programs is consistent with the student demographics of the schools developing and implementing YST programs. Employers are paired with student learners with an interest in their industry. Prior to the employment experience the student learners have learned basic work skills and technical skills for the industry in a classroom environment and want to participate in a meaningful paid work experience.

Activities

Initial funding for the YST program created one full-time equivalent (FTE) project manager position to develop and promote the new program. The project manager started in September of 2017 and provides outreach, supports partnership development, provides technical assistance, facilitates the approval of YST employers and provides grant management for the agency. In 2019, the legislature provided permanent funding for one FTE project manager position. Program success is based on this consultative approach to support the development and implementation of YST programs throughout the state. The four main components to the YST program are: outreach, consultation, program approval and grant administration. For additional information about the YST program, visit www.dli.mn.gov/yst.

Outreach

Efforts have focused on outreach throughout Minnesota to promote and educate partners about the YST program. The methods of outreach have included convening interested parties, providing webinars and presenting at conferences and to small groups within communities throughout the state. The project manager has provided statewide and multi-modal YST outreach and information.

Table 1. YST outreach summary

2018	2019
<ul style="list-style-type: none">• Ninety phone conferences	<ul style="list-style-type: none">• One hundred-thirteen phone conferences
<ul style="list-style-type: none">• Four webinars (total of 172 participants)	<ul style="list-style-type: none">• Sixty-four employer walk-through visits
<ul style="list-style-type: none">• Sixty-five in-person meetings	<ul style="list-style-type: none">• Ninety-three in-person meetings
<ul style="list-style-type: none">• Twenty-seven large-group presentations	<ul style="list-style-type: none">• Sixteen large group presentations

Consultation

The project manager continues to consult with partnerships throughout the state to provide program information, technical support, resources and training to create and implement YST programs. Successful pilot programs have been highlighted and recognized to serve as examples for the rest of the state. Quarterly reporting, progress monitoring and grant management continues to be reviewed and revised to provide efficient and accurate information on YST outcomes.

The project manager provides prompt consultation to current and potential partners as they explore and develop YST programs. The project manager also meets with employers, schools and community stakeholders to provide information and answer questions. Whenever a challenging situation arises, the project manager helps brainstorm solutions and provides guidance about ways to effectively offer safe, healthy and meaningful work experience to student learners. Additionally, the project manager has designed a guide for establishing and developing a YST program. This guide will be updated this year to reflect current information, process changes and the new program approval process.

Program approval

The YST program approval process and documentation was developed and tested with six local partnerships prior to implementation. YST-approved occupations and industries include advanced manufacturing, agriculture, automotive, health care and information technology. These industries align with DLI's Minnesota Dual-Training Pipeline and Registered Apprenticeship to allow students the opportunity to transition into dual-training programs and meaningful careers after they graduate from high school.

YST occupations and industries are required to be part of a career pathway and to be conducive to dual training and hands-on learning, the occupations and industries were selected based on the following criteria:

1. Current demand indicator – Department of Employment and Economic Development (DEED) Labor Market Information (LMI) Occupations in Demand (OID) Tool: top 40% rank; equivalent to four- and five-star current demand-occupations, statewide.
https://apps.deed.state.mn.us/lmi/oid/Results_9Columns.aspx
2. Projected growth rate – DEED long-term high-growth, high-demand: Minimum of 500 projected openings or a minimum projected growth of 7%.
<https://apps.deed.state.mn.us/lmi/projections/EmploymentOutlook.aspx>
3. Median wage/cost of living – Equal to or higher than DEED-calculated Cost of Living for Regional Labor Markets for the state of Minnesota – \$29,856 or \$14.35 an hour. <https://mn.gov/deed/data/data-tools/col/>
DEED median wage: <https://apps.deed.state.mn.us/lmi/oes/Results.aspx>
4. Appropriateness – The occupation is not prohibited for minors under the age of 18.
5. Credentialing – The occupation offers training that results in an industry-recognized credential.

Program approval process

The goal of YST is to provide 16- and 17-year-old student learners with safe, healthy and meaningful paid work experience in high-growth, high-demand and living-wage industries. YST programs are required to provide students with opportunities to learn about the industry, take industry-related classes, receive safety training and earn industry-recognized credentials such as OSHA 10 certification and Certified Nursing Assistant certification. Safety training is also required at the employer site, proper personal protective equipment is required, and student learners are supervised and mentored by qualified employees during all working hours. By meeting these requirements and receiving approval from DLI, these student learners are allowed to work in industries otherwise prohibited by child labor laws.

In the spring of 2018, DLI revised the YST employer approval process for businesses interested in providing student learners with paid work experience through this program. The modified process includes scheduling a walk-through of the facility to view the machines and equipment that will be used in the student-learner experience as part of the YST program, to ensure safety and better understand the needs of industry partners. Prior to this revision, machines and equipment were evaluated on paper alone which presented significant challenges in determining the potential dangers for student learners operating these machines, ensuring safety

features and reviewing potential environmental hazards, as well as having a meaningful consultation with employers.

The modified approval process is more effective and significantly reduces the paperwork required of employers. Additionally, the new process further clarifies the specific steps to keep student learners safe on the job. All stakeholders have the common goal of providing safe, healthy and meaningful paid work experience to student learners. These employer visits have strengthened the quality of the program for the student learners who participate.

Below are the general steps required for a program to become approved. For more information and required approval forms visit www.dli.mn.gov/yst.

Youth Skills Training Program Approval Process	
STEP 1: Employer	Employer Equipment and Tool Review: (Form 1) List all machines, tools and equipment you would like reviewed for 16-17-year-old student learners to use as part of a paid YST work experience.
STEP 2: Employer	YST Walk-Through: DLI reviews the tools/equipment that employers would like 16-17 year old student learners to use as part of a paid YST work experience.
STEP 3: School	Class Syllabus: Provide a class description or class syllabus for course(s) students will take prior to or in conjunction with paid work experience.
STEP 4: Employer	Declaration Page: Employers must submit a copy of policyholder’s workers’ compensation declaration page.
STEP 5: School & Employer	YST Statute review and Work Process form: (Form 2) This packet provides YST statute that programs agree to follow and designates tasks, equipment and personal protective equipment for student learners in a paid work experience.
STEP 6: All Parties	Training Agreement: (Form 3) Complete, sign and date this form to keep on file at both the employer and school the student attends.

Grant administration

YST grant recipients are selected through a competitive grant process. The grant review committee consists of representatives from industry, the Department of Education and DLI. YST grants provide local partnerships with initial funding to create, implement and expand YST programs throughout the state. Grants are used to recruit students, recruit employers, pay for student transportation, market and advertise programs, and pay for

students to obtain industry-recognized credentials. Grants cannot be used to pay student wages. During fiscal year 2018, the YST program grant application, process, review, invoicing and quarterly reporting were launch and piloted. The YST project manager continues to monitor and review grant application and reporting process for efficiency and accurate data collection annually.

Grant round one (period of performance: July 1, 2018 - June 30, 2020)

The first round of YST program grant funding drew proposals from 29 local partnerships. Twenty-five of those partnerships were approved to complete a formal grant application. These 25 local partnerships consisted of 64 school districts, 107 employers, seven post-secondary institutions and 13 community organizations (chambers of commerce, workforce groups, nonprofits, etc.) applying for a total of \$2,388,094 in grant funding. The grant review committee selected five local partnerships to receive the initial pilot program grant funding. These partnerships consisted of 13 school districts and 51 employers in the industries of advanced manufacturing, health care and information technology. The first round of grant funding awarded \$95,000 to each of the five partnerships listed below. The grant period for these partnerships is July 1, 2018, through June 30, 2020.

- Hutchinson Schools TigerPath Initiative
- Red Wing Ignite Learn & Earn (Goodhue County Collaborative)
- TwinWest Youth Skills Training program
- White Bear Lake Area Schools and Cerenity Senior Care
- Winona Chamber’s REACH initiative

YST Partnership details for first round grant recipients, as of Jan. 1, 2020 (Grant period: July 1, 2018 — June 30, 2020)			
Partnership name (Industry)	School district(s)	Employer partners	What are the students doing?
Goodhue County Collaborative <i>Manufacturing</i>	Cannon Falls, Goodhue, Goodhue County Education District, Kenyon	Acrotech, Central Research Laboratories, Custom Iron, Gemini Sign Products, Hearth and Home, Knobelsdorff	<ul style="list-style-type: none"> • Facilitated discussion about technical careers • Soft-skills training • Industry tours of 10 local employers • OSHA 10-hour certification

	Wanamingo, Lake City, Red Wing, Zumbrota-Mazeppa	Enterprises, 3M Fall Protection, Neufeldt Industrial Services, Company, Red Wing Shoe Company, Riedell Skates, SCS Elevator Products, Sturdiwheat, USG, Valleycraft	<ul style="list-style-type: none"> • Paid internships • Each student completes two paid, 40-hour internships at two different companies. • Students make presentations at their school, and in some cases to the school board, about work-based site learning experiences.
TigerPath Initiative <i>Manufacturing</i>	Hutchinson	Luedtke Contracting, Midwest Industrial Tool Grinding, Inc., Innovative Foam	<ul style="list-style-type: none"> • Pathway fair with 25 employers, hands-on activities and networking • Industry tours • Industry panel presentations • Classroom instruction • OSHA 10-hour certification • Paid internships at local companies
TwinWest Youth Skills Training Program <i>Manufacturing and Information Technology</i>	Hopkins, St. Louis Park, Osseo	Code Ninjas, Engage Star, City of St. Louis Park, City of Maple Grove, Interscapes, Japs Olson, Marshall Manufacturing, Met Council, EDCO Manufacturing	<ul style="list-style-type: none"> • Industry-relevant classroom instruction • Career exploration experiences • Apply and interview for internships • Industry-recognized credentials • Student evaluations of experience • Paid internships: manufacturing and IT • Weekly check-ins
White Bear Lake Area Schools and Cerenity Senior Care <i>Health Care</i>	White Bear Lake Area Schools	Cerenity Senior Care	<ul style="list-style-type: none"> • Career exploration events and speakers • CNA course at WBLAHA-South Campus • Clinical training at Cerenity Senior care • MN State CNA Test at Century College • Job site tours and job shadows • Summer camps and scholarships • Paid internships • Earn additional stackable credentials • Tuition reimbursement
Winona Chamber's REACH Initiative <i>Manufacturing and Health Care</i>	Winona	Fastenal, BCS Automotive, Benchmark Electronics, Saint Anne of Winona, Sugar Loaf Senior Care, Sauer Health Care, Thern Inc., Miller Ingenuity,	<ul style="list-style-type: none"> • Attend industry events • Interview and apply for internships • Soft-skills training • Industry speakers • HIPPA and Dementia-Friendly training • OSHA and ISO Training

		Winona ORC Industries, Behrens, CPI, Excel Images, Formgraphics, Goodson, Knitcraft, Mississippi Welders, Peerless Industrial Group, RTP, Watlow, Wenonah Canoe, Wincraft, WS Packaging, Hiawatha Valley Mental Health Center	<ul style="list-style-type: none"> • Tours of employers • Paid internships
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Grant round two (period of performance: July 1, 2019 - June 30, 2021)

The second round of YST program grant recipients was announced Jan. 3, 2019. The timeline for the second round of YST program grant funding was moved from spring to fall to provide partnerships with more time to plan and organize prior to the start of the grant period in July 2019. The second round of grant funding consisted of 49 local partnerships submitting a letter of intent to apply. Of those 49 partnerships, 33 partnerships were approved to complete a formal grant application. These 33 partnerships requested a total of \$3,160,290 in funding, represented all five industries and consisted of 79 school districts, 160 employers, 21 post-secondary institutions and 40 community organizations (chambers of commerce, workforce groups, nonprofits, etc.). Five partnerships from these 33 were selected to receive \$100,000 each in grant funding to create and implement YST programs. The grant period for these partnerships is July 1, 2019, through June 30, 2021. The second round of grant recipients include:

- ISD 728 serving Elk River, Otsego, Rogers and Zimmerman,
- ISD 831 Forest Lake Area Schools,
- ISD 287 Pathways to College,
- Southwest Minnesota Private Industry Council, and
- Vadnais Heights Economic Development Corporation.

YST Partnership details for second round grant recipients, as of Jan. 1, 2020

(Grant period: July 1, 2019 – June 30, 2021)

Partnership title (Industry)	School district(s)	Employer partners	What are the students doing?
Students in Manufacturing <i>Manufacturing</i>	ISD 728-Elk River-Otsego- Rogers-Zimmerman	Alliance Machine, Inc., CDI Crystal Distribution Inc., TESCO EMERSON	<ul style="list-style-type: none"> • Career fairs • Industry tours • Job shadow

		Metal Craft, Eastey, M&M Precision, Command Tooling Systems, Die Concepts, Marksman Metal, MoCorp, Ramar	<ul style="list-style-type: none"> • Classroom speakers • OSHA 10-hour certification • Engineering and welding classes • Apply and interview for internships • Paid internships: 10-15 hours per week • Weekly internship class (safety, child labor laws, and 21st Century skills)
Project Launch <i>Manufacturing and Agriculture</i>	Forest Lake Area Schools	Team Vantage, Twin Lakes Landscapes, Rosenbauer, Wilson Tool, Madsen Fixture and Millwork, Frontier Ag and Turf, Design Ready Controls, Advanced Molding Technologies, Carley Foundry, Regal Machine, South Shore Veterinary Hospital, JL Schwieters, Schwieters Companies, & Express Employment Professionals	<ul style="list-style-type: none"> • Career Launch courses (2) • Explore: professional skills & OSHA 10 credential • Experience: nine-week work-based learning placement • Ag day and national FFA conventions • Northern Green Expo • Industry-related courses (43) • Employability and hot jobs w/DEED for parents and students • Career Exploration Day - 80 career speakers for 2,000 students • Every high school student received a Career Pathway Guide • On-site facility tours (7) • Job shadowing • Mentorship • WBL experiences averaging 180 hours/students
Pathways to Nursing YST Program <i>Health Care</i>	ISD # 287	Castle Ridge Care Center, The Waters, English Rose Suites	<ul style="list-style-type: none"> • 75 hours instruction at Hennepin Tech • 16 hours clinical supervision • High school and college credit • State exam and industry recognized credential • Paid internships: 85 hour paid work experience • High school work experience credit
Northeast Manufacturing Education Partnership	White Bear Lake Area Schools, Mounds View Area Schools, North St. Paul-Maplewood-Oakdale, Roseville Area	Mold Craft, Specialty Mfg. Co., Superior Machine, Renstrom Dental, Teamvantage, LasX, Herold Precision	<ul style="list-style-type: none"> • Tours of employers • Classroom speakers • Career and networking events • Manufacturing pathway courses

<i>Manufacturing</i>	Schools, AFSA Charter School	Metals, Schwing America	<ul style="list-style-type: none"> • Manufacturing camp at Saint Paul College • OSHA 10-hour certification • Paid internships • One week at all four companies • Learn manufacturing process
Southwest Minnesota Career Pathway Partnership <i>Manufacturing and Health Care</i>	Montevideo, Renville County West, Yellow Medicine East, Jackson County Central, M.A.C.C.R.A.Y, Windom, MN Valley ALC, Marshall, Westbrook Walnut Grove, Canby, Minnesota, Dawson-Boyd, Wabasso, Red Rock Central, Lakeview, Lac Qui Parle Valley, Worthington	Ametek, Action Manufacturing, Chandler Industries Granite Falls Health, K&M Manufacturing, Kibble Equipment, Manufacturing RITALKA Inc.,	<ul style="list-style-type: none"> • Career awareness and development activities • Experiential classroom instruction • Informational interviews • Job shadowing • Workplace tours • Safety training • Paid internships <ul style="list-style-type: none"> ○ 10 hours a week ○ Up to 320 hours per school year ○ Summer program option

Table 1. YST grant application summary	First round	Second round
Number of school districts involved	64	79
Number of employers involved	107	160
Number of post-secondary institutions involved	7	21
Number of other partners involved (chambers, workforce groups, nonprofits etc.)	13	40
Amount of grant dollars requested	\$2,388,094	\$3,160,291

Table 2. YST grant award summary	First round	Second round
Number of partnerships	5	5
Amount of grant	\$95,000 each	\$95,000 each
Number of school districts involved	13	38
Number of employers involved	51	55
Industries involved (advanced manufacturing, agriculture, health care, information technology)	3	4

Table 3. YST student involvement to date	Grant first round July 1, 2018 to June 30, 2020	Grant second round July 1, 2019 to June 30, 2021
Student exposure to YST industries	3,612	879
Related instruction and safety training	2,214	1,115
Industry-recognized credential	112	53
Paid work experience	74	41
Percent of students anticipated to receive credential	82%	93%
Percent of students anticipated to graduate when eligible	91%	N/A

Note: First round grant partnerships will not conclude their grant period until 06/30/2020. First round grant outcomes will be available after July 1, 2020. Second round grant partnerships began their grant round on 07/01/2019. Second round grant outcomes will be available after 07/01/2021.

There are five YST partnerships receiving grant funding during the current grant period from July 1, 2018 through June 30, 2020. To date, these five programs have provided 3,612 students with the opportunity to participate in activities related to one or more of the five approved YST industries. More than 2,200 students have completed or are taking classes and receiving safety training directly related to these industries. In addition, 109 students have received an industry-recognized credential and 74 students have participated in safe, healthy and meaningful paid work experience in one of these industries. These numbers will continue to grow as several of the partnerships have spring and summer paid work experiences that include students earning industry-recognized credentials.

Grant round three (announced Jan. 22, 2020)

The third round of YST program grant recipients was announced Jan. 22, 2020. The third round of grant funding consisted of 25 local partnerships who were approved to complete a formal grant application. These 25 partnerships requested a total of \$2,340,476 in funding, represented all five industries and consisted of 84 schools, 150 employers, 14 post-secondary institutions and 40 community organizations (chambers of commerce, workforce groups, nonprofits, etc.). Seventeen partnerships from these 25 were selected to receive between \$73,000 and \$93,000 each in grant funding to create and implement YST programs. The third-round grant recipients include:

- Bemidji Career Academies
- Bloomington Public Schools
- Burnsville-Eagan-Savage Public Schools
- Detroit Lakes Public Schools
- Elk River Area Schools
- Faribault Public Schools
- Forest Lake Area Schools
- Genesys Works Twin Cities, St. Paul

- Goodwill Industries, St. Paul
- Lakeville Area Schools
- Monticello Public Schools
- North Branch Area Public Schools
- Princeton Public Schools
- Ramsey County Workforce Solutions
- Red Wing Ignite
- South West Metro Intermediate District, Shakopee
- Spark-Y, Minneapolis

“Paid internships allow students to gain practical work experience while they learn about a potential new career field.” - YST employer

Comprehensive program timeline

Event	Date
Meeting with key stakeholders to introduce the YST program	Aug. 15, 2017
Project manager start date	Sept. 11, 2017
Webinar to introduce the YST program	Sept. 20, 2017
Design of YST program guide	Oct. 15, 2017
Pilot of initial YST program approval forms and process	January/February 2018
Webinar to provide updates about program and announce grant funding	Jan. 16, 2018
Letter of intent to apply for YST grant funding created and posted	Feb. 1, 2018
Webinar to present YST grant application and answer questions	March 27, 2018
YST letter of intent to apply for grant funding due	April 5, 2018
YST grant applications open	April 6, 2018
YST grant applications due	May 4, 2018
YST grant recipients announced	June 8, 2018
YST grant recipients convened	Sept. 27, 2018
YST letter of intent to apply for second round of grant funding due	Oct. 5, 2018
YST grant applications for second round due	Nov. 2, 2018
YST grant recipients convened	Dec. 7, 2018
YST grant recipients for second round announced	Jan. 3, 2019
YST program guide publication	Feb. 1, 2019
YST legislative report submitted for year one	Feb. 1, 2019

YST legislative testimony provided by students, schools, employers	Feb. 27, 2019
YST letter of intent to apply for third round of grant funding due	Sept. 27, 2019
YST grant applications for third round due	Oct. 28, 2019
YST grant recipients for third round announced	Jan. 22, 2020
YST legislative report submitted for year two	Feb. 1, 2020

Recommendations

DLI’s Youth Skills Training Program continues to expand and provide meaningful and safe work experiences to student learners 16 years of age and older. The past two years have provided significant opportunities for DLI to learn and grow this important program. DLI recommendations for the YST program include:

- Continuing to closely collaborate with YST program stakeholders to refine and improve the YST program to better serve local partners,
- Working more closely on initiatives with underserved communities to better serve all students in Minnesota and ensuring every student interested in participating in a YST program has access to this experience,
- Ensuring the demographic representation of participants in YST programs is reflective of student demographics of the school,
- Providing meaningful forums for local partnerships to share best practices and learn from each other, and
- Supporting student learners in their YST programs and gathering their insights on how to improve YST programs for all participants

Appendix one

Summary of YST program guide

The YST program developed a guide to provide a step-by-step approach to creating and growing a local program. The goal of the YST program is to provide students with safe, healthy and meaningful career exposure and work experience.

The YST program guide provides:

- a step-by-step approach to create and grow a program including:
 - the process for selecting an approved industry that aligns with your local community,
 - criteria to identify occupations,
 - steps to form local partnerships with key stakeholders; and
 - how to identify appropriate programs to provide industry-related instruction;
- an explanation about the Minnesota child-labor-program exemption;
- guidance about working with employer insurance policies;
- recommendations of how to market a program and provide outreach to students;
- roles and responsibilities for each partner, including:
 - **employers** provide meaningful and safe work experience to students interested in learning more about the pathways to careers within that industry;
 - **schools** are the link between YST student learners and employers;
 - **student learners**;
 - parents or guardians of student learners; and
 - other partners in the community;
- required program forms to become an approved program through DLI (a partnership does not have to be a YST grant recipient to start a program); and
- other selected resources.

The guide is informed by successful YST programs that have incorporated the following:

- industry-exposure opportunities – these opportunities should be available for students of all ages, parents, teachers, etc.;
- quality instruction with an opportunity for students to earn industry-recognized credentials;
- soft-skill development;
- safe and meaningful work experience;
- parent and community involvement; and
- plans for recruitment, growth and continual improvement.

The YST program guide will be updated this year to reflect new program information and updated processes.

To view the guide online, visit www.dli.mn.gov/yst.

Appendix two

Employer partners listed by grant recipients in round three:

3M	CHS, Inc
3M Fall Protection	City of Minneapolis
Abbott	Collins Aerospace
Accenture	Cornerstone Auto
Acrotech Inc.	Crystal Cabinet Works
Advanced Wireless Communications	Customized Safety Training
Aeritae Consulting Group	Daiken Applied
Agiliti	Dakota Electric Association
AirCorps Aviation	Data Recognition Corporation
Allianz	Deerwood Bank
Allina Health	Delmar
Allstate Peterbilt	Deluxe Corporation
American Imports	Dick's Sanitation
Ameriprise Financial	Dorsey and Whitney
Anderson Corporation	Ecolab
Aspen Equipment Company	Ecumen
Auburn Homes and Services	Elm Care
Auburn Manor	Equipment Transport
Audobon Health Care	Essentia
Bartmann Group	Excel Energy
Be the Match	Faegre Baker Daniels
Bergen's Greenhouses	Fairview Health Services
Best Buy Corp	Fairview Lakes Hospital
Best Buy Geek Squad	Ford
Birchwood Senior Housing	Forest Lake Auto Group
Blaine Brothers	Forest Lake Fire Department
Blue Cross Blue Shield Minnesota	Frontier Ag And Turf
Boston Scientific Corp	GATR Truck Center
Branch Manufacturing	Gemini Sign Products Inc.
Bremer Financial Corp	General Mills
BTD Manufacturing	Glenn MetalCraft
Buffalo Wild Wings Inc	Good Samaritan Society
Capella University	Goodwill Industries
Cargill	Health Partners
Caribou Coffee	Hearth & Home
Carlson Wagonlit Travel	Hennepin County Public Defender's Office
Carquest	Hennepin County Resident and Real Estate Services
Central Research Laboratories	Hobo Chemquest
Chester Berg Toyota	Jennie-O Turkey Store

K&G Manufacturing
Kennedy Transmission Brake & Auto Shop
Knife River Materials
Kraus-Anderson
Lakeland Television
Lakes Region EMS
Land O Lakes
LaValley Industries
Life Link
Lifetouch
Lodermeier's
Lueken's Village Foods
Mahtomedi Fire Department
Medica
Medtronic
Mendell
MI2
MIA
Minnesota Public Radio
Morrell Companies
Mortneson
MRG Tool and Die
Neilson Foundation
Neufeldt Industrial Services
NLFX
Nortech
North Central Door
North Country Dental
North Memorial Ambulance
Optum
Ottertail Power Co
Parmly on the Lake
Patterson Companies Inc
Paul Bunyan Communications
Pella Windows
Permac Industries
Pinnacle Marketing
Polaris Industries
PotlatchDeltic
Presbyterian Homes
Prime Therapeutics
Protean

QA1
Randolpf and Sweet Harvest
Ratzlaff Homes
Red Wing Shoe Company
Regal Machine
Renodis
Ridgeview Medical Center
Rosenbauer
Safety Signs
Sage Electrochomics
Sanford Health
Schmitty & Sons
Science Musuem of Minnesota
SCS Elevator Products
Sleep Number
SPS Commerce
Stittsworth's Meats
Sturdiwheat Inc.
Sun Country Airlines
Sun Stream Business Services
Sunrise Banks
SuperValue
Target Corp
TCF Bank
TCI Solutions
TEAM Industries
The Idea Circle
The Toro Company
Thomson Reuters
ThreeBridge Solutions
Thrivent Financial
Tires Plus
Total Auto Care
Travelers
Tru-View Inc
Ultra Machining
Up North Canvas Company
Uponor
USG
Valley Craft
Walmart Automotive
Wells Fargo Bank

Wilcox Chevrolet
Wyoming Fire Department
Wyoming Machine
York Solutions

Education partners listed by round three grantees:

Al-Amal School
Apple Valley High School
Bemidji Area Schools
Blaine High School
Bloomington Public Schools
Brooklyn Center High School
Burnsville Eagan Savage Public Schools
Champlin Park High School
Columbia Heights High School
Detroit Lakes High School
Eagan High School
Edina High School
Elk River High School
Faribault Area Learning Center
Faribault High School
Goodhue County Education
Henry Sibley High School
Hopkins High School
Irondale High School
Ivan Sand Community School
Johnson Aerospace and Engineering High School
Lakeville Area Schools
Lakeville North High School
Lakeville South High School
Minneapolis Edison High School
Minneapolis Patrick Henry High School
Minneapolis Roosevelt High School
Minneapolis South High School
Minneapolis Washburn High School
North Branch Area Public Schools
Park Center High School
Prairie Seeds Academy
Princeton Public Schools
Richfield High School
Robbinsdale Cooper High School
Robbinsdale High School
Rogers High School

Rosemount High School
Roseville Area High School
Simley High School
South St Paul Secondary School
Spring Lake Park High School
St Louis Park High School
St Paul Central High School
St Paul Como Park Senior High School
St Paul Harding High School
St Paul Highland Park High School
St Paul Humboldt High School
St Paul Johnson Senior High School
St Paul Washington Technology Magnet School
The Fair School
Ubah Medical Academy
Waconia Public School District
Zimmerman High School

Community partners listed by round three grantees:

Burnsville Chamber of Commerce
Change Inc
City of Bemidji
City of Elk River Economic Development Authority
City of Minneapolis Employment and Training
City of North Branch
Elk River Chamber of Commerce
Express Employment Professionals
Faribault Area Chamber
First National Bank Foundation
Forest Lake EDA
Forward Foundation
Greater Bemidji
HRDC
Lakes Center for Youth and Families Outreach
Lakeville Chamber of Commerce & CVB
Minnesota State Transportation Center of Excellence
Minnesota Trucking Association
MN Aquatic Invasive Species Research Center
Monticello Public Schools
NWMN Foundation
Princeton Area Chamber of Commerce
Project for Pride in Living

Ramsey County Workforce Groups
The Good Acre
Washington County Workforce Development

Post-secondary partners listed by round 3 grantees:

Hennepin Technical College
Minnesota State College Southeast:
Cannon Falls
Pine Technical College
St. Thomas
Summit Academy
University of Minnesota

Appendix three

Grant rounds one and two employers approved to host YST student learners for paid work experience:

3M Fall Protection	Marksman Metals
Acrotech	Metal Craft
Action Manufacturing	Midwest Industrial Tool & Grinding Inc.
Advanced Extrusion	Miller Ingenuity
Alliance Machine	Mocorp
Buerkle Automotive	Mold Craft
Central Research Lab	Neufab
Chandler Industries	Red Wing Shoes
Command Tooling	Regal Machine
Crystal Distribution Inc.	Renstrom Dental
Cummins	Schwing America
Custom Iron	SCS Elevator Products
Design Ready Controls	Smith Metal Products
Die Concepts	South Shore Vet Hospital
Eastey	Specialty Manufacturing
Fairway Collision Center	Sturdiwheat
Fastenal	Superior Machine
Frontier Ag & Turf	Teamvantage
Gemini	Tescom
Granite Falls Healthcare	Thern Winches & Cranes
Harold Precision Metals	Timron
Hearth & Home	USG
Knobelsdorff	Valley Craft
LasX	Walser Automotive
M & M Machining	Zerozone