

# MINNESOTA YOUTH PROGRAM

SFY2019 ANNUAL REPORT



This 2019 Annual Report provides an overview of youth employment and training activities funded under the Minnesota Youth Program (MYP) in SFY2019.

**CareerForce**<sup>™</sup>

Minnesota's Career Resource



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This report provides an overview of youth employment and training activities funded under the Minnesota Youth Program (MYP). There is a separate profile for each of Minnesota's Workforce Development Areas (WDAs), highlighting best practices and success stories. Thanks to the Minnesota Legislature's \$4.05 million per year investment in MYP, Minnesota WDAs have the infrastructure in place to assure that youth employment services are available in every county at a time when youth unemployment was 10 percent (and double that for youth of color, low-income youth and youth with disabilities).

For more information, see the contact information on each profile or:

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## WHO IS SERVED UNDER MYP?

3,384 youth were served through the work experience component of MYP and an additional 23,896 youth were served through the Outreach to Schools/Career Advisor component of MYP: 50% are youth of color, 44% are youth with disabilities and 68% are youth from families on public assistance. Customers are at-risk and low-income youth ages 14 to 24 who lack academic and “applied skills” considered critical for current and future workplace needs MYP meets the needs of youth who are hands-on, applied learners. MYP provides safe and healthy worksites and sets high expectations for growth and learning. Detailed information on youth served under MYP in SFY2019 and outcomes are included in charts at the end of this report.

For data on individualized case managed work experience, **see page 39**.

## HOW DOES MYP PREPARE YOUTH FOR THE WORKFORCE?

Comprehensive services include:

**Early Assessment:** Skill assessment and interest determinations individualize the service, assist in career development.

**Work-Based Learning:** Job opportunities in public and private sectors introduce youth to career pathways.

**Mentoring:** Builds workplace skills, career awareness and confidence.

**Financial Literacy:** Budgeting and independent living skills developed.

**Leadership Skills:** Opportunity to work with diverse groups and engage in community service.

**Employer Engagement:** Employers evaluate work readiness skills of youth in pre and post assessments on the worksite.

**Support Services:** Transportation, clothing, tools, child care, housing/rental assistance, and school-related expenses are available to support participants in work experience.

**Credentials/Academic Credit:** Youth can earn academic credit, service learning credit or industry-recognized credentials, degrees and certificates.

## WHAT DOES THE RESEARCH SAY ABOUT WORK EXPERIENCE FOR TEENS?

Research has shown that the number one predictor of future success in the workforce is early exposure to work experience:

- Contextual learning improves student’s grades, attendance and graduation rates
- Young people who have an opportunity to gain work experience as teens are more likely to stay in school, avoid criminal involvement, gang behavior, drugs and unwanted pregnancies
- Teen employment contributes to significantly higher wages as young adults enter their twenties
- Teens in low-income families have the least access to jobs – especially jobs that combine part-time work and school

## WHAT IS THE RETURN ON INVESTMENT (ROI) FOR THE MINNESOTA YOUTH PROGRAM (MYP)?

Each state dollar invested in MYP yielded a return on investment of \$6.54 for SFY2019, **see page 41**.



# Southwest Minnesota

## Southwest Minnesota Private Industry Council (PIC)

Carrie Bendix, Executive Director

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[swmnpic.org](http://swmnpic.org)

*Counties served: Big Stone, Chippewa, Cottonwood, Jackson, Lac Qui Parle, Lincoln, Murray, Nobles, Pipestone, Redwood, Rock, Swift, and Yellow Medicine*

### OVERVIEW

The Southwest Minnesota Private Industry Council (PIC) works to build tomorrow's workforce through partnerships with a shared focus on training and leadership. We are a private, nonprofit organization that offers customized training and employment services for individuals and businesses in a 14-county area of Southwest Minnesota. We facilitate services through three CareerForce locations in Marshall, Montevideo and Worthington. For 34 years, the PIC has helped build a skilled and qualified workforce.

Our youth and young adult division works with employers and educators to assist students and their families with career exploration, career preparation, and skills training that align with the needs of local employers. Providing youth and young adults with opportunities to experience "real-life" workplaces and employees outside of training is important for their career preparation and for building a pipeline of future skilled workers in Southwest Minnesota. Services include: career awareness and exploration activities, career preparation, career pathways training, post-secondary scholarships, transition and career advisory services, work-based learning opportunities, and support services.

PIC leverages other resources, such as the Workforce Innovation and Opportunity Act (WIOA), the Minnesota Youth Workforce Development Competitive Grant Program (Youth at Work), Youth Intervention Funds, the Disability Employment Initiative Funds, Pre-Employment Transition Services (Pre-ETS/VRS), Higher Education Career Advisory Project Funds (HECAP), and local funding from foundations, partners, and counties to complement and maximize services for youth. Co-enrolling individuals allows for efficiencies with financial resources and expanded services for participants.

### SERVING YOUTH UNDER-REPRESENTED IN THE WORKFORCE

Tokatakiya wodakota yuha maunnipi kte ye/do, which means, "We will walk towards the future with the Dakota way of life", is a creative and collaborative initiative where the SW MN Private Industry Council (PIC) and the Lower Sioux Indian Community provided 7th, 8th, and 9th grade students training covering job seeking, applications, and interviewing. Participants are selected to participate in a seven-week summer youth work program organized by Lower Sioux Indian Community and Dakota Wicohan. In addition, to developing employment skills, the young workers are studying Dakota language and lifeways.

The students are coached and guided on how to fill out a job application and complete an interview to participate in the summer work program. PIC youth staff provided feedback to each of the students on their final application and interview. To further build the youth's employment skills, the PIC facilitated a second presentation to the Dakota youth workers on various career clusters that are high demand, high pay industries in southwest MN. In addition, PIC staff introduced a variety of tools for the students to use such as job exploration videos, labor market information, and financial literacy.

### COLLABORATIVE PARTNERS

The PIC received a Promising Practice Award from the Minnesota Association of Workforce Boards for the third year in a row.

The PIC provides a continuum of services including career awareness, career exploration, career pathway preparation and credentialed skills training with work-based learning opportunities where students often earn both secondary and post-secondary credit. Additionally, the goal is to create career pathways for students while creating systems change and aligning and strengthening partnerships locally to better inform students and parents about local labor market needs, create in-





demand Career & Tech courses in the high schools and college, and provide work based learning opportunities for students.

The Minnesota River Valley Education District's Alternative Learning Center (MRVED ALC) in partnership with the Southwest Minnesota Private Industry Council (PIC) and Minnesota West Community and Technical College (MnWest) provided ten (10) youth ages 16-20 to complete the welding certificate program at MnWest during the 18/19 school year. The Welding Certificate (6 high school credits; 16 college credits) consists of technical courses designed to develop skills in welding processes common to industry. In Worthington, PIC, Mn West, and Southwest Adult Basic Education (ABE-Worthington) partnered to provide Nursing Assistant (1 high school credit; 3 college credits) courses integrating wrap around services, work-readiness skills, and career planning. MN West provides the instructor and curriculum for the Certified Nursing Assistant course.

These are just two examples of our Youth Skills Training happening across southwest Minnesota in 8 school districts directly with PIC, and additionally with the SW/WC Service Cooperative and Minnesota River Valley Education District which serve over 100 school districts in southwest MN.

These projects are made possible due to funds leveraged and aligned through various funding sources administered by the Southwest West Central Service Cooperative (SWWC), Minnesota River Valley Education District (MRVED), Minnesota West Community & Technical College (Space, Equipment, Instructor), the PIC (Youth at Work, Youth Intervention Prevention, Minnesota Youth Program, DEI, WIOA Youth, CPIP, LYFT, and more), several local employers, and others.

## BEST PRACTICES/"KNOW BEFORE YOU GO" LABOR MARKET INFOGRAPHICS

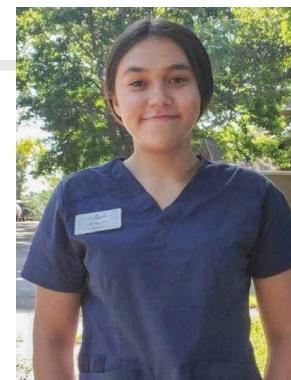
Providing labor market information to students, parents and school counselors to create awareness of regional career opportunities in high-growth, in-demand occupations is critical. WIOA Region 5 has developed and distributes labor market infographics that are easy to understand and are shared through innovative and traditional avenues such as school newsletters, websites, career advisors, curriculum, sports rosters and social media posts. We have partnered with schools, collaboratives, rural development commissions, and more as part of the dissemination process. The launch of the labor market campaign "Know Before You Go" provides infographics on median wage range by education level, annual tuition increases, cost of a degree, and in-demand jobs in the region. **BRAND NEW** is these are now available in two languages: Spanish and English.

## OUTREACH TO SCHOOLS/CAREER ADVISOR COMPONENT

Outreach to Schools (OTS) services (including HECAP and Pre-ETS) are a partnership between the Workforce Development Area 6 Board, (WDB) – SW MN Youth Committee and local educational agencies. OTS addresses a strategy for delivering effective education planning, career counseling and labor market information to the region's youth and families. The need to provide career services in the region's school districts is critical. With local employers not able to expand their businesses due to a skilled labor shortage, and small rural schools having very limited, if any, staff time dedicated to student career development. It is essential all students graduate and know their path to in-demand occupations.

## CUSTOMER COMMENTS

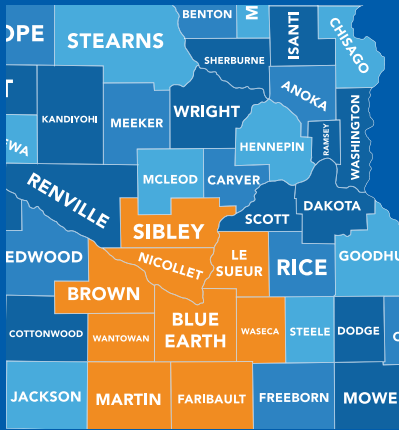
- "PIC's work experience program gave me a feeling of worth." – *PARTICIPANT*
- "PIC's work experience program provides employers opportunities to engage youth that need a chance to gain experience in a positive work setting." – *EMPLOYER*



### SUCCESS STORY: Megan

*Megan is a junior at the Minnesota River Valley Education District (MRVED) Alternative Learning Center in Montevideo, MN. Megan was running into barriers with transportation to be able to get to and from work at her job as a cashier in Walmart (with a great work history of over a year). When she was referred to the Southwest Minnesota Private Industry Council (PIC) she was interested in gaining her driver's license in order to diminish her transportation barrier but was not able to come up with enough money to pay for the training by the registration deadline.*

*While Megan was working with the PIC to improve her situation by gaining her driver's license, she was informed of the Nursing Assistant Career Pathway course that was going to be held through PIC, MRVED, Adult Basic Education, and Minnesota West Community and Technical College. Megan recently attended the Nursing Assistant training and has now successfully passed her examination and has obtained her Minnesota Nursing Assistant License. She has applied for a Nursing Assistant position and has obtained employment as a Certified Nursing Assistant. She enjoys being with people and helping them. In addition, Megan passed and obtained her Minnesota Driver's License in unison of obtaining her Minnesota Nursing Assistant License.*



# South Central Minnesota

## South Central Workforce Council/ Minnesota Valley Action Council

Diane Halvorson, Executive Director

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Phone: (507) 345-2408

[workforcecouncil.org](http://workforcecouncil.org)

*Counties Served: Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca, and Watonwan*

### OVERVIEW

MVAC provides comprehensive services that prepare youth for the world of work including: career exploration/ planning, labor market information on demand occupations, job seeking and keeping skills, financial literacy and work experience opportunities. Based on assessment results, youth are placed in worksites that fit their career interests and whenever possible at private sector sites where there is a greater opportunity for youth to get hired. Financial fitness training requires youth to open a savings account to direct deposit the paycheck and workshops teach them about money management, saving money and building assets.

South Central leveraged additional funding to complement and maximize services to target populations including youth from communities of color, youth transitioning out of the foster care system, youth with disabilities, teen parents and youth in public assistance households as well as career services to high school students. Funding sources include Workforce Innovation and Opportunity Act (WIOA), Youth At Work Competitive Grant, Youth Intervention Program Grant, TANF Youth Grant, Pre-Employment Transition Services funding through Vocational Rehabilitation Services, Higher Education Career Advisor Project Grant and funding from local partners to support career exploration events.

### BEST PRACTICES/SERVING YOUTH OF COLOR

The “Dream It. Believe It. Achieve It.” Program funded by the Youth At Work Competitive Grant targets services to youth from communities of color. With input from youth participants, parents and representatives from agencies that serve communities of color, key strategies have been successful in reaching youth from communities of color. Because we recognize the strong family connection in communities of color, parents are invited to participate in the initial meetings for program enrollment as well as the group activities. To increase cultural

awareness in the community, worksite supervisors participate in cultural awareness training. The program provides positive role models from communities of color that have overcome adversity to demonstrate that it is possible to achieve their dreams. This program was recognized as a best practice by the Minnesota Association of Workforce Boards.

### BEST PRACTICES/OUTREACH TO SCHOOLS

Partners In Career Exploration (PICE) is a partnership between workforce development and education that places interns in local rural schools districts to provide one-on-one career exploration and career counseling assistance to high school students.

The interns are first year graduate students in the Student Counseling Program at Minnesota State University-Mankato. Prior to placing the interns at area high schools, they received training from CareerForce location partner agencies and our local labor market analyst who provides them with information on our labor market including high growth/demand occupations in the region.

The intern meets with every high school junior and senior enabling them to reach students that are not proactive about their plans after high school and would otherwise go unnoticed and fall through the cracks. The interns also provide career exploration activities for younger grade levels so that they can begin to consider their plans after high school. This program was recognized as a best practice by the Minnesota Association of Workforce Boards.

Area high school students participated in a variety of hands-on career exploration events featuring demand occupations in key industries in our area. Over 625 students participated in the Tour of Manufacturing where 18 local manufacturers opened their doors for tours and provided information on career opportunities



at their business. One post-secondary institution showcased their manufacturing programs. About 700 students attended the Construct Tomorrow event which is an interactive career fair that provides hands on experiences in each of the construction trades to expose students to union apprenticeship opportunities. Fifty-five students participated in a three-day SCRUBS Camp which offered an opportunity for students to explore health science professions through hands on activities. This event was featured in a documentary titled “Ready for the Future: Career Preparation in Rural Communities”. The documentary was a partnership between Regional Educational Laboratory Midwest at the American Institutes for Research and Twin Cities PBS.

South Central and Southwest Minnesota identified a great need to provide labor market information to students, parents and school counselors to create awareness of career opportunities in high-growth, in-demand occupations. The launch of the labor market campaign “Know Before You Go” shared infographics on education and wage range by education level, annual tuition increases, cost of a degree, and demand jobs in the region. This year we launched industry specific infographics for healthcare, manufacturing, information technology and agriculture. The infographics feature a variety of occupations in each industry and compare education, important qualities, job description, employment opportunities, work environment and career paths at every education level. Other industries that will be highlighted include construction, business, education and non-traditional careers.

## COLLABORATIVE PARTNERS

- Local School Districts
- Minnesota State University-Mankato
  - ▶ Education Talent Search
  - ▶ Student Counseling Department
- South Central College
  - ▶ Financial Aid Outreach
  - ▶ Secondary Relations
- South Central Service Cooperative
- CareerForce Location Partnering Agencies
  - ▶ Job Service
  - ▶ Vocational Rehabilitation Services
  - ▶ Minnesota Valley Action Council
  - ▶ Regional Labor Market Analyst

## CUSTOMER COMMENTS

- “I’m my father’s PCA but no one else will hire me too. You guys have given me a chance to get out of the house to work more. I learned I would much rather work in something other than medical care.”  
– *YOUTH PARTICIPANT*
- “I have raised my grandson for the last 8 months and I feel this summer was crucial for his mental health and ability to heal. You could not have helped him find a better worksite. It was the perfect fit & the staff made him feel right at home, what a great first experience for him. Thank you is not enough! – *PARTICIPANT’S GRANDMOTHER*
- “This program launched my son’s career several years ago and now I want to give back to others by being a worksite. I am sold on this program.”  
– *WORKSITE SUPERVISOR*
- “We recently learned about being a worksite with MVAC and started with the most amazing young lady in June and just hired her ourselves. This is a great way to find and train potential employees before hiring them – we cannot believe our luck in this win-win!” – *WORKSITE SUPERVISOR*

## SUCCESS STORY: Derrec

*Derrec was referred to MVAC after getting behind on high school credits due to some family barriers. He completed a work experience to spend time around other adults who could lift him, earn his own income to buy a few personal items, and receive academic credits to graduate on time with his class. Derrec voiced MVAC being right where he needed us and brought him so much more than he was expecting. MVAC worked with Derrec through his current situation and guided him to seek employment in his new home in Texas in a manufacturing position at \$17.05 an hour that he reports being the perfect fit for him.*





# City of Duluth

## Duluth Workforce Development

Elena Foshay, Director

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Phone: (218) 302-8400

[duluthmn.gov/workforce-development](http://duluthmn.gov/workforce-development)

Area served: City of Duluth

### OVERVIEW

Duluth Workforce Development provides services to In-school and Out-of-school youth through the YES Duluth program. YES Duluth serves youth and young adults who experience barriers to achieving their goals in employment and/or education through a wide array of employment and education support services. YES Duluth's program elements include career pathways assessment and education, work readiness training, soft skills training, work experience, job skills training, financial literacy training, and other program elements as appropriate to the individual.

Support and guidance for individuals working toward their GED, high school diploma, post-secondary education and short-term training is available to participants. CareerForce in Duluth partners with Adult Basic Education (ABE) to provide tutoring support to help participants with study skill development, basic skills training, and GED preparation.

YES Duluth works in close partnership with area youth providers and strengthening our referral network has proven to better reach and better serve our at-risk youth and young adults. In addition, we leverage resources through co-enrollment in grants and programs whenever necessary to best meet our participants' service needs.

### BEST PRACTICES

As a best practice, YES Duluth works in close partnership with youth serving agencies throughout our community to ensure access to the program elements necessary for support in achieving individualized education and employment goals. Through the Opportunity Youth of Duluth collaboration, we leverage the strengths and resources provided through our partner agencies to make connections, provide stability, connect with resources and pave the way for individual skill building as youth begin their career path.

YES Duluth counselors work one-on-one with youth to assist in the development of their individual employment

and education plan. In the early stages of enrollment, we incorporate guidance and counseling in career planning, job seeking, confidence and self-management, handling conflict and employability skills. YES Duluth counselors are currently utilizing activities and assessments from Career EdVentures, Skills to Pay the Bills, Holland Career Interest Surveys and the Careerwise Education resource as tools for individuals to identify personal strengths, explore possible career pathways and plan for obtaining stackable credentials in post-secondary education.

Using DEED data tools and CAREERwise Education statistics, YES Duluth staff maintain a quarterly "LMI Snapshot" which is distributed to youth participants. The Snapshot illustrates current and local LMI data including growing careers, jobs with the most openings in the area and LMI "fun facts." Presenting this information to youth initiates discussions and informs decision making regarding how the youth's goals and interests fit into our region's current labor market picture.

To develop our participants' skills in financial literacy, we provide a variety of training opportunities and support to youth based on the age, experience and needs of the individual youth. Financial literacy toolkits YES Duluth staff utilize include CFPB's Your Money, Your Goals toolkit and NEFE's High School Financial Planning Program. In-school youth can receive Managing Credit Education in partnership with local financial institutions. We also continue to maintain outreach and referrals with community partners that teach financial literacy, including ABE, Community Action Duluth (CAD), and Lutheran Social Services (LSS).

### COLLABORATIVE PARTNERS

Duluth Workforce Development's YES Duluth program maintains a strong referral network that effectively refers and connects youth with the program. This core network includes local youth-serving organizations such as ISD 709 Counselors, Life House, Dept. of Vocational Rehabilitation Services, SOAR Career Solutions, YWCA, Valley Youth Center, The Hills Neighborhood Youth





Services (NYS), and Minnesota Family Investment Program (MFIP) Counselors. YES Duluth staff meet regularly with area partners to effectively refer youth to appropriate services and to communicate regarding eligibility, program elements, support services and incentives to aid in outreach.

YES Duluth staff continually diversify and engage our pool of employers that provide work experiences to our youth participants. When establishing relationships with local businesses, we strive for a balance of LMI based employer connections and person-centered employment options. To better serve our youth and our community, YES Duluth is currently working with our local workforce board's Emerging Workforce Committee to expand our employer base and to explore new options to facilitate engagement between youth and community employers.

YES Duluth utilizes Minnesota Youth Program funding to leverage and enhance services offered through WIOA Title I Youth and MFIP, among others. Youth are co-enrolled in multiple grants whenever possible.

## SERVING YOUTH UNDER-REPRESENTED IN THE WORKFORCE

YES Duluth staff are continually building relationships and extending into the community in partnership with area organizations to connect with youth in greatest need of support. Current connections and projects are forming with Men as Peacemakers, MN Teen Challenge, Arrowhead Juvenile Corrections Center, CAD, The Human Development Center, Safe Haven Shelter and Resource Center, LSS, and the Family in Transition Program with ISD 709.

The Opportunity Youth of Duluth initiative is an alliance formed between YES Duluth, SOAR Career Solutions, Neighborhood Youth Services, The Hills and ABE to provide the strongest possible support system to the hardest-to-serve youth. This initiative gives under-served and under-represented youth an opportunity to fulfill areas of need including housing, employment and education, mental health services and chemical dependency treatment.

There are multiple planned events throughout the year where YES Duluth collaborates with partners to engage a diverse group of young people, including youth of color and those with disabilities. Events include Construct Tomorrow, Northland Career Fair, Pathways to Careers, NERCC Transition Fair, and mock interview events with ISD 709, leading individuals to success in obtaining scholarships and employment.

## OUTREACH TO SCHOOLS

YES Duluth staff are embedded at the Career Centers located at the East and Denfeld High Schools, and at Harbor City International Charter. One key priority of this effort is to engage with and serve minority populations and students with disabilities. To reach more students of color and augment partnership with the Career Centers, YES Duluth staff are strengthening relationships with school integration specialists, truancy action program staff, Check and Connect staff and the Special Education departments. Activities complement the work of school guidance counselors and part-time career center staff and provide greater opportunities for students to:

- Identify and explore areas of career interest;
- Gain exposure to different occupations through tours and other opportunities;
- Gain work experience and internship opportunities that help prepare students for future work;
- Receive individualized assistance with development of a plan that puts them on track for success in work and life.

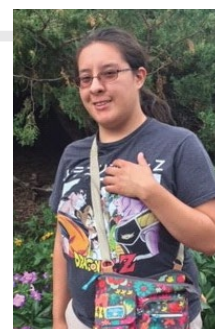
Embedded job counselors work to engage with in-school youth as they move into out-of-school status. At that juncture we strive to engage youth in education, employment and other program elements before they disconnect from the school system.

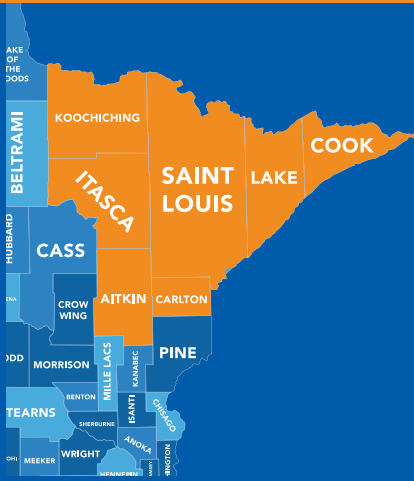
## CUSTOMER COMMENTS

- “The best part of my experience: Always having someone willing to help.” – *YOUTH PARTICIPANT*
- “I love working with YES Duluth. Thank you.” – *YOUTH PARTICIPANT*

## SUCCESS STORY: Estonia

*Estonia was referred to YES Duluth by her teacher to explore different careers and gain work experience. YES Duluth partnered with Estonia's Vocational Rehabilitation Services counselor to provide her these services. She enrolled in YES Duluth and started a paid work experience through the Bridge Program, a transitional program through ISD709. Two rounds of the Bridge Program allowed Estonia to gain employment experience in a variety of settings and a variety of careers. Estonia earned her high school diploma and her work experience led to unsubsidized employment in the food service department at the College of St. Scholastica. Estonia says, “Being part of YES Duluth and the Bridge Program was fun because I got to try out different jobs and earned an income.” Congratulations, Estonia! We are proud of your success!*





# Northeast Minnesota

## Northeast Minnesota Office of Job Training (NEMOJT)

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*Area served: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis (except City of Duluth)*

### OVERVIEW

The Northeast Minnesota Office of Job Training administers the Career EdVenture to provide group and individualized career guidance in over 30 school districts and more than 40 schools in northeast Minnesota. Services are coordinated from five regional CareerForce locations and in seven counties. Out of school youth also benefit from Career EdVenture services. Youth and young adults are offered free career planning and guidance services. The expertise gained from aligned programming at regional CareerForce locations and those partnerships give “real time” information directly back to those being served. EdVenture services are customized to meet the needs of any particular school district in a highly customizable format. Out of school youth are afforded the same resources when they visit regional CareerForce locations or community based organizations, including institutions that provide services to youth.

Services are provided in two categories: those for individual’s (one-on-one career guidance, career assessments, post-secondary planning, resume development, self-advocacy, financial literacy, individualized job search planning, and transitions from high school) and those for groups or classrooms (business and industry speakers, Generations in the Workplace, Financial Literacy, post-secondary planning, Business Culture, industry and trades career expositions, as well as games and special youth team building events). Staff make themselves available to meet with students by having regular office hours at many schools allowing for scheduled appointments. Out of school youth can have activities tailored to meet their needs by meeting at community based organizations, college admissions offices, and CareerForce locations.

### BEST PRACTICES

Career EdVenture continues to serve as a model and best practice for similar service providers to use for Outreach to School Activities. The curriculum developed and shared with other youth providers include assistance with career exploration and job seeking. Hands-on activities for youth are built into EdVenture curriculum include mock interviews, career fairs, job fair strategies, trade and apprenticeship exploration, financial aid guidance, appropriate social media, and self-advocacy. Construct Tomorrow is a new innovation to youth services where those in the construction trades provide a youth-oriented hand-on expo to expose them to potential careers. Demonstrations and activities involve simulators for welding, heavy equipment, and spray painting. Youth can also see and use a variety of tools and are able to interact with workers and representatives from the building trades to learn about potential careers and training options.

### COLLABORATIVE PARTNERS

New to the Northeast Minnesota Office of Job Training will be a partnership with Vocational Rehabilitation Services providing pre-employment and training service to youth with disabilities in conjunction with Career EdVenture services. Those on public assistance Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP) in the seven county region of northeast Minnesota are provided youth services in collaboration with partnering employment and training partners to help youth and their families. Teen parents often receive services from County social workers while on assistance; job training counselors are an integral part of a multi-disciplinary team approach for services. Outreach and services to reach youth involve regular visits to GED, ABE and ESL sites as well as local community colleges where staff is able to receive referrals for those considering post-secondary education. Partnership with Free at Last, Upward Bound, and Educational Opportunity Centers/TRIO bring youth



and servicing organizations together for greater success. Strong relationships with alternative learning centers, corrections and probation, the foster care system and special education cooperatives are all example of active partnership and outreach to engage youth.

## SERVING UNDERREPRESENTED GROUPS

Youth counselors actively seek training for staff to best serve different racial/ethnic groups and utilize multicultural offices at regional post-secondary intuitions as a resource to enhance cultural competency. Disparities continue to impact African American and Native American communities, as an agency strategy to reduce employment disparities, we believe in client engagement with keen awareness of working with a holistic approach to work with the full-family for their well-being. Services are provided in a way that acknowledges the historical legacies of racism, inequality and poverty that have affected and denied access to education and employment opportunities. EdVenture services and work experience opportunities are offered in sites showing the highest needs and greatest disparities. The Office of Job Training actively engages established multi-cultural groups and organizations

within post-secondary institutions, and within the K-12 system. Services are aligned with Nett Lake, Fond-du-lac and Grand Portage reservation to serve Native American communities and in partnership Arrowhead Economic Opportunity Agency disparities programming to align services for African American communities. To better advocate for the underserved, special employer and counselor forums are regularly convened to uncover high pay and high demand jobs for all that we serve. These forums provide opportunities for youth counselors to align an underserved diverse workforce to employers in need of skilled workers.

## CUSTOMER COMMENTS

- “I enjoy getting to work with children and the teachers; I also love the experience that I am getting” – *PARTICIPANT*
- “I have learned many different things that I will need to do in the real world” – *PARTICIPANT*



## SUCCESS STORY: **Leticia**

*“I am nineteen years old and I am currently a registered nurse employed through Essentia Health. In addition to that, I have a three-year-old son. In 2016, I graduated high school and from Fond Du Lac Tribal and Community College with my associate of arts degree with high honors. In 2017, I graduated with my associate of science degree in nursing.”*

*My journey to become a nurse began when I was a junior in high school. I was a full time PSEO student. I also took classes over the summer that had to be paid for out of pocket because I didn’t qualify for financial aid. The Office of Job Training not only made it possible for me to attend summer classes, but also supplied me with resources. This program was very beneficial and I’m so glad I could participate in it.”*



# Stearns-Benton Counties

## Career Solutions (Formerly Stearns-Benton Employment and Training Council (SBETC))

Tammy Biery, Director

1542 Northway Drive, St. Cloud, MN 56303

Phone: (320) 308-5702

[careerforcecmn.com/saintcloud](http://careerforcecmn.com/saintcloud)

*Area served: Benton and Stearns*

### OVERVIEW

Career Solutions offers CareerONE, a summer youth employability skills training opportunity utilizing Minnesota Youth Program (MYP) funding. CareerONE provides training in employability skills to include team building and SCANSkill activities, safety training, financial literacy, community work projects, resume writing, job application preparation, interviewing practice, career exploration.

### BEST PRACTICES

CareerONE is a unique, rich and contextual learning experience which has demonstrated success since 2000. Each year, Career Solutions seeks to improve on the model and continue to deliver an elite opportunity for youth. During the summer of 2019, CareerONE had a 97% completion rate. Of those who completed, 95% received employability skills and 97% received safety certificates.

Youth participate in teams of 10 led by an adult team leader and a youth assistant leader. The youth assistant leader is a previous CareerONE graduate. The youth leader prepares and delivers the SCANSkill activities to their assigned team and assists the team leader with lesson preparations.

Components of CareerONE consist of — career exploration, team building at YMCA team building activities such as wall climbing, MoneySmart FDIC curriculum, SCANS Skills, Youth@Work Talking Safety curriculum, community service projects, employability skills training, reflection and journaling. CareerONE is 20 days in length and operates during June and July.

The Money Smart curriculum is aligned with Minnesota State Standards; applying credit to the youth's transcript is possible. Youth work toward demonstrating skills in attendance, punctuality and dress code; team work, cooperation and safety; work quality and work quantity. Area organizations provide work projects which are completed by the teams.

The youth participate in the KeyTrain assessment and use the online KeyTrain curriculum to help increase their math and reading skills. The youth receive a portfolio containing the certificates they have earned. The certificates that may be obtained include: Workforce "U" Employability Skills Certificate by demonstrating competencies in: Attendance, Punctuality and Dress Code, Safety, Cooperation and Team Work, Work Quality and Work Quantity. A Workforce "U" Safety Certificate by demonstrating the ability to be 100% safe and injury free. A Youth at Work Talking Safety Certificate of Completion, the FDIC Money Smart Certificate of Completion and their resume, master application and career plan.

For the second year we held the Health care Track where students could obtain 1.5 college credits by taking a CPR/First Aid Class and an introductory CNA courses. This year, we expanded the program to include a Manufacturing and Construction Track where students learned about masonry, building raised gardens and 3D printing.

### COLLABORATIVE PARTNERS

CentraCare and United Way of Central Minnesota partner with CareerONE providing additional funding and work-based learning projects. We also did targeted outreach to new donors and were able to raise an additional 30K to support the growth of the programs. The CentraCare staff and CEO also participated in career information sessions teaching participants about professions in the health care system. In addition, for three years we have grown CareerONE in the communities of Sauk Centre and Paynesville MN overall serving 152 youth in the summer of 2019.

Career Solutions collaborates with area county human services, school districts, juvenile corrections and youth serving agencies in the recruitment of youth and families for CareerONE. Work projects are coordinated with area non-profit organizations, a local university and a local bus company assist in the delivery of classrooms, computer labs, food service, transportation, etc.





## STRATEGY FOR SERVING YOUTH OF COLOR

In the summer of 2019, CareerONE's population consisted of 79% youth of color. The greater St. Cloud area is a diverse mix of youth of color. Because of this diversity, Career Solutions' partnerships with local schools and youth serving agencies ensures that youth of color are being served. Career Solutions attempts to ensure an equal representation of each ethnicity, age, gender, geography, ability to benefit, etc. This allows us to develop teams that expose youth to a variety of experiences and challenge their comfort zone. Applications are processed in order of receipt and due to the high demand for this service we consistently have a waiting list.

## OUTREACH TO SCHOOLS

From 7/1/2018-6/30/2019, Career Solutions OTS provided 1352 students with a positive career planning experience. The three school districts are appreciative of the one-to-one and group assistance provided to the students with their career planning needs which assures compliance with the World's Best Workforce legislation requirements.

## CUSTOMER COMMENTS

- "Can't wait for next year! I have seen a big change in Jordan over the last 2 weeks. He found out that hard work makes you sleepy. He had so many stories to share every day. Thank you for doing this for the youth." – PARENT, PAINESVILLE CAREERONE
- "Great program. Great resource for youth to learn work skills. Absolutely no grips from my son! He had fun!" – PARENT, ST. CLOUD AREA CAREERONE
- "CareerONE was excellent! My daughter said she made growth in her math and reading tests and learned about ways to help pay for college. She enjoyed the YMCA and meeting new people." – PARENT, ST. CLOUD AREA CAREERONE

## SUCCESS STORY:

### Takira

*My name is Takira and I am a participant at CareerONE. I'm on the health track. I chose to come here to gain experience, to earn money, and to get to know new people. As a result of CareerONE, I learned information about healthcare careers, including specialization in specific health care fields. I have learned different titles and associated abbreviations for healthcare professionals such as Licensed Practical Nurse (LPN), Certified Nursing Assistant (CNA), Registered Nurse (RN), Director of Nursing (DON). Following this program, I will be learning how to apply CPR, AED and First Aid.*



*CareerONE has come to an end. And I'll have to say it was a great experience for me. Because of CareerONE I now know what I want to be when I grow up. I'm now certified in AED, CPR, and First Aid. It has opened a lot of doors to me about college and what classes I should take in high school that will benefit me when I go to college. In addition to CareerONE I have a portfolio that contains a resume, letters of recommendation, master application and all the certificates I've earned throughout the program. CareerONE hasn't only taught me about college or how to work in a workplace but it has bettered me as a person.*



# Central Minnesota

## Central Minnesota Jobs and Training Services, Inc.

Barbara Chaffee, CEO

406 East 7th Street, P.O. Box 720, Monticello, MN 55362

Phone: (763) 271-3700

[cmjts.org](http://cmjts.org)

*Area served: Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright*

### OVERVIEW

Central Minnesota Jobs and Training Services, Inc. (CMJTS) provides comprehensive services that prepare young adults for career pathways and the world of work. Services include: work based learning opportunities, career exploration and job search assistance/guidance, provision of labor market information, including information on high-opportunity careers, career success skills development activities, financial literacy training, dropout recovery services, occupational skills training, and entrepreneur development.

### BEST PRACTICE

Helping our area youth develop into leaders is critical to the future of Central Minnesota's workforce and communities. CMJTS provides leadership opportunities to MYP youth, incorporating a curriculum which touches upon: the development of group rules/culture, self-awareness, leadership, community service, goal setting, stress, and time management, coping skills, conflict resolution and constructive feedback. A pilot leadership group was facilitated at Cornerstones in Buffalo, a local level-4 day treatment program for at-risk youth. Upon the completion of this leadership program, students participated in a service learning project at Ruffin Inn Pet Lodge, in Buffalo, Minnesota.

### COLLABORATIVE PARTNERS

Partnerships play a key role in the success of CMJTS' MYP program. In SFY 2019, these partners included local secondary schools and colleges, county human/social service and public health agencies, court services/probation offices, private businesses, Vocational Rehabilitation Services, CareerForce partners, Adult Basic Education, community action agencies and other community-based organizations.

CMJTS is committed to leveraging MYP funds through co-enrollments, with Youth at Work, Disability Employment Initiative, TANF Youth Innovation Project,

Workforce Innovation and Opportunity Act, Youthbuild, and Reimagine Retail grant to deliver effective wraparound services and to provide youth with additional opportunities for career advancement.

### SERVING YOUTH WITH DISABILITIES

CMJTS has a long history of serving youth with disabilities who may need extra support to navigate the professional workforce and find success. In SFY 2019, these services were enhanced through our participation in the Disability Employment Initiative. This opportunity gave CMJTS the ability to blend and braid funding to expand collaboration with local partners and promote activities related to "Guideposts for Success" for MYP youth. Activities include career exploration, post-secondary preparation, independent living skills development, providing meaningful work experiences, and leadership development. The Guideposts help youth and their families by coordination of services to assist youth into a successful transition to adulthood. Integrated Resource Teams (IRTs) are a best practice developed through the DEI project. The youth will identify team members, often family, school personnel, employers, and other support people in their lives to map out steps to achieve their future goals. By bringing all involved team supports, there is a reduction of multiple meetings and duplication of services.

CMJTS provided Pre-Employment Transition Services (Pre-ETS) to youth with disabilities that are ages 14-21 attending secondary school and are eligible for VRS services. All Pre-ETS youth were co-enrolled into the MYP program to leverage resources. Staff provided activities through a 12-week curriculum on job exploration, post-secondary education counseling, work based learning, work readiness training and self-advocacy instruction.



## OUTREACH TO SCHOOLS

The CMJTS Youth Program provided OTS services to 2,956 students and 299 parents in 2018-2019. These services were provided in cooperation with more than 50 different organizations and/or schools. This year, OTS services supported larger scale, hands-on career exploration. CMJTS youth employment specialists were involved with career and educational events like Construct Tomorrow, SCRUBS camps, and EPIC. These career exploration events provided high school students experiential learning opportunities to try activities related to their fields of interest. The goal was to provide students with interactive ways to better understand what it's like to do the work involved with these careers. In addition, OTS provided opportunities to explore high-opportunity career pathways through entrepreneurship, such as the Aspiring Entrepreneur training at Wright Technical Center. Fourteen students came into the CEO-in-the-Classroom program to learn from Morgan Baum, owner of Clay Coyote Pottery Gallery. Students enjoyed the chance to learn from her small business development knowledge. They had the opportunity to plan, start, or expand and improve their own small businesses.

## COMMENTS

- “I wanted to become a CNA so I could afford my own apartment because I didn’t have any place to stay. The Youth Program helped me take the classes and get a job before I graduated so I can live on my own.”  
– *MYP PARTICIPANT AND HIGH SCHOOL GRADUATE*
- “I don’t think I would have gotten the job at AE Sween if my youth worker hadn’t offered them the OJT program and helped me with gas and work clothes.” – *MYP PARTICIPANT AND SINGLE MOM*
- “I needed a resume and didn’t have anything to put on it. It really helped having someone show me how and what to put on it.” – *MYP OUTREACH TO SCHOOLS YOUTH SERVICES RECIPIENT*



## SUCCESS STORY: Gabe

*Gabe was referred to Central Minnesota Jobs and Training Services, Inc. for the Minnesota Youth Program by Vocational Rehabilitation staff for assistance with work readiness skills and work experience placement. To this point, Gabe did not have any work experience, so it was determined that a paid work experience would help Gabe gain employment skills needed to obtain and maintain unsubsidized employment.*

*Gabe was placed in a work experience at Eichten’s Market and Grill in Lindstrom as*

*a dishwasher. Gabe successfully completed 200 hours of training at the restaurant and received great reviews about his work from his supervisor and coworkers. The owner was interested in hiring Gabe in a regular position and training him further to do cooking and work in their market.*

*Co-enrollment into the Reimagine Retail grant provided the opportunity for on-the-job training. This allowed Gabe to become employed and add to his skills and provided the employer with wage reimbursement during the three-month job training. The program was also able to assist Gabe with a fat-tire bicycle which he rode to work throughout the winter months.*

*Gabe continues to work at Eichten’s and is now cooking on most of his shifts. Gabe shared that being enrolled in the youth program has helped him overcome being shy and quiet and has helped him to keep his job. He has become more talkative and outspoken and has made quite a few friends. This opportunity has helped him discover his love for cooking and he is hoping to get a full-time position at Eichten’s next summer. Gabe stated, “I have become more independent since starting the work experience. I have also become more confident in myself and my abilities.” When asked if he would recommend the youth program to others he stated, “Absolutely. It is an amazing program that has helped me find employment, become more independent and build job skills. Because of this program I am confident I will be successful in life.”*



# Anoka County

## Anoka County Job Training Center

Nicole Swanson, Director

1201 89th Ave NE – Suite 235, Blaine, MN 55434

Phone: (763) 324-2300

[anokacounty.us/jtc](http://anokacounty.us/jtc)

Area served: Anoka County

### OVERVIEW

Anoka County Job Training Center’s Empowers program, provides year-round services to eligible youth in Anoka County ages 14-24, utilizing funds through both the Workforce Innovation and Opportunity Act (WIOA) and Minnesota Youth Program (MYP). Young adults served include those from economically disadvantaged families and/or public assistance recipients, are not in school, experiencing homelessness, aging out of foster care, high school dropouts, and unemployed/underemployed young people without postsecondary training. A variety of services are provided including assessments and goal setting, assistance with completing high school and/or obtaining an in-demand industry recognized credential, vocational counseling, postsecondary planning, work experience/internships, financial literacy, job search and/or job placement assistance.

Many of the youth in our Empowers program are co-enrolled in MYP funding. This provides staff the ability to leverage funds to assist the youth in meeting their goals on their Individualized Service Strategy. Through the braiding of funding, youth enrolled in MYP may be served through other funding such as Youth at Work, federal financial aid resources, WIOA, and Pathways to Prosperity to assist in paying for things such as credentialed training after high school completion and local Anoka County Community Action Funds to assist with support services such as transportation.

### BEST PRACTICES

Empowers has increased exposure to career pathways through large sector career events.

- Over 250 youth participated in an industry sector employer panel and a career fair prep class prior to the Anoka County Career Fair at Anoka Technical College.
- Youth interested in health care pathways attended a three-day Scrubs Camp held at Anoka Technical College. Students received a pair of scrubs and participated in a variety of workshops in the medical/health care field.

- Youth with some work experience and a well-defined pathway are offered an internship. These internships align with their pathway and are typically 3 months in length, offer a higher wage and boost their skills sets and exposure to more aspects of the business.

### OUTREACH TO SCHOOLS/ CAREER ADVISOR COMPONENT

Empowers allocates a percentage of MYP funds to provide Outreach to Schools (OTS). The activities complement the work of existing school counselors and provide young people career exploration and career guidance, college information and current labor market information with an emphasis on high demand occupations. Examples of OTS activities include:

- Facilitating workshops at schools covering: planning for post-secondary training, accessing financial aid, selecting an appropriate program, goal setting and navigating business culture.
- Providing opportunities to interact with local business through tours, business and industry speaker panels, job shadowing, and mentoring.
- Facilitating weekly On-Site Hiring Events for our local employers. Typically, 12 – 20 employers attend three times a month to meet with potential job seekers. Throughout the year, industry specific hiring events are held that include over 25 employers and an industry specific panel including: Health Care, Trades and the Annual Apprenticeship Summit.
- Providing tours of CareerForce in Blaine and information about the services available as well as how to access and utilize the resources.
- Maintaining a CareerForce satellite office on the campus of Anoka Technical College which is co-located with Adult Basic Education and the area alternative learning center and Anoka Hennepin Technical High School.





- Offering weekly on-site hours at Hope4Youth (Drop-in Center for youth experiencing homelessness) and weekly on-site hours at Hope Place – a transitional housing facility for youth experiencing homelessness.
- Group and individual counseling, including instruction and presentations of DEED data tools that provide labor market information and education opportunities of high growth and in-demand occupations.

## COLLABORATIVE PARTNERS

The current partnership network includes Anoka County Economic Assistance and Social Services Departments, the YMCA, Perkins-Oakland Consortium, local high schools and educational learning centers, Hope4Youth and Hope Place, Metro North Adult Basic Education (ABE), the Minnesota Family Investment and Diversionary Work Programs, Supplemental Nutrition Assistance Program, Anoka Technical College, Anoka Ramsey Community College, Job Corps and Vocational Rehabilitation Services (VRS).

Additionally, Empowers staff maintain regular communication with representatives from the Anoka County Social Services Department’s Foster Care Unit, Juvenile Corrections, Stepping Stone Shelter, local secondary schools and the YMCA in an ongoing effort to recruit young people for the program. Staff also work closely with the CareerForce on-site TRIO Student Support Services/Academic Advisor. The Standing Youth Committee has members from many of these agencies to ensure strong communications and linkages are maintained to serve young adults.

## SERVING YOUTH OF COLOR

There are many ongoing and targeted efforts to connect with youth from communities of color and youth with disabilities such as:

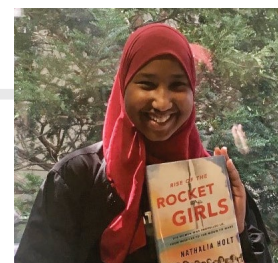
- Outreach to teen parents and youth of color in high schools, alternative schools and community partners that predominately serve youth of color. This includes partnerships with the YMCA, Hope4Youth and the Anoka-Hennepin Teen Parent program and Job Corp.
- Partnering with Minneapolis Urban League to provide an on-site counselor that specializes in culturally-specific services to African American and/or Native American individuals receiving MFIP.
- Partnering with the Future Leaders Program through Anoka-Hennepin District 11 which offers young people representing diverse ethnic and cultural backgrounds, mostly juniors and seniors,

the opportunity to tutor in elementary schools. The Future Leaders receive training in leadership to assist them in working through issues that are challenging for youth of color.

- Partnering with Metro North ABE providers that have locations in more urban settings has helped expand outreach to communities of color. Of the 280 youth that were served through MYP during the last program year, 48% were youth of color.
- Partnering with VRS through Pre-ETS programing has increased overall outreach to young people with disabilities. This program year, of the 280 youth served in MYP, 58% of them had a disability.

## CUSTOMER COMMENTS

- “I would like to thank you for coming and giving us an amazing presentation on Employment and Labor. I learned a few more tricks from your presentation that I will use later in an interview for a job. Thank you again.” – *HIGH SCHOOL STUDENT*
- “Thank you all for all of your help, and support. without you guys I wouldn’t have had so many opportunities or found my niche. I plan to continue my education and hopefully become an RN soon.” – *YOUTH PARTICIPANT*



## SUCCESS STORY:

### Faisa

*Faisa is a high school student enrolled in the Minnesota Youth Program.*

*She completed a work experience at the Mississippi Library where she organized books, helped library patrons, and helped with special events. Faisa stated that her time at the library helped her learn how to work independently and build work readiness skills. She learned the importance of being on time and managing a schedule.*

*In addition, this summer, Faisa attended the Scrubs Camp at Anoka Technical College. She enjoyed learning about career possibilities in health care, finding positions of interest for a possible future career.*

*She ended her work experience when she found employment at Crestview Senior Living where she worked full time during the summer. She is currently looking into nursing assistant training.*

*The experience that Faisa gained from this program allowed her to improve her work skills and assisted her in gaining unsubsidized employment. Faisa is focused on a career in health care and will be greatly successful in her future goals.*



# City of Minneapolis

## Minneapolis Employment and Training

DebBahr-Helgen, Director

105 5th Avenue South, Suite 200, Minneapolis, MN 55401-2593

Phone: (612) 673-6226

[minneapolismn.gov](http://minneapolismn.gov)

Area served: City of Minneapolis

### OVERVIEW

Step Up prepares today's youth for tomorrow's careers by recruiting, training and placing nearly 1,400 young people (ages 14-21) in paid internships each year with over 200 regional employers from Fortune 500 companies and small businesses, to public agencies and nonprofits. As one of the nation's leading youth employment programs, Step Up leverages a collective of more than 200 partners spanning 15 industries and multiple sectors. It's a backbone of support that unites businesses, schools, nonprofits and the city together in a common goal: to build and strengthen our future economy and the talented youth who will power it.

Step Up supports historically underrepresented youth in Minneapolis who are ready to navigate the professional world. The program helps organizations diversify their workforce and build a base of young skilled workers for the entire region. Step Up has provided over 28,000 internships since 2003, yielding a competitive talent pipeline, a stronger economy and millions of dollars in wages for Step Up interns.

Building a globally-fluent and multicultural workforce starts with hiring. Over 86 percent of Step Up interns are people of color, and 51 percent come from immigrant families. This is the kind of diversity that promotes the multicultural workforce of the future.

### BEST PRACTICES

#### Work Readiness

All interns complete interactive classroom training in the spring that prepares them for a successful work experience in a professional setting. 93% of interns successfully complete their internship and earn a work readiness credential designed and approved by the Minneapolis Regional Chamber of Commerce.

#### Career Pathways Exposure and Industry Specific Trainings

Step Up works to provide interested interns with industry specific exposure to career options, trainings, and internships in a variety of fields, including: STEM, Healthcare, Financial and Legal, and Outdoor Careers.

#### Academic Credit

In 2019, nearly 1,400 youth had the opportunity to attend a full day professional development seminar. Five hundred fifty-nine 14 and 15 year old interns completed their professional development seminar and will earn 0.5 elective credit for their combined professional development and summer work experience with Step Up. We expect that nearly 300 credits were earned.

Step Up students 16 years and older and in high school had the opportunity to earn the half-credit career readiness seminar and/or work experience credit for their combined professional development and work experience. This is the second year of a phased partnership with Project for Pride and Living (PPL) to align our Step Up curriculum with the Minneapolis Public Schools' credit career readiness seminar. Overall, it has been extremely successful with differentiated curriculum for our summer professional development and the opportunity to provide more interns access to earn high school elective credits for their work experiences in any job – Step Up or otherwise – once they earn this prerequisite career readiness seminar credit. This integration supports youth who are credit deficient and fosters a deeper connection between how an intern's work experience connects to his or her education. We expect over 600 credits to be earned across 14-21 year old training and internship opportunities in 2019.



## COLLABORATIVE PARTNERS

Step Up is a collective of partners—a backbone of support that joins the City, nonprofits, businesses, corporations, schools and students, and their families together in a common goal: to prepare today’s youth for tomorrow’s careers and build a strong regional economy. Directed by the City of Minneapolis, Step Up wouldn’t be possible without the support of several important community partners. AchieveMpls, Project for Pride in Living and CareerForce Minneapolis all partner and support the work of Step Up.

## SERVING UNDERREPRESENTED YOUTH

Step Up extensively recruits youth in all the large high schools in Minneapolis. Our team also recruits in several charter and alternative schools in order to reach more underrepresented youth. Additionally, our staff does robust outreach to community-based partners and Parks to share resources to help youth apply to our program.

## FEEDBACK FROM EMPLOYERS AND INTERNS

Feedback from employers and supervisors is essential to Step Up as we continue to innovate and improve the program to better serve our youth and community. This year, 90% of supervisors reported that their Step Up intern made a valuable contribution to their workplace and 86% said the intern referred to their company was a good match for the position.

In addition to satisfaction with the program and the matches made at their businesses, supervisors were asked about what they most enjoyed about their participation with Step Up. Most supervisors said being able to witness and influence the growth and development of their intern through the experience was most valuable.

- 89% of Step Up Interns agreed or strongly agreed with the statement, “I felt I made a valuable contribution to my workplace.”
- 90% of Step Up Interns agreed or strongly agreed with the statement, “My summer job was a valuable learning experience.”

### Supervisor comments:

- “Our intern brought great energy and fun to our team and was delightful to get to know and to work with.”
- “I enjoyed having young fresh minds at the work place and getting to teach them/guide them in their first work experience while improving my supervisor skills.”
- “Being connected to young people with fresh perspectives and views, sharing skills with someone who was eager to learn and watching them grow.

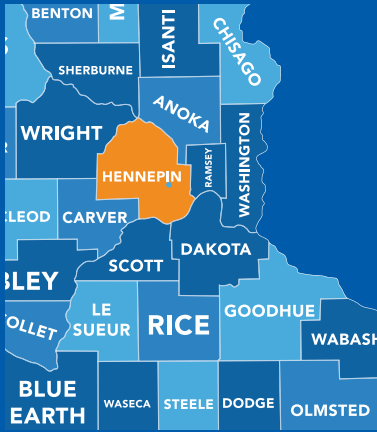
### Intern comments:

- “Working in a professional setting has been really empowering. As a high school girl who struggles greatly with ADHD and other mental illnesses in school, feeling competent in the workplace has made me feel very hopeful about my future.”
- “I benefited from participating in the Step Up internship program by meeting new people and learning ways to communicate with different people.”
- “I learned valuable skills that will help me achieve my goals in college.”
- “The Step Up program has given me the opportunity to meet with actual legal professionals. I love that as an 18-year-old, I can say that I’ve worked in a law firm.”



## SUCCESS STORY: Alexis

*Alexis is a senior at Longfellow High school and will be wrapping up her last credits by the end of November. Alexis had previously learned about Step Up through a school counselor when she was younger and seeking an opportunity to earn money over the summer. This past summer she was excited about the additional resources Step Up provided such as extended childcare, having trainings at school, and the opportunity to earn elective credits through the work readiness training. In her internship, she was at GoodSpace Murals where she worked as a Studio Art Intern which she describes as “very fun, engaging, and very hands on.” In this internship, Alexis learned how to paint in different ways as well as develop her “communication skills, time management, and ability to work with other people...building relationships on a team.” She enjoyed “being able to work, make money, and support the needs of me and my daughter.” Her supervisor describes her as “a natural leader.” When Alexis graduates, she plans to work for the remainder of the year then take advantage of the PSEO program at her school to pursue an education in the medical field or in computer sciences.*



# Hennepin County

## Hennepin-Carver Workforce Development Area

Nola Speiser, Director

A-400 Hennepin County Government Center

300 South Sixth Street, Minneapolis, MN 55487

Phone: (612) 382-2884

[hennepin.us](http://hennepin.us)

*Area served: Hennepin (excluding the City of Minneapolis)*

## OVERVIEW

The Hennepin County Summer Youth Employment and Training Program funded through the Minnesota Youth Program (MYP) offers critical work experience opportunities to low income and at-risk suburban youth ages 14 to 24. The goal is to meaningfully invest in young people who are the most likely to face threats to long term economic success and connect them with experiences at a critical period in their lives. The summer youth program addresses the specific needs of our participants and the diversity of challenges they face by integrating social and emotional learning, work readiness training, community engagement, career pathway exposure, immediate earnings from structured well-supervised work, and opportunities to earn academic credit or service-learning credit. Hennepin County selected Tree Trust and BrookLynk as MYP providers to ensure that youth receive early exposure to experiential employment for the greatest predictor of future success in the workplace.

Tree Trust offers a nine-week work experience, employing youth on outdoor Youth Conservation Corps crews for park improvement projects or indoor individualized internships. During the summer of 2019, Tree Trust employed 32 participants in the Youth Conservation Corps (YCC) and 9 at individual internship sites. Tree Trust youth work an average of 20 hours a week and can earn merit-based raises. They can earn up to two elective academic credits through a partnership with Northeast Metro 916 Area Learning Center, by completing Team Tech lessons designed to enrich understanding of the project impact on the community, personal finances, and future employment. One credit can be earned for every 75 hours of work. Advanced skill development in Project Cost Estimation is offered as a sector specific skill for in-demand construction pathways.

BrookLynk, in its first year as an MYP summer youth provider, employed 96 youth in 10-week-long summer internships with employer paid wages from over 25 employers located near and around the cities of Brooklyn Park and Brooklyn Center. In addition to work experience, youth receive career exploration within in-demand sectors; resume, interviewing and networking skills; dressing for success; online presence awareness; and navigating the professional work environment in topics that include ethics, communications, relationship building, diversity at work, and receiving praise or constructive feedback.

## BEST PRACTICES

### Program Design

Understanding the varied needs of youth living within the large suburban metro area, the Hennepin County MYP program design offers two approaches to work experience. Tree Trust programs appeal to the hands-on style or kinesthetic learning model while BrookLynk works with the local school districts within Brooklyn Park and Brooklyn Center to recruit youth and provide professional pathways where barriers to access may have existed.

### Employer Engagement and Supervisor Training

Recognizing the incredible contribution and perspective of the youth who participate enhances the internship experience. BrookLynk provides supervisor training that focuses on mentoring youth, cultural competencies and implicit bias training. As part of the employer recruitment, employers for BrookLynk commit to paying 100% of the youth wages and through that demonstrate a proven commitment to the community and workforce development.





## SERVING UNDERREPRESENTED YOUTH

In Hennepin County's 2019 program, via Tree Trust and BrookLynk, 62% of participants were from communities of color, 30% were youth with an identified disability, and 50% of youth were on an individual education plan (IEP). A referral network of over 40 partners assist in reaching youth from within high schools, non-profit organizations, city and county parks and recreation staff.

## COLLABORATIVE PARTNERS

The Hennepin County MYP Summer Youth Employment and Training Program is a collaborative partnership consisting of BrookLynk, Tree Trust, local area schools, community-based organizations, parks and recreational agencies, municipalities, and chambers of commerce. Employers we collaborate with include Cummins Power Systems, Boston Scientific, Design Ready Controls, Liberty Carton, Lexington Manufacturing, TopLine Federal Credit Union, Midtown Greenway, Three Rivers Park District, Interfaith Outreach, PRISM, Open Circle, Common Bond, Arc's Value Village, VEAP, the cities of Brooklyn Park and Brooklyn Center, Hennepin County and more.

## CUSTOMER COMMENTS

- "I gained experience working with my hands and getting along with other people. This experience had made me more confident in myself and will help me as I move on in life." – *YOUTH PARTICIPANT*
- "Our intern caught on quick; she was fast and accurate. The prep work and communication from BrookLynk was excellent." – *WORKSITE SUPERVISOR*
- "(I liked) the communication that I had with my team, especially my supervisor. It was important that they made me feel like I had a say in the work that I did...it was an ongoing project so the next person that is doing the project will be following the format that I created. Knowing that, it makes me feel that I did something important for the company and for my team." – *YOUTH PARTICIPANT*

## SUCCESS STORY: Zachary

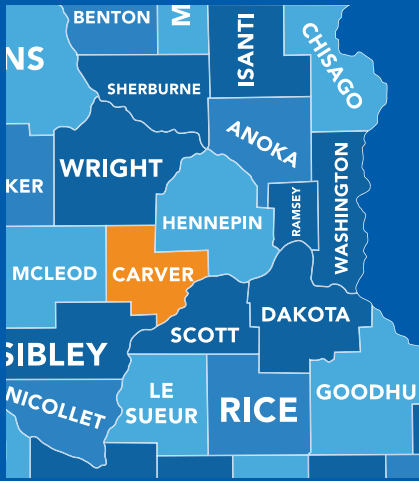
*Zachary had never worked a job before he started with his Youth Conservation Corps crew in the summer of 2019. Any nervousness he may have possessed quickly went away as he came to work every scheduled day with eagerness to learn and a positive attitude that spread through the crew.*



*Initially, Zachary did not have a lot of confidence in his technical skills and this led to him being unsure about taking on new tasks or helping his team members solve problems. But he always tried his best at every task he was assigned and was eager to learn.*

*As he learned more and was given more trust by his crew leader, Zachary's confidence grew quickly. In the second half of the summer he was twice selected as the Worker of the Week for the outstanding quality of his work and his newfound initiative.*

*When asked how his life has changed, Zachary said that he now tries to solve problems he faces. He said his favorite part of the job was getting to be outside every day. Zachary's crew leader was very impressed with Zachary giving him an award for top crew member and saying that he knows Zachary will succeed in any future position.*



# Carver County

## Carver County Health & Human Services

Kate Probert, Income Support Manager

602 East 4th Street, Chaska, MN 55318

Phone: (952) 361-1600

[co.carver.mn.us](http://co.carver.mn.us)

Area served: Carver

### OVERVIEW

The Carver County Summer Youth Employment Program (SYEP), funded with state MYP funds, offers the following services: interest assessment, work experience that includes job seeking skill development (i.e. filling out applications, resume development and interviewing), quality evaluations to assist the youth in developing essential skills necessary for education and employment, as well as the opportunity to earn academic credit for some of the SYEP components. We provide workshops for youth to learn about essential “soft skills” prior to their interview process. One of our goals is to offer youth skills that they can use in everyday life. We offer a Financial Literacy course just after they receive their first paycheck. Our goal is to provide work experience that leads to career exploration and help youth build a pathway to success that leads them to a better understanding of educational and employment opportunities for the future.

Worksite supervisors use a SCANS evaluation form to assess youth performance and work readiness, in addition to providing verbal feedback explaining ratings and measures. The evaluation provides a numerical rating in several different skill areas so that it is easy for youth to understand and monitor improvements made in each area. We review this information twice during the summer with the youth to reflect on progress and help youth to build their own pathway forward.

At the start of the program, youth are assisted with career exploration when they complete an interest assessment. This year we used O-Net’s mynextmove.org. The web-site provides a job interest report based on the assessment results, so youth have this information immediately upon completion of the assessment. We also distribute information in person and write letters mid-summer with potential careers that may match their interests based on the results. The intention is to get the youth thinking about future career opportunities,

and the training and education that may be needed to support their field of interest. We discuss what this may entail for them at monitoring visits and offer additional services if the youth are interested in further exploration. They are encouraged to connect with CareerForce in Chaska if they would like guidance from an Employment Counselor on building or enhancing a resume, pointers on interviewing, and/or assistance with job search and accessing training and support services.

### BEST PRACTICES/ COLLABORATIVE PARTNERS

Carver County collaborates with Southwest Metro Co-op for Youth build, Three Rivers Park District (youth are employed at Gale Woods Farm), and several local employers who support youth in the community by providing the workplace experiences, opportunities, and leadership to assist in the youth’s success. Multiple independent businesses, including Good Samaritan Society, Auburn Manor and Clover Ridge Elementary all provided a genuine work experience as supervisors exhibited patience and created a supportive environment, while coaching and teaching youth skills needed to demonstrate appropriate work behavior, providing information about accountability, and offering valuable feedback during evaluations to help prepare youth for future employment and life. The Youth build work site also provides the opportunity for youth to earn academic credit while they learn valuable skills in the carpentry trade.

A request for proposal (RFP’s) for the Pre-Employment Skills and Financial Literacy workshops was issued this spring. We selected an existing vendor who had great experience to facilitate both workshops.

Carver County braids MYP funding with WIOA youth funding and all participants were co-enrolled, if eligible, into both programs to maximize resources available to them.



## SERVING YOUTH OF COLOR AND YOUTH WITH DISABILITIES

Carver County’s goal is to recruit as many eligible youth as possible each year. We enrolled 32 youth, most of which are traditionally under-represented in the workforce due to their race or disability. Carver County is focusing on system integration to ensure that services have deep impacts on the lives of youth. School counselors, teachers, vocational rehabilitation counselors, DEED staff, Health and Human Service case managers, and corrections identify the Summer Youth Program as a valuable opportunity for providing necessary skills for the youth.

All the partners are committed to providing support and program enhancements to ensure the success of the youth participants. Carver County is focusing on providing services to all individuals with equity and cultural considerations in mind. If deemed ineligible for our programming, Carver County makes every effort to offer them additional resources and referrals to ensure their success.

## CUSTOMER COMMENTS

- “Great staff and nothing but positive! He really enjoyed the program—excited to go every day.”  
– PARENT OF A PARTICIPANT
- “It’s a good way to have something positive to do during the day and make money.”  
– YOUTH PARTICIPANT
- “Employment Counselor did a good job compartmentalizing the day to day challenges we faced this summer with a few learners. Her availability and willingness to listen proved to be instrumental to the educators and bosses.”  
– SUPERVISOR



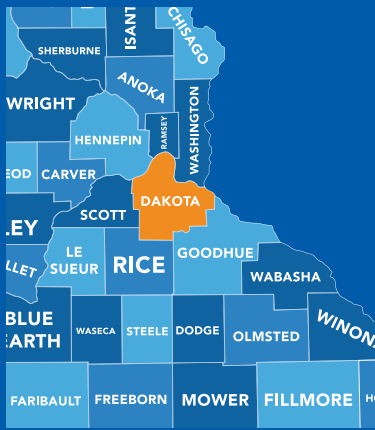
## SUCCESS STORY: Sophia

*Sophia, age 19, was referred to the Summer Youth Employment Program by Waconia Public Schools’ work experience counselor with the STAR program (System of Technology to Achieve Results). STAR’s mission is to help all Minnesotans with disabilities gain access to and acquire assistive technologies they need to live, learn, work and play. This counselor thought partnering with Carver County youth program could benefit Sophia with continued career exploration and development of essential work skills.*

*This was Sophia’s first year in the Summer Youth Program and her first year working at The Good Samaritan Society Home as a dishwasher and assisting with dining room settings. Sophia’s supervisor describes her as a happy, easy going and hardworking individual. Sophia’s daily responsibilities included scraping the dishes, placing them in the dishwasher and ensuring that the dishes are clean once removed from the dishwasher and placing them back into their assigned spots. When time is available Sophia assists with setting the table for next meal for the residents. Sophia always happily contributes and looks forward to learning something new.*

*Sophia described the summer work experience as “really good”. Sophia said, “Seeing the residents come to eat in the morning and appreciate my work really makes me feel special”. Sophia stated she really takes a lot a pride in doing a good job.*

*Sophia hopes to graduate from the STAR program this spring and would like to continue to work in the hospitality area. Sophia is interested in getting her SAVESERVE certificate and continues to learn more about the field of hospitality. The summer program helped Sophia to start thinking about her future and offered her skills that she will be able to use throughout her life.*



# Dakota County

## Dakota-Scott Workforce Services

Mark Jacobs, Director

1 Mendota Road West – Suite 100, West St. Paul, MN 55118

Phone: (952) 496-8510

[careerforcemn.com/partner/dakota-scott-county-workforce-services](http://careerforcemn.com/partner/dakota-scott-county-workforce-services)

Area served: Dakota and Scott Counties

### OVERVIEW

Tree Trust offers several summer work experience opportunities to eligible youth for up to nine weeks designed to teach work-readiness skills in a supportive and realistic work environment. During the summer of 2019, Tree Trust employed 72 Dakota County youth through the Minnesota Youth Program with 32 placed in Youth Conservation Corps (YCC) crew positions, 33 in Enclave positions, and 7 youth placed in Individual Site positions.

#### Youth Conservation Corps Crew

Youth work on a supervised crew of eight to complete landscape construction projects that improve the community environment while building youth competencies in employment skills. Participants work two to three eight-hour days per week and can earn a merit-based raise, elective academic credits, and receive recognition at an award ceremony upon program completion.

In 2019, Dakota County crews completed the following projects:

- Aronson Park in Lakeville: Built a bocce ball court
- Duchess and Greening parks in Apple Valley: Installed plastic playground border edging
- Redwood Park in Apple Valley: Built a flower bed/retaining wall
- Seidl's Lake Park, Inver Grove Heights: Built part of a 125-step staircase – including a bench about half way up. Another crew will complete the hand railing and retaining wall next summer!

#### Individual Site

Several Tree Trust youth are placed in local private businesses and no-profit organization to provide childcare, retail, custodial, and clerical Assistance. These youth work an average of 20 hours per week and can earn a merit-based raise as well as academic credit.

Tree Trust collaborated with companies throughout the county. Individual worksites included TJ Maxx stores in Eagan and Burnsville, Arc's Value Village, and Good Samaritan in Inver Grove Heights.

#### Enclave Site

Enclave youth are placed in work experience positions supported by job coaches. Youth in these positions work in a variety of roles including office, janitorial, retail, and child care assistants. Academic credit is available to these youth directly from the schools in which they work. Dakota county public schools provides recruiting, worksites, transportation and job coaches.

### BEST PRACTICES

#### Unique opportunities to participate in skill development

Tree Trust YCC crew members participate in an education component called Employment Skills Training. The curriculum is designed to help foster understanding about what skills are essential for success in the world of work. The lessons are completed using computer tablets and facilitated by a Tree Trust Employment Skills Instructor. The following four lessons are delivered over the summer: Creating a Budget, Career Exploration, Resume Writing, and Completing a Job Application. Youth also learn Project Cost Estimation through ongoing worksite activities.

#### Opportunity for youth to earn academic credit

Youth participants in Tree Trust's Summer Youth Employment Program (SYEP) can earn elective academic credit during the course of their summer employment through a partnership with Northeast metro 916 Area Learning Center. Youth in YCC are eligible to earn one credit for every 75 hours of work, up to two credits. The Employment Skills Training lessons enrich workers understanding of their project and its impact on the community, their personal finances and the impact this job can have on their future employment. Youth must complete the required number of hours to earn credit.





### Financial Literacy training for youth participants

The Creating a Budget and Project Cost Estimation lessons specifically provide youth the opportunity to improve their financial literacy. In the budgeting lesson, youth prepare a spread sheet that shows their gross pay, taxes and other deductions, and net pay. They then decide how much of their total earning they would like to save and how much they would like to spend. In this lesson, youth also develop an understanding of the financial consequences of missing a day of work. In the Project Cost Estimation lesson, youth track materials delivered to the worksite and the tools used to complete the project. They then use a cost inventory of materials and tools to illustrate how much their project will cost. This lesson also demonstrates the importance of material management and of avoiding material waste.

### SERVING YOUTH OF COLOR

Tree Trust has 40 years of experience working with youth of color. In 2019 most participants served were from communities of color. Targeted outreach and programming are delivered, and referrals are received from partner organizations that work directly with this population. Through its JobPrep programs, Tree Trust has provided paid work experience, employment readiness training, placement and retention services, case management and college and career navigation programming to thousands of youth of color and other at-risk youth and young adults in the Twin Cities Metro over the years. Serving these youth and helping them find success in the workplace is foundational to Tree Trust's mission.

### COLLABORATIVE PARTNERS

Tree Trust partners with CareerForce, area schools, and county libraries to aid in the youth recruitment application process. Park and recreation agencies, municipalities, public schools, and private businesses collaborate with Tree Trust to provide projects and worksites.

### CUSTOMER COMMENTS

- "I learned to be more assertive with people who have different opinions and experiences than me."  
– YOUTH PARTICIPANT
- "Tree Trust has impacted my life in that where there is a problem, I try to solve it."  
– YOUTH PARTICIPANT

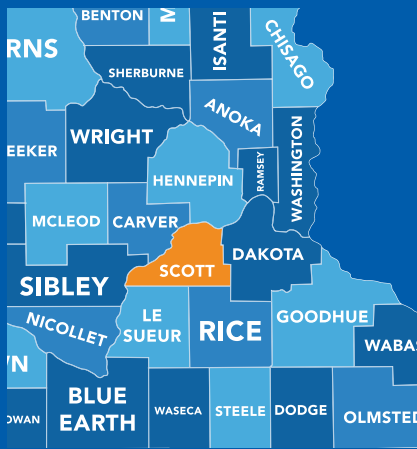
## SUCCESS STORY: Bobbi

*Bobbi was born abroad and moved to the United States two years ago. She had grown up believing that she would never work or be able to meaningfully contribute because she had a disability. Through Tree Trust's Individual Internship program, Bobbi got her first work experience as an Activity Aide at the Good Samaritan Society senior living center.*



*Each day, Bobbi would show up excited to work and excited to socialize with seniors and assist with the day's planned recreational activities. Bobbi's supervisor, Jennifer, ensured that Bobbi would be able to complete all her assigned tasks but she wouldn't only give Bobbi the easiest jobs. She very consciously assigned Bobbi to tasks that would push Bobbi beyond the limits she thought she possessed.*

*When asked about how the experience affected Bobbi, her mother said that Bobbi showed pride in each paycheck received, knowing that her hard work was helping other people. She said that "Bobbi is talking excitedly about her next job opportunity. She now knows that she really can contribute valuable work that people are willing to pay her for."*



# Scott County

## Dakota-Scott Workforce Services

Mark Jacobs, Director

1 Mendota Road West – Suite 100, West St. Paul, MN 55118-4765

Phone: (952) 496-8510

[careerforcemn.com/partner/dakota-scott-county-workforce-services](http://careerforcemn.com/partner/dakota-scott-county-workforce-services)

Area served: Dakota and Scott Counties

### OVERVIEW

Scott County served 19 youth in the Minnesota Youth Program during this program year (7/1/18-6/30/19). The majority participated in the summer program, with several participating year-round for career counseling, training, work experience, or job placement. Scott County utilizes a portion of the Minnesota Youth Program (MYP) funding to assist youth that need credit recovery; especially high school seniors needing credits to get their high school diploma. Other youth are enrolled to assist with their education, training and work experience goals. MYP youth in post-secondary education programs include nursing assistant, auto mechanic and registered nurse.

### BEST PRACTICE

Scott County has collaborated with SouthWest Metro Intermediate District 288 (formerly Carver Scott Educational Cooperative) for the past 20+ years in credit recovery programs including Youthbuild and Makerspace. Many youth have acquired credits to maintain grade level or to complete their high school diploma requirements during these summer activities. Students also gain skills in leadership, financial literacy, social/civics, OSHA 10, carpentry/landscaping skills and community awareness. The Youthbuild students also complete certification for CPR and First aid.

### COLLABORATIVE PARTNERS

- SouthWest Metro Intermediate District 288 - Youthbuild and Makerspace credit recovery and work experience programs.
- Public, non-profit and private sector employers – work experience programs
- Local secondary and alternative schools – referrals and worksites
- CAP Agency – referrals and worksites
- Scott County – referrals and worksites
- CareerForce location partners - referrals and worksite development
- Training vendors/agencies – education and training

Scott County E&T administers many programs including the Minnesota Youth Program (MYP), Workforce Innovation and Opportunity Act (WIOA) Youth and Minnesota Family Investment Program (MFIP) Employment Services. Counselors do case reviews and internal referrals to youth programs. Youth are co-enrolled into other programs to help them achieve their goals. Scott County Employment and Training also collaborates with local youth serving agencies to serve targeted populations.

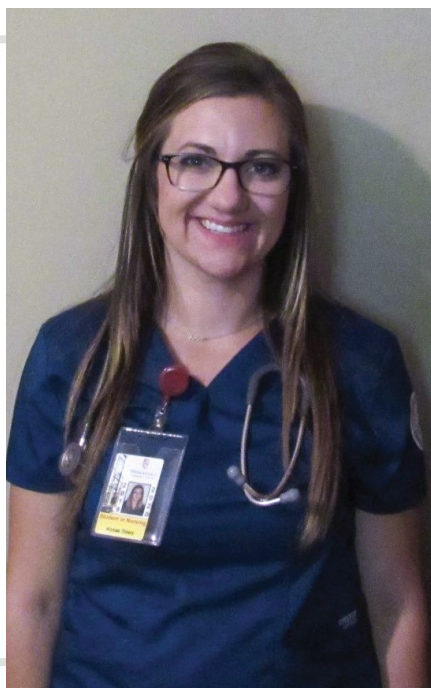
State, federal and local resources leveraged by MYP funds: County funds, WIOA Youth Program funds, WIOA Adult funds, TANF Consolidated Fund, YouthBuild funds, and local school funds.

### SERVING YOUTH OF COLOR

Scott County staff recruited program applications from schools, previous enrollees, and youth serving organizations. Program participants come from a wide variety of backgrounds, race, ethnicity, income levels, poverty groups, and abilities/disabilities.

### CUSTOMER COMMENTS

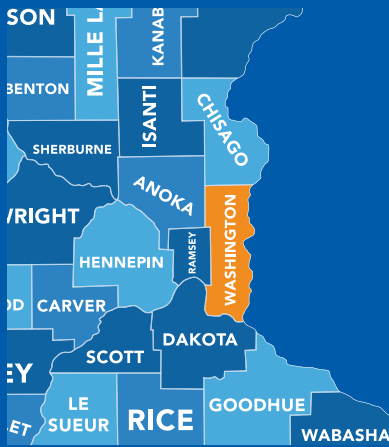
- “This program has taught me to be more responsible and has improved my attendance.” – *YOUTH PARTICIPANT*
- “Everything was new to me because I have never had a job or anything before. I learned that I can do it.” – *YOUTH PARTICIPANT*
- “I learned that I am a lot stronger and smarter than I thought I was.” – *YOUTH PARTICIPANT*
- “It was great seeing the kids learn to trust themselves and gain confidence.” – *SUPERVISOR*
- “The students really overcame a lot of fears and tried many new things they have not done before.” – *SUPERVISOR*



## SUCCESS STORY: **Alyssa**

*Alyssa came to the CareerForce location originally as a Minnesota Family Investment Program (MFIP) participant. She was in a difficult situation because she had just given birth to a child with significant medical complications. She spoke with her employment counselor and told her that she always wanted to be a nurse because she really wanted a job where she could care for others. She was referred to and co-enrolled on the MYP program and started a plan to get her Nursing Assistant Certification. After achieving her nursing assistant certification, she started school right away to earn her Practical Nursing degree. She started a part time job at a local health care facility utilizing her training. Her long term goal was always to become a registered nurse. This past fall she was accepted into and started nursing school at Normandale Community college and will soon earn her Bachelor's Degree in nursing.*

*Alyssa stated that the "MYP program has helped her greatly by reducing some of her financial stress and that has allowed her to use that focus on her school and her son, and her counselors provided the encouragement she needed when things got tough." Alyssa stated she was honored to be able to showcase the youth program and how people can benefit from it.*



# Washington County

## Washington County CareerForce

Rick Roy, Division Manager

Woodbury Service Center

2150 Radio Drive, Woodbury, MN 55125

Phone: (651) 275-8650

[careerforcemn.com/woodbury](http://careerforcemn.com/woodbury)

Area served: Washington

## OVERVIEW

Washington County contracts with Tree Trust to offer several summer work experience opportunities to eligible youth designed to teach work-readiness skills in a supportive and realistic work environment through its Summer Youth Employment Program. During the summer of 2019, Tree Trust employed 27 Washington County youth on Youth Conservation Corps crews.

### Youth Conservation Corps Crew

Youth work for up to nine weeks on a supervised crew of eight to complete landscape construction projects that improve the community environment while building youth competencies in employment skills. Participants work two to three eight-hour days per week and can earn a merit-based raise, elective academic credits, and receive recognition at an award ceremony upon program completion.

In 2019, Washington County crews completed the following projects:

- Square Lake Park in Stillwater: Built a staircase
- Northland Park in Stillwater: Constructed a hockey rink
- Swede Hollow Park in St. Paul: Cleared Buckthorn, replaced a timber retaining wall, and constructed a wildlife observation deck
- Highland Park Disc Golf course – St. Paul: Built a staircase with 4 foot pads

The projects are a lasting testament to a summer spent working hard and gaining valuable employment experience.

### Unique opportunities to participate in skill development

Tree Trust YCC crew members participate in an education component called Employment Skills Training. The curriculum is designed to help foster understanding

about what skills are essential for success in the world of work. The lessons are completed using computer tablets and facilitated by a Tree Trust Employment Skills Instructor. The following four lessons are delivered over the summer: Creating a Budget, Career Exploration, Resume Writing, and Completing a Job Application. Youth also learn Project Cost Estimation through ongoing worksite activities.

### Opportunity for youth to earn academic credit

Youth participants in Tree Trust's Summer Youth Employment Program (SYEP) can earn elective academic credit during their summer employment through a partnership with Northeast metro 916 Area Learning Center. Youth in YCC are eligible to earn one credit for every 75 hours of work, up to two credits. The Employment Skills Training lessons enrich workers understanding of their project and its impact on the community, their personal finances and the impact this job can have on their future employment. Youth must complete the required number of hours to earn credit.

### Financial literacy training for youth participants

The Creating a Budget and Project Cost Estimation lessons specifically provide youth the opportunity to improve their financial literacy. In the budgeting lesson, youth prepare a spread sheet that shows their gross pay, taxes and other deductions, and net pay. They then decide how much of their total earning they would like to save and how much they would like to spend. In this lesson, youth also develop an understanding of the financial consequences of missing a day of work. In the Project Cost Estimation lesson, youth track materials delivered to the worksite and the tools used to complete the project. They then use a cost inventory of materials and tools to illustrate how much their project will cost. This lesson also demonstrates the importance of material management and of avoiding material waste.





## SERVING YOUTH OF COLOR

Tree Trust has 40 years of experience working with youth of color. In 2019 most participants served were from communities of color. Targeted outreach and programming are delivered, and referrals are received from partner organizations that work directly with this population. Through its JobPrep programs, Tree Trust has provided paid work experience, employment readiness training, placement and retention services, case management and college and career navigation programming to thousands of youth of color and other at-risk youth and young adults in the Twin Cities Metro over the years. Serving these youth and helping them find success in the workplace is foundational to Tree Trust’s mission.

## COLLABORATIVE PARTNERS

Tree Trust partners with area schools, county libraries, and CareerForce locations to aid in the youth recruitment application process. Park and recreation agencies, municipalities, public schools, and private businesses collaborate with Tree Trust to provide projects and worksites.

## CUSTOMER COMMENTS

- “Tree Trust helped me to meet new people and to prepare myself for my future in the workplace.”  
– YOUTH PARTICIPANT
- “I learned how to take charge during a project.”  
– YOUTH PARTICIPANT



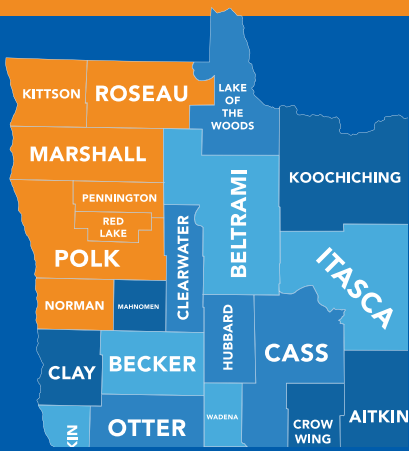
## SUCCESS STORY: Zy’Air

*This was Zy’Air’s second summer working on a Youth Conservation Corps crew. At orientation, Zy’Air set a goal for himself of winning the Governor’s Award, a recognition given to a crew member who exemplifies teamwork and leadership.*

*Zy’Air’s crew spent most of the summer at Northland Park in Stillwater where they were tasked with building a new hockey rink. Zy’Air was at work every scheduled day and he was always enthusiastic and ready to work. Twice he was selected as the Worker of the Week for his initiative and enthusiasm, especially when it was hot or raining at the work site.*

*To complete the hockey rink, Zy’Air and his crew needed to install 80 posts in perfect alignment. They then installed over 2000 feet of lumber to complete the boards.*

*At the end of the summer, Zy’Air was chosen by his crew leader, who was unaware of Zy’Air’s goal, to receive the Governor’s Award.*



# Northwest Minnesota

## Northwest Minnesota Inter County Community Council (ICCC)

Catherine Johnson, Executive Director

207 Main Street, P.O. Box 189, Oklee, MN 56742

Phone: (218) 796-5144

[intercountycc.org](http://intercountycc.org)

*Area served: Kittson, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau*

### OVERVIEW

In WDA 1, Inter-County Community Council (ICCC) provides youth programs year-round for at-risk youth ages 14-24. ICCC works with education providers, social service agencies, probation officers, family services, and foster care to identify youth who are at risk. ICCC connects youth who have significant barriers to activities and/or employment opportunities that assist with reducing barriers to employment. ICCC focuses on assisting youth participants with developing and maintaining job and soft skills in order to be successful in the workforce or a higher education program. ICCC Case Managers review in-demand occupations and provide youth participants with assessment tools to identify the best career choice based on their individual interests. ICCC provides services through paid work experiences and additional training if needed. This includes but isn't limited to; GED, high school diploma, post-secondary education or occupational certifications. ICCC Employment Case Managers work closely with each youth participant on an individual level to ensure continued success in school, worksites, and the program. ICCC's goal is for each youth participant to feel valued and employable in the future. These services are provided through the use of the Minnesota Youth Program grant funds received directly, and Workforce Innovation and Opportunity Act funds from the Northwest Private Industry Council. All activities receive the input and support of our local boards.

### BEST PRACTICES

Success in the MYP program has been with the coordination of the Employment Case Managers and all partners involved in the youth participants current situation. The Employment Case Managers work to develop relationships with each youth participant based on individual needs, and takes time to understand each youth participant's situation in order to provide guidance and resources to reduce barriers to employment. The Employment Case Managers are compassionate and

strive to create open lines of communication, whether it is visiting the youth at a worksite and encouraging them to continue doing a good job or being there when things become tough. ICCC's goal is for each youth participant to be successful. In rural Minnesota, placing youth in work sites that align with their interests can be difficult. To overcome this, ICCC Case Managers take the time to develop and maintain relationships with local employers to ensure youth participants receives the best worksite experiences possible. Employment Case Managers provide mentoring to each youth participant at their worksite to ensure they receive the necessary job skills and soft skills to be successful in the future. Local school districts and education providers have been very helpful in sending referrals for students whom they feel can benefit from the programs. This referral system has been very successful for youth who didn't know about the programs and needed additional resources and skill building.

### COLLABORATIVE PARTNERS

Various agencies collaborate with ICCC to help youth participants achieve personal success. Building these relationships has been a critical part in the MYP program remaining successful. Partners in this collaboration include local schools, social services, public health agencies, courts, probation offices, non-profits, local city organizations, and private businesses.

### SERVING YOUTH OF COLOR

ICCC is looking to expand services that will focus on serving diverse populations. ICCC is working with various organizations in East Grand Forks to provide resources to New Americans. ICCC is attending forums, school meetings and social service meetings to provide information about our programs that can be shared with New Americans. With the increase in open jobs and the amount of people retiring, ICCC feel it is vital to build our workforce up to meet the demands of employers. New Americans will need to be integrated into our workforce



to help sustain the communities and labor forces. ICCC is working to ensure New Americans have the opportunity to gain work skills and knowledge to grow and become successful in the current job market.

## OUTREACH TO SCHOOLS

ICCC works with local schools, area learning centers and adult basic education facilities to focus on career exploration for students. ICCC utilizes funding through MYP to provide presentations and one-on-one services to students for career exploration. During the presentations, students receive information about occupations in demand, cost of tuition for post-secondary training, cost of living, and the importance of job skills. With one-on-one services, students can explore occupations further and obtain additional information about specific occupations. The one-on-one session can also be used to help develop résumés, fill out job applications, learn interviewing skills and ask any other questions they may have. Students are given the opportunity to take assessments and discover where their strengths and interests lay. From there Case Managers can explain what further training is required to be successful in jobs aligned with those interests.

## CUSTOMER COMMENTS

- “I was able to gain additional skills and do something I enjoy.” – *PARTICIPANT*
- “The youth have learned some great skills for the future.” – *WORKSITE SUPERVISOR*

## SUCCESS STORY: Addaleigh

*Addaleigh came to us as a young, divorced single mother wanting to make a new life for herself and her child. She had made it partially through a degree in criminal justice but wasn't sure how she was going to complete her journey due to financial and personal hardship.*

*Since enrolling in ICCC's MYP program, Addaleigh has been very successful in school, landed an internship working with the parole office in East Grand Forks, was awarded the "Outstanding Student of Criminal Justice Award" from the University of Minnesota – Crookston and is working as a probation officer at Tri-County Corrections in Crookston (A job that she absolutely loves!). Addaleigh is due to graduate in December of 2018 and plans to make probation a career. She is passionate about bringing new ideas and practices to her daily work and wants to help ex-offenders become successful upon their release.*

# Rural Minnesota

## Rural Minnesota Concentrated Employment Program (RMCEP)

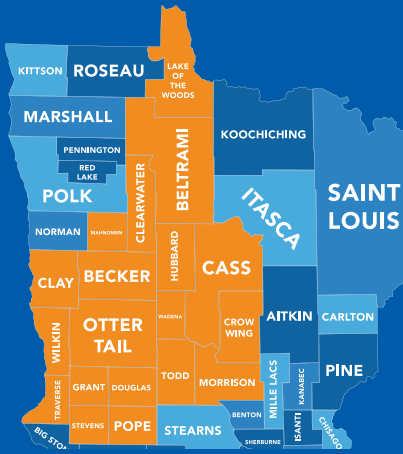
Vicki Leaderbrand, Executive Director

803 Roosevelt Avenue, P.O. Box 1108, Detroit Lakes, MN 56502

Phone: (218) 846-7400

[rmcep.com](http://rmcep.com)

*Area served: Becker, Beltrami, Cass, Clay, Clearwater, Crow Wing, Douglas, Grant, Hubbard, Lake of the Woods, Mahanomen, Morrison, Otter Tail, Pop, Stevens, Todd, Traverse, Wadena, and Wilkin*



## OVERVIEW

Rural Minnesota Concentrated Employment Programs (RMCEP) is a non-profit serving 19 counties in WDA2. Our mission, “To inspire positive change leading to successful and prosperous individuals and communities through the power of work” is lived out in partnership with youth, families, and stakeholders. With eight offices spread across mostly rural counties, one that employs a mobile office concept, and one county considered a more “urban” area bordering ND, we are prepared to respond to our communities with broad, diverse brushstrokes.

Youth programs serve participants ages 14 through 24 through person-centered assessments, comprehensive services to build and enhance work skills, and steady guidance to identify and leverage a career pathway unique to each youth. RMCEP’s Youth Council established its 2019 Key Youth Priorities as Resiliency, Financial Literacy, Leadership, Employability Skills, and Career Planning. This year eight RMCEP staff, including four Youth Coordinators, earned the Global Career Development Facilitator (GCDF) Certificate which has enabled them to incorporate new approaches and tools into youth programs as well as serve as peer mentors to other staff.

## BEST PRACTICES

We are sustaining the Disability Employment Initiative (DEI) best practices of the **Guideposts for Success** framework and the use of **Integrated Resource Teams (IRT)** for all youth as they explore careers through work experiences. These approaches identify, from a developmental perspective, what all youth need to succeed during the critical transition years and are embedded in policies and practices.

MYP and WIOA youth program Employment Plans (EP) contain a sequence of services to advance youth through their career pathway by providing a sense of discovery,

direction, and destiny. Each RMCEP EP documents how each of the 5 Guideposts for Success and list of potential IRT members reflect the youth’s unique assets and needs. A thorough intake and assessment process can reveal important local service providers that make up a participant’s IRT. We braid and blend funding through these partners who might fund what we cannot, such as a PCA or Job Coach. Worksite supervisors are key in providing and shaping a work experience.

Youth Coordinators report the need to be mobile and flexible, meeting participants where they work or attend school, taking advantage of new technology and social media to maintain timely, valuable contacts. Social networking, including Facebook, can keep us connected after a program exit where we might lose contact resulting from a relocation or a “cliff event” which interrupts or derails a youth’s progress.

## COLLABORATIVE PARTNERS

Our youth success rates would likely be impacted were it not for the collegial network of community partners built over the years. At various locations, RMCEP is co-located with county agencies, Vocational Rehabilitation Services (VRS), and CareerForce which enable us to offer “one stop” services and maximize referrals, as well as find funding for supports outside of the workforce arena.

We serve youth in MFIP families, youth on waivers, youth involved in foster care or juvenile justice programs. Local partners in our communities run the gamut from schools and ALCs, ABE, mental health providers, crisis centers, Youth Centers for homeless or at-risk populations. Of most significance, our worksites, which provide a setting for youth to “try out” an occupation, learn employability skills, and grow from social exchanges.



## SERVING YOUTH OF COLOR/ YOUTH UNDER-REPRESENTED

RMCEP employs resources and speakers on inclusion and diversity in our professional development opportunities to build staff cultural competencies. Our northern region includes three Indian Reservations, each with a tribal college. Meeting Native American youth on tribal college campuses helps us respond in a culturally sensitive manner. In a recent New American Workforce Survey for the Clay County area, there were, at minimum, 12 distinct countries of origin as well as another 11 “other-please specify” responses. A Lead Navigator from the Pathways to Prosperity program, Diversity Job Fairs, and teacher referrals are avenues utilized by that Youth Coordinator.

Other underserved youth include homeless or “couch surfing” young adults, youth aging out of foster care, and juvenile offenders. The inter-dependent nature of service providers such as probation, ABE, and local homeless prevention groups, when leveraged to their greatest capacity, can extend programs to hard-to-reach individuals. Finally, youth with a disability represent the fastest growing underserved population which may require more complex or lengthy partnering to make sure all aspects of interventions and supports are available to the participant.

## OUTREACH TO SCHOOLS/CAREER ADVISOR COMPONENT

RMCEP has a history of exceptional collaboration with our 62 school districts. Staff connect with school guidance counselors, principals, and teachers each spring to notify them of the MYP summer program. Youth Coordinators are recruited as classroom speakers, to participate in career fairs, contribute through Community Transition Interagency Committees (CTIC), and as welcome members at IEP meetings. Using MCIS allows us to share assessments and career exploration activities with schools.

MYP funds can be leveraged to extend the program beyond summer to throughout the school year. An example is outreach to schools through Career Advising which is also funded by HECAP, Sourcewell, and school districts. Eligible MYP participants are considered for enrollment into any of RMCEP’s other programs, WIOA Youth programs, DEI, Youthbuild, and TANF Innovations, so continued services and supports can be provided through blending and braiding program funds.

RMCEP had contracts with 23 school districts to provide a full Career Advisor (CA) menu of services. Additionally,

we launched one CA Pilot at the Perham Alternative Learning Center (ALC). RMCEP continues to expand CA services customizable to a specific school district or community need. WIOA Out of School participants are connected to Adult Basic Education (ABE) to complete a GED and some drop-out students thrive at ALCs rather than traditional high school settings. We connect students to TRIO/Accessibility Services, Financial Aid, and Career Services on post-secondary campuses.

## CUSTOMER COMMENTS

- “I learned so many different things I can use during my welding career and for my own hobby of auto building. I am still going back to the worksite and getting advice from the employees on welding.”  
– YOUTH PARTICIPANT
- “I love being able to see some of the individuals that I have had on a work experience out in the community working and showing off their skill set.”  
– SITE SUPERVISOR
- “Lesson learned is ‘never give up’ – a seed that is planted can grow!”  
– YOUTH COORDINATOR ON THE ABOVE CLIENT

## SUCCESS STORY: August

*August worked with RMCEP programs in MYP, WIOA Youth, Youthbuild, and DEI back to 2017. He was attending Moorhead High and was behind in his credits. After meeting with August, it was decided that Youthbuild would be a great option for him to earn the credits needed for graduation. August was also co-enrolled in the DEI program for additional support.*

*August graduated from high school in June 2018 and was referred to the WIOA OSY program as he was very interested in completing welding training at Lynnes Welding. August was able to successfully finish the sixteen-week welding course. It was a very special accomplishment for August as he was the first in his family to not only graduate from high school but go on to successfully complete post-secondary education. After August completed the training in April 2019, he struggled with what type of welding he wanted to specialize in. August, the Youthbuild Coordinator, and Youth Coordinator met to discuss his options. August decided to apply and was hired at Trail King in West Fargo as a welder earning \$21/hour.*





# Southeast Minnesota

## Southeast Minnesota Workforce Development Inc.

Jinny Rietmann, Director

2070 College View Rd E, Rochester, MN 55904

Phone: (507) 292-5152

[workforcedevelopmentinc.org](http://workforcedevelopmentinc.org)

*Area served: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, and Wabasha*

### OVERVIEW

Workforce Development, Inc. is a private, nonprofit organization providing employment and training services to youth and young adults in the 10 counties of Southeastern Minnesota. These services include extensive career counseling, work skills development, career pathways programming, preparation for employment, and hands-on work experiences. Assessments and plan development are completed with individuals involved with the programs to identify interests, aptitudes and education and work goals. Work experiences and career pathways are developed based on these interests and skills. Employers are provided mentoring, worksite supervision, and cultural competency training to help youth while they are learning on the job. Counselors, youth and young adults, parents, other youth-serving community organizations and employers work together to ensure a successful work experience and career pathway. Educational goals of completing high school, obtaining a GED or pursuing post-secondary education are also included within the individual plan for each youth, and these education goals are braided in their career pathways programming.

### BEST PRACTICES

Career Pathways opportunities are the heart of WDI's youth and young adult programming. Several Career Pathways training programs are currently available through WDI, focused on the key sectors in the region including Construction/Trades, Manufacturing, Public Sector jobs, and Manufacturing. One example is our Construction/Trades program where individuals receive 4-8 weeks of training and are often moved directly into a union apprenticeship program. Our most recent laborer's training saw 20 students complete the program.

"Bridges to the Future," is a collaboration between Faribault, Red Wing, and Northfield, including the MN Correctional Facility-Red Wing, and is partially funded through the Youthprise/Social Innovation Fund. This initiative offers career pathways approaches for youth

ages 14-24 in those three cities who are in foster care, involved in the juvenile justice system, homeless, or are disconnected from school and work. The primary focus is high school completion with dual enrollment options through partnerships with area higher education institutions and postsecondary training in career clusters that have clear pathways to higher degrees.

WDI also utilizes a multi-tiered career pathways and work readiness program called Emerging Leaders, which collaborates with other community organizations to offer mentoring, independent living skills, while also offering inter-generational work readiness training, career pathways training, and work experience. This program offers opportunities for youth and young adults to gain credentials and real-life work experience.

WDI has been involved with various experiential learning programs throughout Southeast Minnesota. In Freeborn and Mower counties, we are offering apprenticeship opportunities that connect youth with Career Pathways while still in high school or earning their GED. In Houston and Fillmore counties, we have a multi-school/ employer collaboration where seven school districts have developed work-based learning opportunities that mirror one another to offer similar ways to connect for employers.

WDI also offers scholarship opportunities to program enrollees who choose to further their education at the post-secondary level. For the fall semester of 2019, six youth who completed the scholarship application requirements were chosen to receive tuition assistance.

### COLLABORATIVE PARTNERS

In our youth programming, we find the most success when we collaborate with several agencies and partners. A few of the strong partnerships are those within education: high school principals, counselors and teachers, adult basic education, and community college systems. Those within various nonprofit and government agencies are also strong partners: social workers, mental



health providers, YMCA, probation officers, and youth workers within organizations such as the Empowerment Center, Vocational Rehabilitation Services, Community Corrections, United Way, Homeless Coalitions, Somalia Rebuild, Red Wing Youth Outreach, the Rochester Link program and the Rochester Boys and Girls Club. We greatly value the input and participation of youth in all aspects of programming as well. Some of the most important partners are employers, providing real-life work experiences and funding for our career pathways programming, including key stakeholders such as Mayo Clinic, Habitat ReStore, and local trades union partners.

We use a wide variety of funding streams to help support our programs. All of these are vital to help WDI maintain consistent programming. Our MYP funds are often braided into co-enrollments with other programs to better serve our youth, and these programs benefit by receiving additional leverage of these funds. Adult Career Pathways, Youthprise, Emerging Leaders, Youth Intervention Program, Healthy Transitions, Youth At Work, TANF, Youthbuild and Pre-ETS are examples of this. Without the availability of co-enrollment with our multiple funding sources, opportunities for you would be greatly diminished. Being able to diversify our services allows our youth staff to implement more thorough programming, thus providing more benefit to our youth.

## SERVING YOUTH OF COLOR

Through the development of our Emerging Leaders program, we have advanced in developing partnerships and coming together with our community organizations to develop a collaborative youth programming model for Southeast Minnesota. WDI currently employs multiple individuals who provide targeted outreach and programming to underrepresented individuals in their specific communities. We continue to make gains in tackling equity in employment for youth of color. Specific to the individuals in our region, Southeast Minnesota demographics represents an overall minority percentage of approximately 13%. MYP currently serves 49% youth of color, and 50% youth with disabilities. Of all individuals served in our programming, 96% of those exited have successfully completed their employment objective.

## OUTREACH TO SCHOOLS

Career Planners work closely with schools, providing information to administrators, teachers and students on the services available through youth programming, and we use the Career EdVenture curriculum to provide schools with easy access to a variety of topics and services. We have regular hours at the various schools throughout the region. Working with school counselors

and reaching students through class presentations allows students easy access to employment and education opportunities. Our Career Planners also give group presentations at career-focused school events. Topics include career assessments, teaching essential employment skills, job search techniques, resume writing, interview skills and financial literacy.

## CUSTOMER COMMENTS

- “The WDI staff that have worked with me have been great about staying in touch and providing new information to me when needed.”  
– YOUTH PARTICIPANT
- “WDI has helped me so much throughout my high school and college years. I am BEYOND grateful for their help.” – YOUTH PARTICIPANT
- “I think that WDI has an amazing staff and are extremely helpful to struggling youth.”  
– YOUTH PARTICIPANT

## SUCCESS STORY: Michael

*Michael first enrolled in Workforce Development Inc. programming as a student at an alternative high school back in 2017. He had always been a good student but was often sidetracked by external issues that affected his education.*



*Upon enrollment, he immediately thrived in the Independent Living Skills and Work Readiness classes led by a WDI Youth Career Planner. Both Michael and his teachers felt that he benefitted greatly from this curriculum, and that the experience helped prepare him for post-secondary opportunities and employment. Upon graduation, he decided that he would work part-time while attending Rochester Community and Technical College.*

*College has gone well for Michael so far, as he's earned A's and B's in his classes. He also works as an apartment maintenance technician and was paying for his own schooling before applying for a WDI academic scholarship. The reference letters Michael submitted to the scholarship committee all focused on his maturity, dedication and willingness to complete tasks. He was chosen as a scholarship recipient and received funds to cover his fall semester tuition. He is currently considering a career in computer programming.*





# Winona

## Winona County WorkForce Council

Laura Pettersen, Executive Director

1250 Homer Road – Suite 200, Winona, MN 55987

Phone: (507) 453-2920

[careerforcemn.com/winona](http://careerforcemn.com/winona)

Area served: Winona

### OVERVIEW

Youth programs serve youth with various barriers to employment as well as the families of youth, employers and the community at large. Building confidence, soft skills and specific work related skills are benefits to program participants (besides the paycheck for employed youth). The youth program offers hope to participants and their families. Some youth earn a high school diploma because of the programs; they also earn school credit for their work experience.

The program provides local businesses with employees. Local employers get a first-hand chance to learn that the person with barriers — maybe a disability, maybe some legal problems — can work out just as well as other hires, introducing them to a whole new labor pool. Some employers really enjoy the opportunity to mentor and train, to watch the personal growth process of their youth participants. Everyone benefits when someone discovers their “niche,” and is able to start on a career path that’s their passion and becomes a contributing member of the local community. We all benefit when everyone is included.

### BEST PRACTICES

An important part of our program is having youth work in the community with local employers. Before sending a youth into the community to work, staff make sure they are job ready. Indications of this would be that they are prompt in returning phone calls, they follow through with assignments and when they come to the CareerForce location, they are neat, presentable and look like they are ready for work. For younger youth, staff are working closely with the schools. For older youth, we work with the referral source. We feel the youth gain a deeper appreciation of work readiness through the actual experience of having to be at work on time, follow a supervisor’s instructions, get along with coworkers and all those other work-related soft skills learned on the job. Staff work to provide worksites that are easily accessible to the youth, including both youth in Winona and youth in the rural areas.

Youth staff go to schools in three school districts (Winona, Lewiston-Altura and St. Charles) to meet with youth during the school year. As transportation is often a barrier for these youth, this removes one potential barrier for youth enrollment in the youth programs.

### OUTREACH TO SCHOOLS

The Winona CareerForce location worked closely with school staff in three school districts. Students were provided with individual assistance looking at career interests and planning, labor market information and information on various area postsecondary schools as well as looking at the possibility of military careers. Local schools and the CareerForce Youth Program allow program participants to earn school credit for their work experience. School personnel have more contact with participants in the youth program.

### COLLABORATIVE PARTNERS

The Winona Youth Projects aim to maximize the use of community resources and provide coordinated services to area youth and area providers. We have coordinated efforts with Vocational Rehabilitation Services and counselors for the MFIP programs. We have provided presentations and services for local K–12 school systems as well as Minnesota State College Southeast and the Winona WorkForce Development Board. Staff presented information to groups of youth who have involvement with the juvenile justice system. The Youth Council looks for ways to collaborate with other groups to maximize use of community resources.

### CUSTOMER COMMENTS

- “We enjoy having the youth help at the Center. We feel that we are helping them learn new skills, which will help them in the future.”  
—SUPERVISOR
- “Working at the Resource Center taught me how to be organized and neat. It was fun to help the clients.” — YOUTH PARTICIPANT





# Ramsey County

## Ramsey County Workforce Solutions

Ling Becker, Director

2266 2nd St North, North St. Paul, MN 55109

Phone: (651) 266-9890

[careerforcemn.com/partner/ramsey-county-workforce-solutions](http://careerforcemn.com/partner/ramsey-county-workforce-solutions)

Area served: Ramsey

### OVERVIEW

Workforce Solutions (WFS) U LEAD Youth Employment and Training program is guided by Ramsey County's vision of "A vibrant community where all are valued and thrive". This program reflects strategic service delivery that align with the implementation of the Workforce Innovation and Opportunity Act (WIOA). WFS U LEAD programs are funded by WIOA, the Minnesota Youth Program (MYP), and Temporary Assistance for Needy Families (TANF) Youth Innovation Program to provide comprehensive, year-round services, that include exposure to career pathways, to economically disadvantaged youth, ages 14-24, in Ramsey County.

### BEST PRACTICES

The services that are delivered through U LEAD include individualized, year-round comprehensive guidance supports (including work experiences, internships, support services, etc.). MYP continues to provide many youth and young adults with work experiences and other entry employment opportunities. Additionally, through use of Support Services, MYP allows youth, who may otherwise have barriers to employment, such as lack of transportation, to successfully complete a work experience. Youth enrolled in U LEAD also receive education on topics including "Financial Literacy", "How to Talk to Your Supervisor" and "How to Update Your Resume" through courses provided by WFS staff.

### COLLABORATIVE PARTNERS

Many community and state partners have made the efforts of the U LEAD program successful. Educational partners include but are not limited to Saint Paul Public Schools, Roseville Area Schools, St. Paul School District Career Connect, Saint Paul College, Century College, City Academy, Change Inc., the University of Minnesota, and Bethel College. Additionally, many employer partners aided in development and support of youth participants, including Ramsey County Attorney's Office, Cookie Cart, Elpis, Ramsey County Parks and Recreation, Ramsey County Library, Saint Paul Public Library, Walgreens, and many more.

WFS leverages many other resources to support youth and young adults in Ramsey County. These include TANF Youth funds, federal WIOA funds, the Gen Z project through White Bear Lake Schools, and a partnership with Saint Paul Public Schools. Additionally, the schools that host Outreach to Schools (OTS) interns provide in-kind supports of staff time, office space and space to meet with students.

### SERVING YOUTH OF COLOR

As the most racially & ethnically diverse county in Minnesota, Ramsey County WFS focuses many efforts on addressing economic disparities the persist in communities. Using county and state data, WFS strategically plans and delivers youth services to neighborhoods and communities who have historically been under-served by the workforce system. WFS's U LEAD program serves a majority youth and young adults of color. Through direct MYP services (individualized guidance counseling and supports), WFS served 76% youth who identified as a race other than "white alone", and 8% youth who identified their ethnicity as "Hispanic or Latin(x)". OTS also focused on serving youth of color with post-high school employment and educational planning. In 2018-2019 over 60% of students served in OTS were students of color.

### OUTREACH TO SCHOOLS/CAREER ADVISOR COMPONENT

Many local students receive supports through the Outreach to Schools (OTS) program, funded by MYP. In the 2018-2019 school year, OTS provided three local high schools with four paid, college-aged, interns to aid the work of school counselors in assisting students with post-high school employment and educational planning. Because of challenges that are presented by Minnesota's extremely high student to counselor ratio, many students, especially those in disenfranchised communities, often receive very limited post-high school planning. Interns were trained by WFS staff and Department of Employment and Economic Development (DEED) personnel on the use of labor market information,



job seeking skills, resume development and composition, interviewing skills etc. Interns work approximately 5-8 hours per week.

## CUSTOMER COMMENTS

- “I would like to say big thanks for your time helping me apply for the job at Community Action. Because of your kind heart and helping me patiently step by step, now I got offered and I will start work...” – *MYP PARTICIPANT*
- “Thanks for everything you did for me!!! I just graduated from Washington High School yesterday at River Centre...I’m very grateful for you...I’ve decided to change my major to computer IT because I realized that I am more passionate toward technology than nursing.”  
– *MYP PARTICIPANT*



## SUCCESS STORY: **Vue**

*Vue started the U LEAD program as a junior attending Humboldt High School. He has been a very active student, he participated in Track & Field, Urban Debate Team, and the College Possible program. Vue continues to excel both academically and personally. He has chosen a career pathway in the areas of Political Science/Law. One of Vue’s employment goals was to do an internship with the Ramsey County Attorney’s Office. Through diligence and academic achievement Vue was chosen as a 2019 summer intern with the Ramsey County Attorney’s Office. Vue stated that “The internship provided me with a clear look of what it meant to be “in the system.” I worked in the Juvenile Prosecution Division and was tasked with 3 jobs: observing court sessions, interviewing attorneys’, and performing clerical duties. If I were to rate them from best to worst, I would say they were all great experiences.” He goes on to say, “as my future looks bright, I will never forget my roots. Roots which stem from a personal commitment made by a young Asian boy who saw the damage in his own community along with other communities like my own. After this internship, I have grown even more committed to my dreams of practicing law and I cannot thank the Workforce Solutions’ ULEAD staff Kelly & Tonya, enough for their commitment to serving students like myself.” Currently, Vue is a freshman attending the University of Minnesota Duluth. He plans to major in Political Science / Law and become an active member of the U of M Duluth student body.*

SFY 2019 MINNESOTA YOUTH PROGRAM (MYP) DATA SUMMARY (JULY 1, 2018 THROUGH JUNE 30, 2019)

COMBINED WDA TOTALS		TOTAL	PCT	WDA 1 NW	WDA 2 CEP	WDA 3 NE	WDA 4 Duluth	WDA 5 CMJTS	WDA 6 SW	WDA 7 South Central	WDA 8 SE MN	WDA 9 Henne- pin
1. Total Participants Served		3,384		41	211	174	109	244	120	228	384	169
1a. Total Participants Exited		1,450		22	116	30	56	127	59	131	92	51
Gender	2a. Male	1,777	52.5%	31	125	101	56	117	74	117	207	95
	2b. Female	1,599	47.3%	10	86	73	53	127	46	111	177	74
	2c. Did Not Self-Identify	8	0.2%	0	0	0	0	0	0	0	0	0
Age	3a. 14 - 15	1,198	35.4%	19	65	25	2	30	21	8	31	46
	3b. 16 -17	1,073	31.7%	16	102	78	33	115	71	123	133	87
	3c. 18	439	13.0%	5	22	48	22	53	15	36	60	29
	3d. 19 - 21	517	15.3%	0	15	20	39	31	11	42	113	7
	3e. 22 - 24	157	4.6%	1	7	3	13	15	2	19	47	0
Ethnicity / Race	4a. Hispanic/Latino	381	11.3%	3	12	4	4	33	27	46	70	21
	4b. American Indian or Alaska Native	96	2.8%	0	24	8	8	7	0	0	8	3
	4c. Asian or Pacific Islander	164	4.8%	0	4	1	0	1	0	3	11	22
	4d. Black or African American	995	29.4%	1	10	2	24	19	5	62	72	70
	4e. White	1,689	49.9%	40	168	153	58	192	109	145	260	64
	4f. Multi Race	201	5.9%	0	5	10	17	13	4	12	28	3
Education Level	5a. Grades K-12 (No Diploma/GED)	2,828	83.6%	39	184	114	80	213	109	178	269	128
	5b. High School graduate or equivalent	443	13.1%	1	23	57	26	25	7	50	96	40
	5c. Post-Secondary Education	110	3.3%	1	4	3	3	6	4	0	17	1
Other Demographics	6. Limited English Proficient	275	8.1%	2	4	0	0	5	1	27	25	3
	7. Youth From Families Receiving Public Assistance	2,298	67.9%	27	115	111	82	108	63	158	176	119
	8. Foster Youth	138	4.1%	2	9	14	26	25	7	18	6	3
	9. Youth with a Disability	1,503	44.4%	29	139	126	59	198	73	100	192	50
	10. High School Drop-Out	168	5.0%	0	6	4	26	10	4	18	62	2
	11. Offender	252	7.4%	1	18	14	28	20	8	28	76	1
	12. Pregnant or Parenting Youth	190	5.6%	1	2	9	25	19	3	34	57	1
	13. Basic Skills Deficient	920	27.2%	6	174	93	68	182	21	80	91	24
	14. Homeless or Runaway Youth	181	5.3%	1	0	6	32	15	7	15	24	3
	15. Not Employed at Program Enrollment	2,967	87.7%	39	184	122	96	202	98	208	288	137
<b>PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE</b>												
1. Received Education Activities		1,491	44.1%	35	96	125	31	116	35	194	295	2
2. Received Work Readiness Activities		2,020	59.7%	28	50	24	3	139	47	188	275	156
3. Received Work Experience Activities		2,208	65.2%	30	185	123	62	97	64	173	146	146
4. Received Community Involvement and Leadership Development Activities		619	18.3%	0	49	0	2	35	6	9	49	72
5. Received Post-Secondary Exploration, Career Guidance and Planning Activities		1,560	46.1%	39	110	142	17	188	34	142	380	2
6. Received Mentoring Activities		640	18.9%	0	76	57	3	3	18	181	35	76
7. Received Support Services		251	7.4%	4	7	0	5	47	8	26	14	0
<b>INDICATORS OF PERFORMANCE (Based on Number Served)</b>												
1. Attained Work Readiness or Education Goals in ISS		2,403	71.0%	19	180	35	43	145	69	158	235	160
2. Received Academic/Service Learning Credit		1,516	44.8%	26	9	28	26	73	69	74	116	35
3. Obtained High School Diploma, GED, or Remained in School, Obtained a Certificate or Degree, or Drop-out-Returned to School		1,873	55.3%	12	89	5	20	103	57	86	42	154
4. Entered Post Secondary Education, Vocational/Occupational Skills Training, Apprenticeship, or Military or Entered Employment (Based on Exiters)		380	26.2%	13	48	29	28	53	26	32	59	1
<b>CUSTOMER SATISFACTION</b>												
1. Number of Participants Rating MYP Experience as "Excellent"		369	49.9%	15	10	23	10	17	10	12		13
2. Number of Participants Rating MYP Experience as "Very Good"		285	38.6%	10	12	12	2	9	7	4		15
3. Number of Participants Rating MYP Experience as "Average"		67	9.1%	1	3	2	1	9	4	2		3
4. Number of Participants Rating MYP Experience as "Below Average"		10	1.4%	1	0	1	0	1	0	0		1
5. Number of Participants Rating MYP Experience as "Poor"		8	1.1%	0	0	0	0	0	0	0		2
6. Total Number of Surveys Completed		739		27	25	38	13	36	21	18	0	34

# SFY 2019 MINNESOTA YOUTH PROGRAM (MYP) DATA SUMMARY (JULY 1, 2018 THROUGH JUNE 30, 2019)

WF1 demographic data as of 10-24-19, Activities and Customer Satisfaction data as of 11/15/19

COMBINED WDA TOTALS		TOTAL	PCT	WDA 9 Carver	WDA 10 Mpls	WDA 12 Anoka Co.	WDA 14 Dakota Co.	WDA 14 Scott Co.	WDA 15 Ramsey Co.	WDA 16 Washing- ton Co.	WDA 17 Stearns- Benton	WDA 18 Winona Co.
1. Total Participants Served		3,384		32	663	280	165	19	227	54	235	29
1a. Total Participants Exited		1,450		11	238	122	89	11	124	27	116	28
Gender	2a. Male	1,777	52.5%	28	282	140	105	13	129	42	99	16
	2b. Female	1,599	47.3%	4	375	140	58	6	98	12	136	13
	2c. Did Not Self-Identify	8	0.2%	0	6	0	2	0	0	0	0	0
Age	3a. 14 - 15	1,198	35.4%	7	604	48	34	0	29	23	205	1
	3b. 16 -17	1,073	31.7%	20	44	50	44	10	78	18	30	21
	3c. 18	439	13.0%	4	9	69	21	5	34	2	0	5
	3d. 19 - 21	517	15.3%	1	6	87	66	2	65	11	0	1
	3e. 22 - 24	157	4.6%	0	0	26	0	2	21	0	0	1
Ethnicity / Race	4a. Hispanic/Latino	381	11.3%	4	74	21	10	5	19	1	27	0
	4b. American Indian or Alaska Native	96	2.8%	0	16	11	0	0	7	1	3	0
	4c. Asian or Pacific Islander	164	4.8%	0	34	5	9	0	65	3	6	0
	4d. Black or African American	995	29.4%	4	377	79	22	3	77	10	153	5
	4e. White	1,689	49.9%	22	40	145	117	13	55	34	50	24
	4f. Multi Race	201	5.9%	4	52	25	2	1	15	0	10	0
Education Level	5a. Grades K-12 (No Diploma/GED)	2,828	83.6%	32	650	217	117	16	173	48	234	27
	5b. High School graduate or equivalent	443	13.1%	0	13	53	3	2	40	6	1	0
	5c. Post-Secondary Education	110	3.3%	0	0	9	45	1	14	0	0	2
Other Demographics	6. Limited English Proficient	275	8.1%	1	45	15	10	2	64	1	70	0
	7. Youth From Families Receiving Public Assistance	2,298	67.9%	12	643	157	86	10	174	25	207	25
	8. Foster Youth	138	4.1%	2	0	4	5	0	6	3	6	2
	9. Youth with a Disability	1,503	44.4%	30	62	161	118	6	68	28	40	24
	10. High School Drop-Out	168	5.0%	0	1	17	2	0	16	0	0	0
	11. Offender	252	7.4%	2	4	20	2	3	15	5	1	6
	12. Pregnant or Parenting Youth	190	5.6%	0	2	13	0	2	19	1	0	2
	13. Basic Skills Deficient	920	27.2%	9	0	22	63	3	41	1	42	0
	14. Homeless or Runaway Youth	181	5.3%	0	7	36	2	0	26	3	4	0
	15. Not Employed at Program Enrollment	2,967	87.7%	31	662	219	160	12	202	51	229	27
<b>PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE</b>												
1. Received Education Activities		1,491	44.1%	0	0	256	0	9	46	0	234	17
2. Received Work Readiness Activities		2,020	59.7%	1	638	38	138	0	19	42	234	0
3. Received Work Experience Activities		2,208	65.2%	23	633	151	138	13	169	27	1	27
4. Received Community Involvement and Leadership Development Activities		619	18.3%	0	0	4	129	0	2	27	235	0
5. Received Post-Secondary Exploration, Career Guidance and Planning Activities		1,560	46.1%	23	1	267	0	2	196	0	1	16
6. Received Mentoring Activities		640	18.9%	0	0	1	137	0	26	27	0	0
7. Received Support Services		251	7.4%	0	0	26	0	15	70	0	27	2
<b>INDICATORS OF PERFORMANCE (Based on Number Served)</b>												
1. Attained Work Readiness or Education Goals in ISS		2,403	71.0%	27	654	90	150	14	147	48	204	25
2. Received Academic/Service Learning Credit		1,516	44.8%	19	635	47	63	12	29	35	198	22
3. Obtained High School Diploma, GED, or Remained in School, Obtained a Certificate or Degree, or Drop-out-Returned to School		1,873	55.3%	24	631	133	132	10	115	35	202	23
4. Entered Post Secondary Education, Vocational/Occupational Skills Training, Apprenticeship, or Military or Entered Employment (Based on Exiters)		380	26.2%	0	0	58	0	5	23	0	0	5
<b>CUSTOMER SATISFACTION</b>												
1. Number of Participants Rating MYP Experience as "Excellent"		369	49.9%	5	133	5	20	7		4	67	18
2. Number of Participants Rating MYP Experience as "Very Good"		285	38.6%	1	142	0	22	6		9	30	4
3. Number of Participants Rating MYP Experience as "Average"		67	9.1%	0	20	1	4	1		5	11	0
4. Number of Participants Rating MYP Experience as "Below Average"		10	1.4%	0	0	2	2	0		1	1	0
5. Number of Participants Rating MYP Experience as "Poor"		8	1.1%	0	4	0	1	0		0	1	0
6. Total Number of Surveys Completed		739		6	299	8	49	14	0	19	110	22



# Minnesota Youth Program - Return on Investment Information

STATE FISCAL YEARS 2018 & 2019 (JULY 1, 2018 TO JUNE 30, 2019)

<b>Minnesota Youth Program (SFY '18)</b>	<b>WDA DATA</b>	
A. Unduplicated Count of MYP Enrollees	3,247	
B. Total number of MYP termed	1,619	
C. Total number of MYP terminees that returned to school	1,008	
D. Total number of MYP terminees that were placed in jobs	298	
E. Average wage at placement for MYP placements	\$11.79	
F. Average number of hours per week for MYP placements	29	
G. Total number of MYP placed in work experience	2,395	
H. Average wage for those MYP placed in work experience	\$9.65	
I. Average number of hours per week for MYP work experience	36	
J. Total MYP expenses for the program year	\$779,625	
K. Total Annual Wages Earned by MYP Participants	\$10,290,375	
L. Total Government Taxes Paid (est at 26.6%)	\$2,737,240	
M. Est. Welfare Savings on Placements (Avg. \$6448)	\$1,921,504	
N. Total Annual Return to Government	\$4,658,744	
O. Positive Termination Rate	80.7%	
P. Entered Employment Rate	48.8%	
Q. Return on Investment	\$5.98	
<b>Minnesota Youth Program (SFY '19)</b>	<b>WDA DATA</b>	
A. Unduplicated Count of MYP Enrollees	3,384	
B. Total number of MYP termed	2,393	
C. Total number of MYP terminees that returned to school	1,661	
D. Total number of MYP terminees that were placed in jobs	318	
E. Average wage at placement for MYP placements	\$12.28	
F. Average number of hours per week for MYP placements	31	
G. Total number of MYP placed in work experience	2,201	
H. Average wage for those MYP placed in work experience	\$9.65	
I. Average number of hours per week for MYP work experience	37	
J. Total MYP expenses for the program year	\$779,625	
K. Total Annual Wages Earned by MYP Participants	\$11,010,127	
L. Total Government Taxes Paid (est at 26.6%)	\$2,928,694	
M. Est. Welfare Savings on Placements (Avg. \$6835)	\$2,173,530	
N. Total Annual Return to Government	\$5,102,224	
O. Positive Termination Rate	82.7%	
P. Entered Employment Rate	43.4%	
Q. Return on Investment	\$6.54	
<b>Minnesota Youth Program (SFY '18 &amp; '19)</b>	<b>WDA DATA</b>	
A. Unduplicated Count of MYP Enrollees	6,631	
B. Total number of MYP termed	4,012	
C. Total number of MYP terminees that returned to school	2,669	
D. Total number of MYP terminees that were placed in jobs	616	
E. Average wage at placement for MYP placements	\$12.04	
F. Average number of hours per week for MYP placements	30.0	
G. Total number of MYP placed in work experience	4,596	
H. Average wage for those MYP placed in work experience	\$9.65	
I. Average number of hours per week for MYP work experience	36.5	
J. Total MYP expenses for the biennium	\$1,559,250	
K. Total Annual Wages Earned by MYP Participants	\$21,300,502	
L. Total Government Taxes Paid (est at 26.6%)	\$5,665,934	
M. Est. Welfare Savings on Placements (Avg. \$6384)	\$4,095,034	
N. Total Annual Return to Government	\$9,760,968	
K. Positive Termination Rate	81.9%	
L. Entered Employment Rate	45.9%	
M. Return on Investment	\$6.26	

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