

811881

Meeting employment and training needs of Minnesotans

1980

(2)
Annual Report 1980
Minnesota Department of Economic Security
(1) A people agency

**1980 Annual Report
Minnesota Department of Economic Security
390 North Robert Street
St. Paul, Minnesota 55101**

**This report covers the period
January 1, 1980 to December 31, 1980**

**Photographs of Minnesota Department of Economic Security staff
appear throughout this report. Unfortunately, space allows only
for a small sample of the many workers who contributed to the
success of department programs.**

Job Service 2

Job Bank • Migrant Workers • Alien Certification • Testing • Counseling • Employer Advisory Committees • Apprenticeship Information Centers • Job Corps • Youth and Adult Conservation Corps • Targeted Jobs Tax Credit • Work Incentive Program • Food Stamps • CETA-Job Service • Trade Act of 1974 • Work Equity Program

Unemployment Insurance 8

Unemployment Statistics • Minnesota Unemployment Compensation Fund • Eligibility Rules • Benefits • Employer Taxes • Fraud Detection • Appeals • Audits

Vocational Rehabilitation 12

Mission of DVR • Agency Cooperation • Funding • Eligibility • Services • Independent Living Centers • Service Center for Hearing Impaired • Disability Determination • Workers' Compensation Cases

Training and Community Services 18

Comprehensive Employment and Training Act (CETA) • BOS-CETA • Weatherization • Energy Assistance • Office of Economic Opportunity

Program and Management Support 22

Business and Financial Services • Public Information/Education • Office of Audit Coordination • Research and Statistics

Office of the Commissioner 26

Year in Review • Office of Statewide CETA • Office of Policy and Planning

Affirmative Action Policy 31

Addenda 32

Affirmative Action Policy • Advisory Councils • 1980 Expenditures (Inside Back Cover)



Current job listings are easy to check through the department's statewide Job Bank system. Computerized job information is displayed on a viewer for quick reference by applicants. Listings are updated daily.

In 1980, the department's Job Service division operated 86 statewide Job Service centers to help Minnesotans find jobs and employers find qualified workers. Counseling and placement services were provided to special applicant groups such as older workers, school dropouts and welfare recipients. In addition, the division supervised unemployment insurance claims services in 30 outstate Job Service offices.

With improved public service as the goal, Job Service moved, expanded or remodeled a number of its locations during 1980 — offices affected were in Alexandria, Cambridge, Worthington, Cloquet, Crookston, Crystal, International Falls, Litchfield, Little Falls, Moorhead, Rosemount, St. Paul, Stillwater, Wadena and Willmar.

Job Service

Job Service is Minnesota's largest single resource for matching jobs and workers. In 1980, Job Service registered 273,172 job seekers, posted 134,652 nonagricultural job openings, placed 93,114 people in nonagricultural jobs and 27,573 in agricultural jobs.

The heart of the placement operation is Job Bank, a computer-assisted system that provides job seekers with information about job openings available in all Minnesota communities. Employers can list their job openings with Job Bank by calling the nearest Job Service office. Only qualified applicants who are

referred for interviews are given the name and address of the employer who has registered a job opening.

Special Job Placements

Handicapped Specialists on the handicapped helped find jobs for 3,377 people with disabilities in 1980. Year around, as well as during National Employ the Handicapped Week, October 5-11, Job Service area offices promoted the hiring of handicapped persons in their community. The department also was involved in planning activities for the observance of the 1981 International Year of the Disabled Person.

Veterans Job Service found jobs for 8,829 veterans in 1980. Of these, 596 were disabled. By law, Job Service must give preference to veterans who need job training and placement. Area offices are staffed with specialists who help

veterans. Some offices employ disabled Vietnam-era veterans to help their peers find employment or training opportunities. The department's 1980 performance in veteran placement exceeded standards set by the Department of Labor.

Migrant Workers Since 1978, Job Service staff have been directly involved in recruiting migrant workers to help Minnesota sugar beet and other vegetable growers to cultivate, harvest and process their crops. In 1980, 8,500 workers, mostly from southern Texas, migrated to the Red River Valley and central and southern Minnesota to work in the fields.

At the beginning of the 1980 growing season in the Red River Valley, a drought created a temporary surplus of migrant workers in that area. Job Service personnel helped these unemployed



Filling out a work application is the first step for job seekers when they visit a Job Service office. Services offered by Job Service for employers and applicants including testing, counseling and matching the applicant's skills with available openings.

laborers look for places to work until they could go into the fields.

Older Workers In 1980, jobs were found for 7,322 people over 45 years of age. Each area office has a specialist on the staff who is trained to help older job seekers. National Employ the Older Worker Week was observed March 8-14. Area offices adapted the statewide promotion to fit local economic conditions.

The department was involved in extensive planning for the 1981 White House Conference on Aging

to be held in Washington, D.C., November 28 through December 2, 1981.

Youth The department found 65,402 jobs for young people in 1980. Many of these youth were placed in temporary summer employment. The department's placement activities were coordinated with other state and federal programs for youth. Department "mini" offices, staffed by youth, found jobs for 20,000 young people.



Gerald Wesley, a disabled Vietnam veteran, found what he wanted — a job as a grill press operator — through the Faribault Job Service office. Most Job Service office staffs include specialists who serve veterans.

Counseling

A counseling service for job seekers is an integral part of the benefits provided by Job Service. Counselors give special attention to applicants who are not sure where they would like to work and to those who need help in overcoming obstacles in their search for a job. Counselors assess work skills and help the applicants develop plans for finding satisfying occupations. People with special needs are often assisted in relocating to new areas of work.

In 1980, Job Service counselors throughout Minnesota held 20,700 interviews as part of their effort to offer specialized services.

Employer Advisory Committees

Advisory committees representing 125 employers operated in 11 Minnesota cities during 1980 to help Job Service strengthen its relationship with the employer community. These committees sponsored job fairs, technical seminars, promotional activities and training for both employers and Job Service personnel.

A 1980 goal was to help employers reach beyond local markets to find qualified workers. This was accomplished through special recruitment projects in Minnesota and other states.

Employers trying to locate or expand in Minnesota were given special assistance through the coordinated efforts of local Private

Industry Councils, economic development agencies and vocational schools.

Certification of Immigrant Workers

Job Service is responsible for certification of immigrants seeking employment in the United States. Such certification is one of the federal safeguards protecting U.S. workers from an uncontrolled flow of alien workers.

Job Service determines whether resident workers are available for a particular position and makes sure that employment of alien workers will not adversely affect either wages or working conditions.

During 1980, Job Service certified 528 immigrants for employment and answered more than 1,689 inquiries on alien certification.

Testing

Many job seekers who use Job Service are given tests for aptitude, proficiency and vocational interests in order to help them make career decisions. These tests also help predict how well a worker will perform on a specific job offered by an employer. In 1980, 24,296 tests were administered, an 18 percent decrease from 1979.

Test specialists developed new tests for the job categories of gas appliance service, correctional counselor, and bindery worker. All

new tests were validated and used in accordance with the Uniform Guidelines on Employee Selection, formerly known as the Equal Employment Opportunity Commission.

On March 7, 1980, a federal district court in the State of Mississippi ruled that Job Service tests are fair, properly validated and administered, and meet EEOC guidelines.

The testing unit published two references works during 1980: a desk guide, *Putting Our Tests To Work*, for use by department staff in training sessions, and *Aptitude Test Information*, a booklet designed to answer the questions of employers and others interested in the use of aptitude testing for employee selection.

Apprenticeship Information Centers

Three apprenticeship information centers (AICs) are operated by the department to provide informa-

tion to people who wish to qualify for work in trades and crafts. The centers are located in Duluth, Minneapolis and St. Paul. In 1980, Minnesotans made 2,500 personal visits to the three centers and there were 862 new applicants for apprenticeship training. Telephone inquiries to the centers totaled 3,500 and more than 700 letters of inquiry were handled.

As part of its information program, AIC personnel made 20 secondary school visits, took part in 12 high school career fairs or post-school planning programs, and attended meetings of outreach organizations such as the Labor Education Advancement Program (LEAP) and the Human Resources Development Institute (HRDI).

In addition, training programs on the apprenticeship program were given to 75 department employees and two dozen new staff people in other organizations.

Center staff members maintained close liaison with labor



Job Service trains young people to find work for other youth. Above, three Minnesota teenagers apply for work at a Job Service mini-office set up especially to serve their age group.

unions, area vocational-technical schools and others concerned with apprenticeship. The three AICs made 113 job placements during 1980.

Job Corps

Job Corps, a residential program which offers basic education and vocational training to disadvantaged people between the ages of 16 and 21, recruited 123 young men and women. Job Corps offered these young people a variety of vocational training opportunities, including union-sponsored programs for selected apprenticeable trades.

Some Corps members also completed their high school educational requirements by acquiring a General Equivalency Certificate.

Conservation Corps

The department also recruited people for the Youth Conservation Corps (YCC) and Young Adult Conservation Corps (YACC) projects in the state. Both are federally administered youth employment programs. YCC provided summer employment for 15 - 18-year olds in ecology and conservation. The YACC program was for unemployed out-of-school young adults ages 16 through 23.

Many YCC and YACC projects were located in northern Minnesota, and the young people involved lived at the worksite and were provided room and board.

Targeted Jobs Tax Credit Program

Employers can get a major tax break if they hire individuals from designated "target" groups of job applicants. Under the terms of the Targeted Jobs Tax Credit (TJTC) program administered by Job Service, firms can save up to \$2,580 in federal income taxes for each targeted worker hired.

TJTC certifications were issued to 7,704 employers in Minnesota in 1980, making them eligible for tax savings totaling more than \$19 million.

Targeted workers come from seven groups: individuals receiving welfare payments, disabled persons, economically disadvantaged youth, veterans, ex-felons, Vietnam-era veterans under 35 years of age, and youths 16 to 18 participating in cooperative education programs.

Applicants from the above groups are referred to employers by Job Service offices. Employers also may request workers who will make their firms eligible for the tax credit.

The tax credits apply to qualified workers employed after September 26, 1978.

Work Incentive Program

The Work Incentive (WIN) program reduced total governmental expenditures again in FY 1980. A total of 5,957 persons from families receiving welfare assistance under Aid to Families

with Dependent Children (AFDC) entered employment while participating in WIN.

Elimination or reduction of welfare grants to WIN participants saved an estimated \$16.3 million. Additional savings resulted from reduced costs for Medicare and food stamps. In addition, income taxes paid by employed WIN participants increased state and federal revenues.

WIN is operated jointly by the department and the Minnesota Department of Public Welfare (DPW). The department provides counseling to WIN registrants, refers them to training programs and assists qualified registrants in obtaining employment. DPW decides who is eligible for the WIN program and provides support by defraying medical, child care and transportation expenses.

Participants entering permanent employment earned an average wage of \$4.22 an hour. Nearly 10 percent were employed in professional, technical and managerial capacities. About half entered clerical and service fields. Of the registrants, 24 percent were men, 19 percent were from minority groups.

Working WIN registrants are able to receive more money than those who are not employed. In addition, registrants may receive a combined expense and incentive allowance for participating in training.

Incentives for employers who hire WIN participants include tax

credits and partial reimbursement for on-the-job training costs.

Work Equity Project

The Work Equity Project (WEP), a demonstration project started in 1978 to help welfare clients become self-supporting, registered 6,139 recipients of AFDC (Aid to Families with Dependent Children), Food Stamps and General Assistance. To those registered for the program, WEP offered counseling, training, job placement, supportive services and public employment.

WEP placed 2,043 participants in unsubsidized jobs during 1980. Of those, 889 left welfare completely. Another 1,483 individuals received classroom training, 1,398 worked in WEP community work projects, 307 found work through WEP on-the-job training and 92 went to CETA public service employment jobs.

Participating in the WEP project are the City of St. Paul and seven Minnesota counties (Chippewa, Chisago, Isanti, Mille Lacs, Sherburne, Wright and Yellow Medicine).

The WEP demonstration project in Minnesota will be completed on March 31, 1981.

Job Service and CETA

Through Job Service, almost \$3 million was funneled into various CETA programs under

contracts with nine CETA Prime Sponsors. These funds were spent to provide CETA clients with counseling, testing and placement and to develop new jobs.

Fifty-three Job Service staff members were assigned to CETA programs in 1980.

Trade Act of 1974

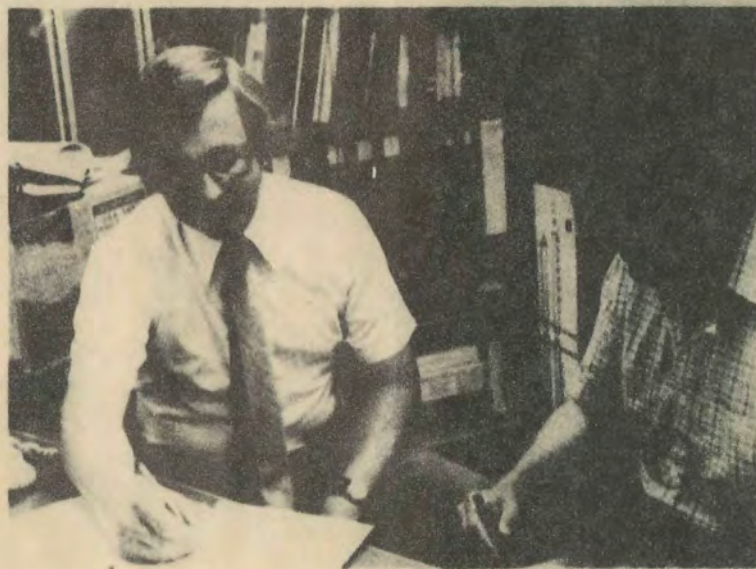
Under the Trade Act of 1974, the department administers a program which provides benefits to workers who lose their jobs because of competition from foreign products. Such workers receive cash allowances during periods of reduced employment. If necessary, Job Service helps workers regain satisfactory em-

ployment through training, job search and relocation.

During 1980, 65 companies filed petitions for assistance. Seven were certified as eligible for benefits and 2,166 of their employees received trade adjustment benefits totaling \$4,430,826.

Food Stamp Program

By law, food stamp recipients who are required to register for work (county welfare agencies make this determination) are referred to the department for training and job placement. Of the 5,607 persons who were referred to employers in Fiscal 1980, 2,763 were placed in jobs. The average starting wage was \$3.98 an hour.



Many special services are provided by Job Service to Minnesota's migrant and seasonal farm workers. Two JS staff members working to assure these workers the services they are entitled to are Norman McGraw, left, monitor advocate, and Rudy Mendizabal, rural area services supervisor.



Lines in Unemployment Insurance claims offices were long in 1990 because of the slow economy.

The Unemployment Insurance (UI) division provides temporary income to people who are unemployed through no fault of their own; collects unemployment taxes from Minnesota employers; handles appeals on benefit claims from employers and workers; disburses allowances for people participating in the Comprehensive Employment and Training Act (CETA) program, Work Incentive (WIN) program, and Work Equity Program (WEP).

In addition, the division supervises six metropolitan unemployment offices, handles special benefit payments authorized by the Trade Readjustment Act (TRA) to persons who have lost their jobs because of competition from foreign products, and maintains a staff of tax auditors throughout the state.

Benefit Payments

Operation of the department's unemployment insurance program is sensitive to prevailing economic conditions. The 1980 recession caused a substantial increase in benefit claims and a decline in funds available for paying claims. For the second time in five years the department was forced to borrow federal funds to pay benefits to jobless workers.

After remaining at about 4 percent for two years, Minnesota's unemployment rate rose in 1980 to an average of 5.7 percent, a

reflection of the sluggish economy. However, Minnesota's rate remained two percentage points below the national average.

Jobless Minnesotans received \$315,428,713 in unemployment compensation in 1980, 101.5 percent more than the \$156,520,791 paid in 1979.

Employers contributed \$193,795,071 to the Minnesota Unemployment Compensation Fund in 1980, a decrease of 7.9 percent from 1979. The fund balance on December 31, 1980, was \$7,954,240. In 1979, the year-end fund balance was \$67,467,837. The department borrowed \$28,200,000 from the federal government to supplement the Minnesota Unemployment Compensation Fund.

Eligibility Rules

The amount of unemployment insurance benefits a claimant may receive is determined by the number of weeks worked and the amount of money earned during the 52-week period immediately preceding the filing of a claim.

A claimant is given credit for each week worked in which \$50 or more was earned. To qualify for benefits, a claimant needs at least 15 credit weeks. The weekly benefit amount a claimant receives is between 50 and 60 percent of the average weekly pay earned. The minimum benefit amount possible is \$30 a week while the maximum is \$162. The number of weeks a claimant is

eligible for benefits is equal to 70 percent of the credit weeks, up to a maximum of 26 weeks.

The weekly benefit is reduced by the amount of earnings from employment during the week or by the amount of certain other income such as severance pay, pensions and social security, holidays and certain vacation pay.

To remain eligible for benefits, a claimant must be able to work, be available for work and be actively searching for work. Each time a claimant reports, these and other criteria are reviewed to determine the weekly benefit amount and the claimant's eligibility.

During 1980, the department investigated 56,029 job separation and work refusal issues, resulting in 29,501 disqualifications (52.6 percent). There were 88,433 eligibility determinations, 44,222 of which resulted in the denial of benefits for a period claimed.

Interstate Payments

Special unemployment benefit payments were made to people who earned wages in two or more states, including Minnesota, or who worked in Minnesota and then left the state. In 1980, 21,151 claims were handled under the interstate benefit payment plan. This was a slight increase over 1979 interstate claims activity.

Eligibility Review Program

Benefit claimants who needed special help to find new jobs were

referred to the division's eligibility review program. Staff members assisted these job seekers in drawing up personal plans which would lead to reemployment and gave them special counseling. There were 24,874 claimants who qualified for this program.

Employer Taxes

Under Minnesota's Employment Services law, 86,041 employers were required to pay taxes into the state's unemployment compensation fund in 1980. These employers paid taxes on the first \$8,000 (or portion thereof) in wages paid to each employee in 1980.

The tax rate for employers is assigned by the department annually, based on a formula set by law. This formula encourages the stabilization of employment by basing each employer's unemployment insurance taxes on what is called an "experience" rating, a rating which depends on the amount of unemployment benefit payments claimed by the firm's former employees.

Tax revenue collected from employers for the unemployment insurance fund totaled \$192,612,000 in 1980.

Divisions of government and nonprofit organizations may choose not to pay unemployment insurance taxes. Instead, they reimburse the department for the amount of unemployment benefits paid to their former employees. In 1980, 3,262 employers were in this category.

Collection of unpaid taxes due from the employers is the responsibility of the department's tax processing unit. This unit collected \$2,458,505 in delinquent tax payments in 1980. In addition to tax underpayments, there were 13,799 overpayments. A total of 10,379 tax adjustments were processed during the year.

The tax processing unit handled 67,400 items of correspondence dealing with tax delinquency problems, adjustments to previously reported taxes and other matters. An indicator of the state of the economy was the fact that overdue taxes grew by \$3,016,000 to a total of \$14,467,000. A new collection unit was organized to expedite the collection of unpaid taxes.

During 1980, the tax liability unit of the tax accounting section generated approximately 165,000 items of correspondence as the result of employer status determination and rate assignments.

A significant number of protests must be handled each year by the unit. Each protest must either be affirmed, redetermined, corrected or referred to the legal section for a hearing. In 1980, 6,937 protests were received; 514 were referred for hearing.

Fraud Prevention and Detection

The department makes every effort to prevent and detect errors,

fraud and overpayments in the unemployment insurance program. During 1980, auditors found 15,500 cases in which benefits totaling \$3.1 million were overpaid. Fraudulence was proved in 1,805 of the cases; the balance of cases were the result of unintentional errors or misunderstandings. The department recovered \$2 million.

Workers found guilty of obtaining benefits fraudulently can be denied future unemployment insurance benefits for up to 52 weeks. Flagrant fraud cases are referred to the state attorney general's office for prosecution. In 1980, 46 cases were referred.

Appeals

Any employer or claimant who disagrees with a benefit or tax-related determination can appeal the decision. In 1980, the department's appellate branch conducted 16,916 hearings, up 9 percent over 1979. Hearings continued to increase in complexity and in the dollar amounts involved.

For each appeal, the department schedules a hearing before a hearing officer, usually at a department area office. Legal counsel is permitted (but not required) at hearings.

Any party dissatisfied with a hearing officer's decision has the right to appeal to the commissioner of the department. If not satisfied with the commissioner's decision, appeal can be made to the Minnesota

Supreme Court. The number of appeals in 1980 from hearing officers' decisions increased 38 percent over 1979.

Commissioner's representatives issued 3,000 decisions, up 20 percent from last year.

During the year, many reviews of appeals by the commissioner's representatives were held by conference telephone, a process which saved time, money and fuel for the department, employers and claimants. Claimants and employers remained in their local area while presenting arguments by telephone to the commissioner's representative in St. Paul.

During 1980, the number of area offices with conference telephones was increased to eight. The locations are: Duluth, Virginia, Bemidji, Brainerd, Fergus Falls, Rochester, Mankato and Marshall. By the end of the year, most outstate areas were no more than 50 miles from a conference phone.

Audits

In 1980, the field audit section reorganized its statewide operations to improve services to Minnesotans affected by the department's unemployment insurance tax program.

New audit districts were established in Hutchinson and Winona, and the St. Cloud operation was expanded. These changes resulted in an adjustment of areas served by the 20 audit offices already in existence throughout the state.

UI tax examiner positions (field auditors) from the Twin Cities area were reallocated to outstate offices to balance the number of taxpayers served by each examiner in the state.

These examiners help employers comply with the Minnesota Employment Services Law. They also determine which Minnesota employers must pay the state unemployment tax, secure delinquent tax reports, collect delinquent taxes, and audit employers' records to verify the accuracy of the tax reports.

In 1980, the examiners

- made 3,256 audits which produced a tax yield of \$723,152,
- conducted 10,613 employer liability investigations,
- obtained 14,028 tax reports,
- collected \$1,963,758 in unemployment compensation taxes, and
- made 5,118 field investigations concerning unemployment benefit claims.

Cost Monitoring

In the Unemployment Insurance division, the cost model and budget unit monitored expenditures and staff efficiency to make sure services to clients were delivered on time and in a cost-effective manner.

Based on its constant evaluations of the resources needed to complete tasks, the unit made budget recommendations for other department units and

also alerted managers to potential problems.

Computer Programs

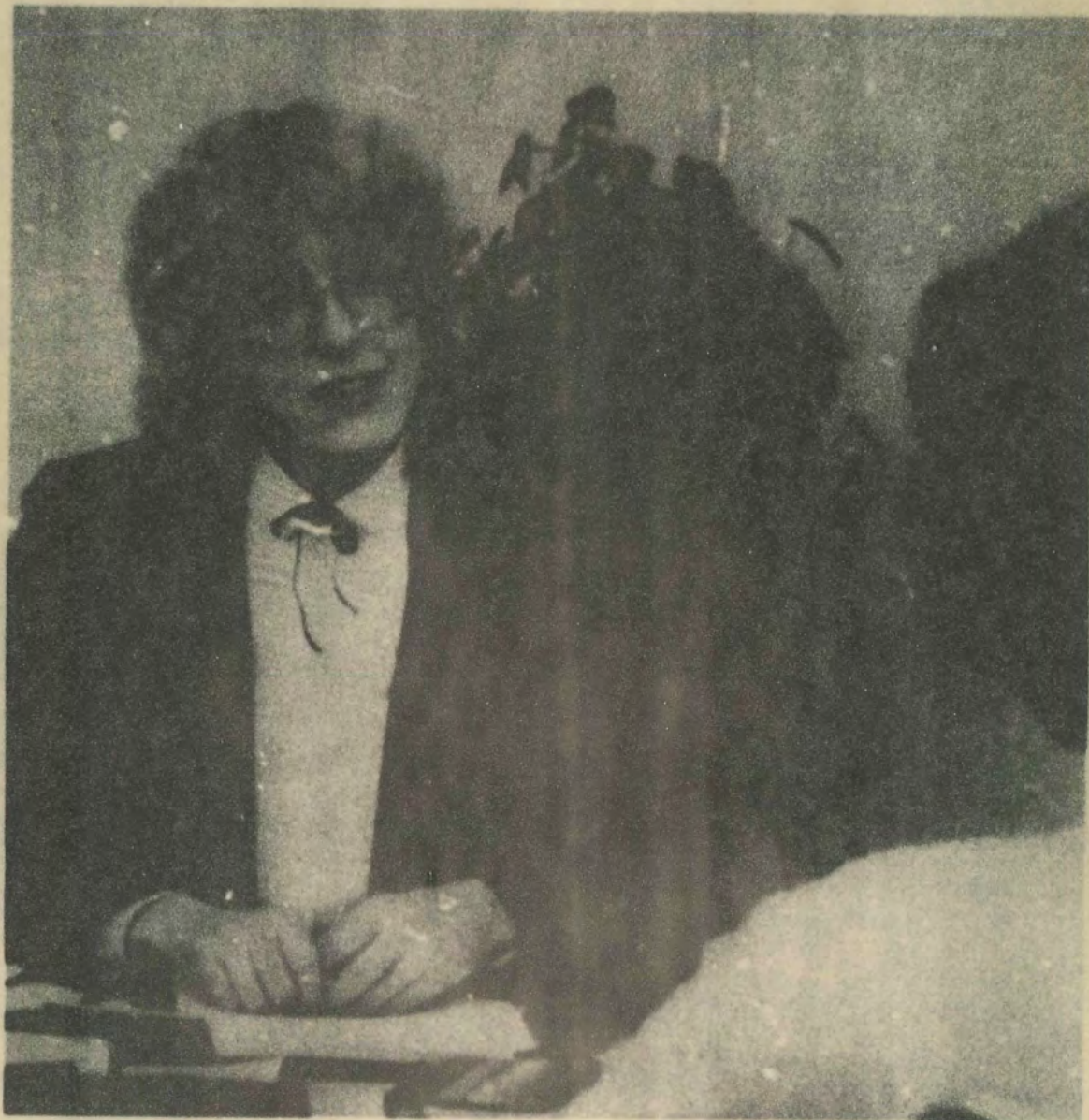
During 1980, the UI division continued to broaden its use of computers through ESAPS (Employment Security Automated Program Systems), which is partially federally funded. By the end of the year, all Job Service and Unemployment Insurance field offices had terminals.

Department computers now contain all data needed to process claims, as well as the records of past actions on claims, the account numbers of Minnesota employers required to pay unemployment insurance taxes, plus any employer's entire tax file.

Computer programs scheduled for operation in late 1981 will make it possible to issue unemployment insurance benefit checks two days earlier than previously possible, and to get an employer's tax account on file up to nine days earlier.

Special Federal Payments

The division's federal payment unit served 10,510 persons who were eligible for financial assistance under the Comprehensive Employment and Training Act, the Work Incentive program, the Work Equity Program and the Trade Readjustment Act of 1974. Allowances totaling \$12,768,447 were paid.



DVR's counseling services are extensive. Counselors help disabled persons prepare for and find employment suitable to their needs. Together, counselor and client work out an individualized plan for the client's vocational rehabilitation program.

The primary goal of the Division of Vocational Rehabilitation (DVR) is to help disabled persons find appropriate employment.

Related objectives are to:

- Identify persons in Minnesota whose disabilities interfere with their ability to get or keep a job.
- Evaluate the impact of the disability on the individual's employability and determine the services necessary to minimize or overcome the adverse effects.
- Provide individualized rehabilitation services as needed.
- Continue programs and financial support for sheltered employment and work activity for disabled persons who are unable to attain competitive level employment.
- Maintain a leadership role in planning, developing and providing services to disabled people throughout the state.

Eligibility

To qualify for DVR services, the person must have a disability which interferes with the ability to get or keep a job. There must also be a reasonable expectation that the person who applies for DVR services can benefit from them and become able to work either in the general labor market or in sheltered work or in the home as a homemaker.

Vocational rehabilitation agencies operate under a federal mandate which requires that priority be given to the most severely disabled applicants. In 1980, 50.8 percent of Minnesota's Division of Vocational Rehabilitation clients fit this description.

Of the 37,014 who applied for assistance in 1980, many were too severely disabled for employment to be a realistic goal. Some who could have benefited chose not to participate. Approximately 10 percent were unable to continue in the program for personal or health reasons but still benefited from DVR services which helped solve personal or social problems. Still others received an orientation to vocational rehabilitation but decided not to participate beyond that.

Clients were referred to DVR by numerous agencies including educational institutions, public and private social agencies, physicians, lawyers and employers. Some clients contacted DVR on their own.

Services Offered

In 1980, DVR maintained 47 field offices to serve its clients.

DVR offers a comprehensive range of individualized services to a diverse clientele. Basic services include counseling and guidance, medical and vocational evaluation, medical treatment and job training. All services must help disabled individuals achieve their vocational goals. Job placement is

a vital component, as is "follow-up" after employment.

Due to the limited financial resources of DVR, the counselor and client work together to locate supplemental financial resources to cover costs for long-term college or vocational training and for medical treatment. Scholarships, public assistance funds and similar sources are used for these purposes.

Community resources are fully utilized to provide services for DVR clients.

Long Term Sheltered Employment/Work Activity

In addition to providing services to individuals, DVR furnishes informational, technical and financial aid services through subsidies and grants to rehabilitation facilities, long-term sheltered workshops and work activity programs.

Program expenditures and program service standards are monitored in the agency as part of its administrative responsibility.

Disability Determination

Under a contract with the Social Security Administration, DVR's Disability Determination section determines whether applicants for Social Security disability are eligible from a medical standpoint. Determinations are made according to standards set by the Social Security Administration.

During Fiscal 1980, determinations were made on 25,244 claims referred primarily from local Social Security offices. Of the 7,588 persons determined medically eligible for Social Security benefits, 2,355 were considered to have vocational rehabilitation potential and were referred to DVR. Another 12,807 were determined ineligible for Social Security benefits but were considered to have rehabilitation potential and were informed of DVR services.

All costs incurred by the Disability Determination section for rehabilitation services to persons eligible for Social Security disability benefits were paid for with Social Security funds.

In many cases, vocational rehabilitation services resulted in

employment, making continued Social Security benefits unnecessary.

Workers' Compensation Unit

In line with changes in the Workers' Compensation laws enacted by the Minnesota State Legislature during its 1979-1980 session, an experimental Workers' Compensation unit was established in May, 1980.

Under the changes, the Department of Labor and Industry assumes responsibility for monitoring how and by whom rehabilitation services will be provided, but is not responsible for providing services directly. The Department of Labor and Industry now requires providers to register as "Qualified Rehabilitation Consultants."

Since there is a mandatory referral provision and injured workers have the right to choose DVR as the service provider, the Division of Vocational Rehabilitation has restructured part of its service delivery system to implement the new statute.

The specialized Workers' Compensation unit prevents duplication of services and enables DVR to meet requirements of the new law without interfering with its own mandated priority system for serving the most severely handicapped. Twenty-nine counselors certified as Qualified Rehabilitation Consultants were assigned to the new unit—four full-time counselors for the Twin Cities metropolitan area and 25 part-time counselors for DVR field offices.

Independent Living Services

In 1980, the Minnesota Legislature appropriated \$600,000 for a program to serve individuals so severely disabled they are ineligible for regular vocational rehabilitation.

A federal grant of \$200,000 was awarded to DVR in 1980 for Centers for Independent Living.

Initially, plans for grant use included a direct independent living service delivery system through DVR's field offices, grants to private nonprofit or other governmental agencies, and financial support for three "Independent Living" centers. Changes in the fiscal resources available



Special telephone equipment at the Mankato Regional Service Center for the Hearing Impaired is tried out by Minnesota legislator Lon Heinitz, Wayzata, as Center coordinator Joe Weber, right, and Legislator Merrill Piepho, Mankato, look on.

made revisions in the plan necessary.

Grants were made to establish nonresidential Centers for Independent Living in the Twin

Cities metropolitan area, Rochester and Marshall.

Each center plans to provide information/referral for transportation, housing, or attendant care as well as other services intended to help severely disabled persons live more independently.

The direct Independent Living service delivery program and grants to private nonprofit organization components have been delayed.

Hearing Impaired Services Act

Under provisions of the Hearing Impaired Service Act, DVR was

given the authority to establish eight regional service centers for the hearing impaired in cooperation with the Department of Public Welfare. Funding for two centers was made available.

Regional service centers were opened in Duluth and Mankato during 1980. Services offered by the centers include interpreter referral, materials resource centers and the full range of vocational rehabilitation services.

Full implementation of the Hearing Impaired Service Act will get under way in 1981 with establishment of six additional regional centers for the hearing impaired.

CLIENT EMPLOYMENT STATUS

At Time of Entry into Rehabilitation

Job Classification		
Not working	2,860	58.2%
Not working- student	1,336	27.2
Salaried worker	568	11.6
Trainee	34	0.7
Homemaker	31	0.6
Sheltered worker	23	0.5
Self-employed	18	0.4
Unpaid family worker	10	0.2
Not known	32	0.6
Total	4,912	100.0%

After Rehabilitation

Job Classification		
Industrial trades	1,416	28.8%
Skilled	596	
Semi-skilled	426	
Unskilled	394	
Professional, technical, managerial	1,004	20.4
Clerical and sales	926	18.9
Service occupations	777	15.8
Sheltered workshops	510	10.4
Homemakers, unpaid family workers	143	2.9
Farming, forestry, fishery	123	2.5
Other	13	0.3
Total	4,912	100.0%



Bertha Cornelious is one of the many disabled Minnesotans DVR helped in 1980. Although Bertha's disabilities are severe (arthritis and Lupus Erythematosus, a systemic disease), DVR was able to place her in a teller's job at a Minneapolis bank.

Agency Cooperation

DVR cooperates with the Department of Education, Public Welfare and Corrections in developing special vocational plans for clients who need the services of these agencies.

DVR also serves disabled individuals who are eligible for both CETA and DVR programs, under a cooperative agreement. DVR counselors are encouraged to utilize the employment resources of CETA, and CETA employment counselors are urged to refer disabled applicants to DVR.

A joint CETA/DVR task force is studying ways to meet the needs of people who can benefit from the services of both agencies.

Funding for DVR

Funding for the Division of Vocational Rehabilitation is 80 percent federal and 20 percent state.

The Minnesota Legislature provides additional state dollars for Long Term Sheltered Workshop/Work Activity programs.

DVR Pays Its Way

Since the Minnesota Vocational Rehabilitation program was established, approximately 100,000 handicapped Minnesotans have become income-earning, tax-paying citizens because of the services provided by the agency.

An analysis by the Management Support Unit of DVR indicates that in the year after their rehabilitation, DVR clients pay \$5.3 million in taxes compared to only \$400,000 at the time they were referred to the agency. Adjusting for inflation and assuming 20 percent of the agency's clients will not maintain employment for one year, the net increase in taxes paid annually amounts to \$3.65 million.

An estimated \$1.4 million in public assistance cost will be saved in the same period of time.

For every dollar spent on vocational rehabilitation, \$1.67 is returned in increased taxes and reduced public assistance.

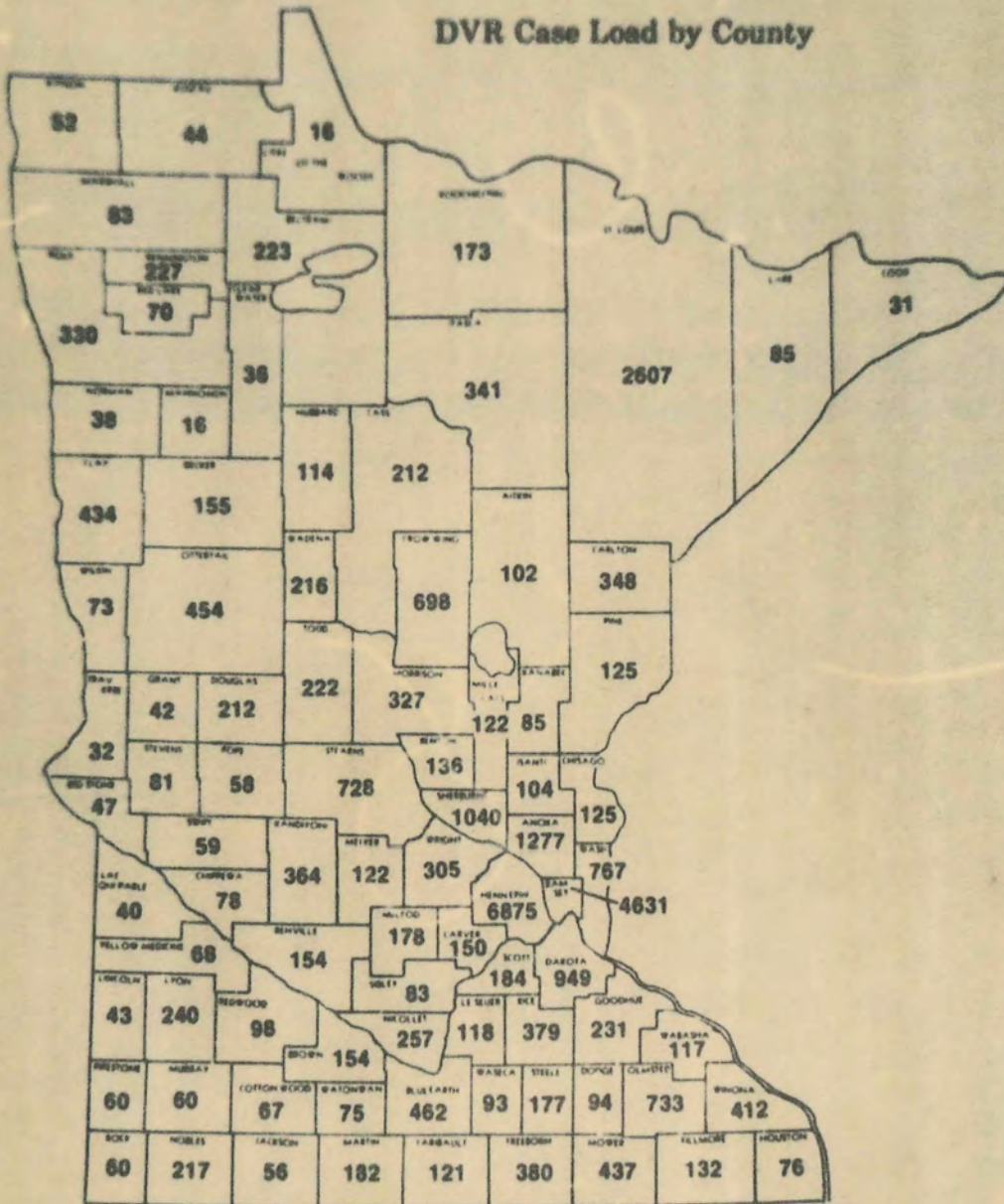
Clients Served, 1980

4,912	persons completed vocational rehabilitation and became employed.
15,183	persons were in the process of a vocational rehabilitation plan at year's end.
4,188	persons were in evaluation at year's end.
952	persons were in registration and intake at year's end.
3,900	persons were in a vocational rehabilitation plan during the year but had to discontinue for health or personal reasons.
4,334	persons received evaluation and were found to have no reasonable chance of becoming employable and therefore left the program.
2,921	persons received an orientation to vocational rehabilitation but decided not to participate beyond that.

Disabilities of Clients

Orthopedic impairments, except amputations	1,547	31.5%
Personality, emotional disorders	1,479	30.1
Mental retardation	765	15.4
Allergic, endocrine, metabolic, nutritional diseases	295	6.0
Hearing impairments	231	4.7
Epilepsy, nervous disorders	183	3.7
Cardiac, circulatory diseases	118	2.4
Absence or amputation of members	73	1.5
Respiratory diseases	43	0.9
Speech impediments	28	0.6
Digestive system disorders	24	0.5
Genito-urinary disorders	21	0.4
Malignant neoplasms, cancer	17	0.3
Blood disease	13	0.3
Other	85	1.8
Total	4,912	100.0%

DVR Case Load by County





The Training and Community Services division administered two energy programs in 1980 which helped low income and elderly Minnesota residents. Crews work all year to bring energy costs down for eligible families by weatherstripping and caulking windows, closing fireplaces and insulating attics and walls.

The department's Training and Community Services division consists of the Balance of State Comprehensive Employment and Training Act (BOS CETA), the weatherization and the energy assistance programs and the Office of Economic Opportunity (OEO).

BOS CETA

The department administers the Comprehensive Employment and Training Act (CETA) in 54 Minnesota counties, an area called the "Balance of State" (BOS). Through BOS, the department served 15,341 people in 1980.

CETA, although federally financed, is a locally planned and operated program which provides the unemployed and people with low incomes with such services as on-the-job training, educational assistance in preparing for jobs,

job retraining and upgrading of job skills.

Each CETA client enrolled in the basic program is given a personal evaluation by a counselor. Together, client and counselor work out a plan outlining the training, schooling, work experience and support services needed to make the client employable.

The private sector continued its involvement with CETA through ten private industry councils (PICs), each made up of representatives from business and industry in a particular area. These councils, funded by CETA, developed employment and train-

ing programs tailored to the needs in the areas they represented.

Three special projects were planned in 1980 for implementation in 1981:

- Publication of a financial resources directory for small businesses in rural Minnesota in 1981.
- A survey of the labor market in southwestern Minnesota to provide data which would help skilled workers find jobs in industry.
- Production of a slide/sound show on training opportunities available through CETA.



Through the efforts of ten Private Industry Councils (PICs), Minnesota employers were able to find qualified workers from the ranks of low income and unemployed people. Maurine Pederson, left, Pederson's Unlimited, Paynesville, is a PIC member in her community. Doris Nepsund, right, found work as a seamstress at Pederson's Unlimited through PIC.

Activities that continued to be of special interest to BOS CETA in 1980 were upgrading and retraining. Upgrading may be used for a person in a dead-end job when that person is capable of advancement and a position at a higher level is available in the company. Retraining may be used for a per-

son about to be laid off, or already laid off, who needs new skills in order to stay with a company or to obtain new employment.

Weatherization

In 1980 the department administered a \$19.4 million weatherization program to reduce

energy costs for low income people and to conserve energy.

Weatherization crews completed insulation projects on 20,203 dwelling units by the end of the year, 32 percent more than in 1979.

In all, 54,800 state residents benefited from the weatherization program including 13,450 elderly, 3,240 handicapped, 3,300 blacks, 900 Hispanics, 900 Indians and 920 Asians.

The federal government furnished 70 percent of the program's funding, the Minnesota State Legislature, 30 percent.

The program was operated at the local level by community action agencies, counties and Indian reservation business communities.

Energy Assistance

Two energy assistance programs were administered by the Office of Economic Opportunity during the 1979-1980 heating season. Both programs helped low-income Minnesotans pay energy costs which were excessive in relation to household income.

The Energy Crisis Assistance Program (ECAP) was federally funded. The State Energy Assistance Program (SEAP) was funded with state dollars. Both programs were operated at the local level by community action agencies, seven Chippewa Indian reservations, one county social service department and one human service planning board.

COUNTY	HOMES COMPLETED	COUNTY	HOMES COMPLETED
Aitkin	122	Martin	123
Anoka	419	Meeker	256
Becker	226	Miller	157
Bethel	249	Morrison	222
Benton	195	Mower	202
Big Lake	136	Murray	191
Blue Earth	296	Nicollet	169
Brown	105	Nobles	105
Carlton	101	Norman	127
Carver	187	Olmsted	122
Cass	733	Ottertail	559
Chippewa	158	Pennington	178
Chicago	50	Pine	180
Clay	288	Pipestone	109
Clewerwater	102	Polk	254
Cook	47	Pope	158
Cottonwood	149	Ramsey	1,864
Crow Wing	225	Red Lake	72
Dakota	249	Redwood	160
Dodge	101	Renville	214
Douglas	203	Rice	238
Faribault	153	Rock	98
Filmore	155	Roseau	163
Freeborn	124	St. Louis	1,355
Goodhue	335	Scott	186
Grant	124	Sherburne	111
Hennepin	2,285	Sibley	139
Houston	140	Stearns	510
Hubbard	147	Steele	85
Isanti	77	Stevens	80
Itasca	269	Swift	134
Jackson	166	Todd	227
Kanabec	52	Traverse	56
Kandiyohi	302	Wabasha	190
Kittson	117	Wadena	225
Koochiching	204	Waseca	111
Lac Qui Parle	113	Washington	289
Lake	28	Watsonwan	144
Lake-of-the-Woods	77	Wilkin	54
Le Sueur	201	Winona	245
Lincoln	108	Wright	297
Lyon	172	Yellow Medicine	123
McLeod	193		
Mahnomen	83		
Marshall	252	TOTAL	20,203

The number of households served in 1980 was 101,505, 52 percent of which were headed by elderly persons. Individuals served totaled 244,599.

Office of Economic Opportunity

The Office of Economic Opportunity (OEO) serves as an advocate for low income people within state government and operates programs which help the poor save energy, acquire better

housing, secure jobs and become more involved in decision making.

A primary project of OEO in Fiscal 1980 was the Minnesota Community Action Data System Project (MCADS). Through this project, staff of community action agencies (CAAs) were trained to use and manage information systems effectively. Computer hardware and software were provided the CAAs with funds furnished by the state's energy assistance and weatherization programs, the Community Ser-

vices Administration and the Intergovernmental Information Systems Advisory Council. Community action agencies in Virginia, Bemidji, Moorhead, Mankato and St. Paul operated five IBM System 34 computers and performed data processing services for the other community action agencies in Minnesota.

Information provided by the MCADS project helped the Office of Economic Opportunity advise the Governor and Minnesota Legislature on problems of the disadvantaged in Minnesota.

	State SEAP	Federal ECAP	TOTAL
Amount obligated for heat (to prevent gas shut-off)	\$ 955,696	\$34,985,580	\$35,941,276
Amount obligated for supportive services related to heating (food, blankets, warm clothing, etc.)	\$ 581,512	\$ 3,255,315	\$ 3,836,827
TOTAL PROGRAM	\$1,537,208	\$38,240,895	\$39,778,103

	State SEAP	Federal ECAP	TOTAL
Households served	7,970	93,535	101,505
Elderly headed households served	2,331	50,606	52,937
Individuals served	19,119	225,480	244,599



The department's Data Processing unit serves all divisions, using its computers to improve the department's service to the public. One new computer program can detect overpayments on unemployment benefits claims.

Business and Financial Services

During 1980 the Business and Financial Services (BFS) office continued to consolidate its operations to provide more effective and efficient services to department staff and clients.

The office worked with the Vocational Rehabilitation Division staff on the installation of payment terminals throughout the state for processing invoices from vendors who provide services to vocational rehabilitation clients; instituted a series of consolidated financial statements for use by the agency's top management to improve financial control; developed a uniform travel policy for use by department staff; increased the level of service delivered through the establishment of financial liaisons with department divisions.

In addition, BFS took a major role in preparation of the biennial budget by providing financial information and coordinating divisional submissions.

In response to a department mandate to decentralize agency decision making, the Business and Financial Services office increased manager participation in budgeting resources allocated to field offices and encouraged managers to purchase administrative necessities from local merchants. These changes in fiscal procedures enabled managers to have a greater impact on their local communities.

BFS also laid final plans for consolidating the department's administrative units. In addition, the office began extensive remodeling and repair of department buildings at 390 North Robert Street, St. Paul, and 309 Second Avenue South, Minneapolis.

Substantial progress was made in 1980 in the department's long-range plan to consolidate field office operations in 34 communities. Under the plan, all department services (Vocational Rehabilitation, CETA, Job Service and Unemployment Insurance) in these

communities will be under one roof. In 1980, co-location was completed in seven communities, bringing the number of consolidations to 21.

The department's program of remodeling field offices to make them accessible to the handicapped moved ahead on schedule in 1980. Ninety-six of the department's 108 offices (88.9 percent) now meet accessibility regulations.

During 1980 the Business and Financial Services section made payments of \$2,020,779 for fuel assistance to 36 local community agencies, which in turn



Ensuring that department audit reports are an integral part of the agency's management process is an ongoing effort for the Office of Audit Coordination. Above, unit supervisor Mary McNeil and staff auditor Jim Feldkamp discuss a questioned cost in one of the reports.

distributed the funds to the 7,760 Minnesota households eligible for fuel cost assistance.

Payments processed through Business and Financial Services for the weatherization program amounted to \$5,431,434.

Public Information and Education

A variety of communications responsibilities were handled for the department by the Public Information and Education (PIE) section during 1980. The PIE staff developed program support and training materials and handled department public relations and the publicity for seminars, conferences and special department programs. Specific services furnished to department divisions include planning, writing, research, graphic arts, photography, and the processing of printing projects.

During the year PIE published brochures, flyers, posters, booklets and fact sheets on department programs. Office signs and maps were designed and produced, as were letterheads, convention placards, telephone stickers and other special items. Section staff wrote and distributed news releases to all state media on a weekly basis. Films on employment and training were distributed throughout the state.

Major publications processed by PIE in 1980 were: the department's *Annual Report; Vocational Rehabilitation in Minnesota, a 1980 Overview; ECHO*, the department's bi-weekly newsletter for employees; and *CETA News*, a newsletter to disseminate information on the programs of Prime Sponsors in Minnesota.

In 1980, plans were laid for production of a sound/slide show to be used for new employee orien-

tation. The show will be ready in 1981.

PIE also served throughout the year as a central point for public inquiries about department programs and services.

Research and Statistical Services

The Research and Statistical Services office collects, interprets, and distributes information on labor market conditions, other economic activities, and program operations of the department. Section staff also conducts studies which have a bearing on legislative or administrative policies in the area of employment or unemployment.

Data are provided regarding employment, wages, job openings and new hires by occupation and industry; labor force estimates for the state, metropolitan areas, and counties; employment projections for the state and the Twin Cities metropolitan area; affirmative action programs, unemployment insurance, Job Service, and related program operations. In addition, the office compiles data on personal income, population characteristics, and a wide variety of key economic variables.

To better serve local needs, Research and Statistical Services operates six regional labor market information centers (LMIs) located in St. Paul, Duluth, Rochester, St. Cloud, Moorhead and New Ulm.



Dorothy DuRose, a staff member of the Research and Statistical Services office, checks labor market figures for Job Service offices.

Office of Audit Coordination

The Office of Audit Coordination (OAC) develops policies on contract management and coordinating agency audits. The OAC contracts with public accounting firms for independent audits of programs funded by CETA; the Community Services Administration; the Department of Health, Education and Welfare; and the Department of Energy.

In 1980, the OAC arranged for an audit of the St. Paul Work Equity Project and resolved questions from previous CETA audits involving approximately \$1,600,000.

Plans for 1981 call for reviewing audit reports on weatherization and fuel assistance programs and the Older Americans' Act.

Personnel Services

The Office of Personnel Services provides support to the department's six divisions in the areas of recruitment and placement, classification and compensation, training and employee development, labor relations, affirmative action and equal opportunity employment, staffing needs and organizational analysis.

During Fiscal 1980, 382 appointments of new employees were made. Orientation for new employees was revised during the year.

Several training programs were sponsored by Personnel Services during the year — an affirmative action training program for department managers and supervisors, and two for middle management managers and supervisors. In all, 650 employees participated in training programs conducted by the Department of Employee Relations.

During 1980, a department-wide survey was conducted by the PS office to determine individual training needs of managers and supervisors. Future training programs will be based on the results of this survey.

Office of Equal Opportunity Programs

The Office of Equal Opportunity Programs promotes equal opportunity for department staff and for the public it serves.

Through an established affirmative action policy and

plan and with the assistance of an affirmative action committee, the office seeks to insure that members of minority groups, females, veterans and people with handicaps receive department services in a manner proportional to their percentage in the overall population.



Conserving energy was a high priority for the department's plant maintenance staff in 1980. Above, John Higbe, building services manager, goes over an office installation assignment with staff member Kevin Hubbard.



Commissioner Rolf Middleton, right, has a new deputy who shares the duties and responsibilities of the commissioner's office. Deputy David A. Johnson, left, came to work on June 30, 1980.

The Year in Review

The year 1980 was a significant one in terms of the implementation of a process for decentralized management within the department.

Redistricting of the department's service delivery areas within common boundaries became a reality and paved the way for establishment of area management and local service teams in each new district.

On June 30, the position of deputy commissioner was filled. The new deputy shares in the duties and responsibilities of the commissioner's office.

A space utilization plan encompassing the offices within the 390 North Robert Street building was implemented during 1980. The main objectives of this plan were to create flexible open work areas, conserve energy, and increase operational efficiency. The headquarters facility took on a new look with the removal of walls for better circulation of heat and air.

The commissioner visited field offices in several locations outside of the Twin Cities metropolitan area during the year in order to meet with employees and listen to their concerns. The commissioner and deputy commissioner are planning to increase the number of field office visits made during 1981 as budget reductions, block grants and program changes become prominent issues.

Another high priority for the commissioner during 1980 was

the development of a department community impact statement, a report which shows the effect of departmental programs on Minnesota communities region by region. This document is used by local offices to assist in program planning and public information activities and to give local communities a "dollars and cents" look at what the department does for them.

With the 1980s likely to be a decade of cutbacks in programming, the department, along with most other government agencies, will continue to be challenged to demonstrate that it can deliver employment and training services to its clientele efficiently.

Office of Policy and Planning

The Office of Policy and Planning (OPP) reviews, analyzes and helps develop department-wide policies, programs and plans. In 1980, the office was involved in seven major activities:

1. Development of the department's biennial budget request.
2. Coordination of the department's legislative proposals.
3. Development of data practices policies.
4. Provision of data practices training.
5. Development of community impact statements.
6. Preparation of the department's philosophy statement.

7. Development of conflict of interest policies.

OPP was closely involved with field offices and clients in the matter of data practices. The office helped prepare legislation to help resolve data practices problems.

Three publications on data practices were prepared for staff and client use: *Your Privacy Is Protected, How to Get Government Information from the Minnesota Department of Economic Security, and Job Service and Unemployment Insurance Desk Guide to the Minnesota Data Practices Act and Data Privacy Responsibilities.*

Office of Statewide CETA Coordination

The Office of Statewide CETA Coordination (OSCC) coordinates employment and training programs with related human resource and economic development programs through staff activities, programs funded under grants administered by OSCC and the work of a number of councils.

In connection with this coordination effort, OSCC monitored the Governor's Statewide Youth Program, the supplemental Vocational Education program, the Governor's Discretionary Grants, Senior Employment programs and the Displaced Homemaker program.

OSCC also gave technical assistance to CETA Prime Spon-

sors and other employment and training program operators and provided staff support to the Governor's Council on Employment and Training, the CETA Prime Sponsor Directors Association and the department's Job Service/Unemployment Insurance Advisory Council.

OSCC staff training in Fiscal 1980 continued to focus on increasing the amount of training provided within local CETA areas. This allowed more people to increase their skills and improve the services they offered to local people.

The training network system used by OSCC is unique in the country. The network has received national recognition and is recommended in new guidelines being issued by the Department of Labor.

Governor's Statewide CETA Youth Program

Six projects funded by the Governor's Statewide CETA Youth Program and completed during Fiscal 1980 were:

- Educational exploration and training in film making, under a contract with Film in the Cities.
- A training in independent living skills for handicapped young adults, under a contract with Ramsey County CETA.
- "Students Computing for Better Jobs," — school-

based computer training, with practical experience in doing computer work for local businesses, under contract with the Ortonville public school system.

- Career education for adjudicated juveniles, under contract with the Arrowhead Regional Corrections Unit.
- Training and practical experience in child care in a school setting, under contract with the Spring Lake Park School District.
- Apprenticeship in the building trades, under contract with the Hennepin County Apprenticeship Program.

Eleven additional projects were initiated including programs for adolescent parents, pregnant adolescents, career education and skill building for handicapped young entrepreneurs, young people working with older people, juvenile prostitution, and epilepsy.

Governor's Council on Employment and Training

During 1980, the Governor's Council on Employment and Training took an active role in planning the use of Governor's Discretionary Grant funds and in development of funded programs. The Council originated and reviewed proposals for youth, education linkages and private sector programs.

One of the Council's major programs in 1980 was the "Growth in Minnesota" project. This program coordinated the work of employment and training agencies with economic development efforts in Minnesota. The project will continue into 1981.

Another 1980 project was a statewide evaluation of the CETA Summer Youth Employment Program and the Governor's Youth Program. The evaluation was designed to learn what young people thought about their summer work experiences, and to provide program operators with ideas for program improvements. The 4,400 responses reflected enthusiastic support for the summer work programs:

- 96 percent of the youth rated the overall program as "good" or "excellent."
- 59 percent felt their summer jobs were better than jobs available to other young people in their community.
- Youth employed through the summer programs did not see themselves as exploited or as sources of cheap labor.
- 50 percent reported they had been given adult level responsibilities "fairly often" to "very often."

The study will be repeated in 1981.

CETA/Education Linkage

In 1980, CETA discretionary funds were again made available

to encourage coordination between CETA Prime Sponsors and education agencies. Fiscal 1980 funding level was \$405,801. Use of the fund was planned jointly by the Departments of Economic Security and Education and the Governor's Council on Employment and Training.

Programs were developed for both statewide and local activities. Funds were made available to continue the activities of the CETA-Education Linkage Unit in the Department of Education. This unit works closely with CETA Prime Sponsors, local education agencies and other organizations in the development of cooperative projects.

In addition, eight local model linkage projects demonstrated ways in which CETA and schools can work together in providing services to clients. The local projects included the development of career resource centers and the provision of career assessments, counseling services and basic education to clients.

Special Projects

During 1980, the Governor's 4 percent portion of the Special Grant funds were allocated to the following programs which were designed either to meet special CETA needs or to improve program management for more cost efficient use of public resources:



Thousands of Minnesota teenagers found jobs in 1980 through summer youth employment programs. Work ranged from interpreting for Hmong refugees, top, to trail grooming, lower left, and mosquito control spraying.

Chemically dependent CETA clients received special vocational rehabilitation services.

Economic development and job placement programs were designed to increase unsubsidized employment opportunities for CETA clients.

Pilot programs were established to coordinate client services offered by various employment and training agencies.

Research projects were undertaken to collect and analyze data on the labor market, new hires, migration of the labor force, and special groups needs.

Training and technical assistance programs for staff and management development were provided to Prime Sponsors.

Computerized systems were established to provide career information and educational services to clients and training institutions.

Senior Community Service Employment Program

The Senior Community Service Employment Program (SCSEP), authorized by the Older Americans Act of 1978, completed its third year of operation June 30, 1980. The objective of the program is "to foster and promote useful part-time employment opportunities in community service activities for unemployed low-income persons who are 55 years or older and who have poor employment prospects."

The department contracted with 12 agencies to operate the

programs. Participants were placed in subsidized, part-time community service jobs in or near their home communities. Efforts were made to engage participants in activities which provided services to other seniors. In addition to employment, each participant received a physical examination and needed support services.

In Fiscal 1980, the program used \$765,000 to employ 195 persons. For Fiscal 1981, \$953,000 was made available to employ 220 persons.

Vocational Education

CETA 6 percent funds helped provide supplemental vocational education for 1,300 Minnesotans in 1980 in areas served by Prime Sponsors. A total of \$1,520,000 was allocated for this purpose. OSCC administered these funds and monitored the program's activities. Use of these funds was jointly planned by CETA Prime Sponsors and the Division of Vocational-Technical Education, Department of Education.

The funds were used for institutional training along with tuition, allowances, books, supplies, counseling and support services to the participants.

Labor Market Information

Governor's Special Grant (4%) funds earmarked for 1980 Labor Market Information (LMI) activities were used for continued support of the LMI Center Network, the Occupational New Hires Study, LMI Training, Dun

& Bradstreet File on Business Establishments, and four labor market studies.

The four labor market projects included:

1. a study of the factors affecting the migration of the labor force into and out of rural areas, particularly southwestern Minnesota;
2. a project to integrate economic and program statistics for explaining labor market behavior in the Twin Cities;
3. a study of the relationship between the level and relative share of employment among the state's industries and occupations and national economic behavior;
4. a report on the employment problems of American Indians in Minnesota.

The LMI Center Network in Minnesota consists of six offices which provide public and private users with localized access to statewide and local data. The centers are located in St. Paul, St. Cloud, Rochester, Duluth, New Ulm and Moorhead.

The department's Research and Statistical Services Office directs network activities.

In 1980, LMI center staff members conducted several orientation sessions for users, explaining LMI data availability and services offered. In addition, center staff published documents for CETA planners.

In its third year, the Occupational New Hires Study

provided valuable information about the types of jobs for which people were being hired. The new hires data, alone and in combination with other information, were used to assess the relative labor demand and supply situation by occupation. Through LMI Centers, data for the state and the Twin Cities area are available quarterly and in an annual report. The Dun & Bradstreet File on Business Establishments was updated at the end of 1979 for use during 1980. The file contains information on nearly 80,000 Minnesota businesses. Training sessions for CETA and Job Service users were conducted during the year. The file was acquired primarily for use by job developers in locating potential employers of job-ready program participants. During 1980, the file was also used for CETA promotional purposes, especially for the Private Sector Initiative Program (Title VII).

Planners continued to utilize the detailed industrial employment data available in the Dun & Bradstreet Statistical Report.

Displaced Homemaker Program

The number of Displaced Homemaker programs in Minnesota increased from two to four during 1980 as a result of an appropriation by the 1979 Legislature and supplementary CETA funding. Administration of the programs is the responsibility of the Department of Economic Security but program operation is subcontracted.

Working Opportunities for Women (WOW) continued to be the contractor for the Twin Cities metropolitan area, and Balance of State/CETA for Region 9. The Duluth YWCA/Project SOAR in Duluth and Balance of State/CETA in Region 8 operate the two new programs.

The focus of the programs is on helping displaced homemakers who may not have worked for many years to prepare themselves for a job.

Workshops, small discussion groups and one-to-one personal and career counseling are among the methods used to help program participants build up confidence, identify their skills and develop techniques for job seeking.

In 1980, the department and the Statewide Displaced Homemaker Advisory Council jointly sponsored a series of workshops in the northern Economic Development Regions to increase public awareness of the problems and of displaced homemakers' needs, and to explore ways that community agencies can work together to meet those needs. In the workshops, ideas were developed on how to mesh community resources for the benefit of displaced homemakers.

Affirmative Action Policy

It is the policy of the Minnesota Department of Economic Security to provide equal employment opportunities without regard to race, creed, color, sex, national origin, age, marital status, disability or handicap, reliance on public assistance, religion, or, in the state civil service, Vietnam-era veteran status, political opinions or affiliations.

The department is committed to the principles and policies of effective affirmative action and fully supports the statewide and departmental affirmative action efforts in all personnel and service activities relating to minorities, females, persons with disabilities,

Vietnam-era veterans, and others seeking to do business with the department; i.e., applicants, claimants, employers, contractors, subcontractors, grantees, subgrantees and consultants.

The principles of equal employment opportunity and affirmative action (EEO/AA) apply in all agency activities, including (but not limited to) recruitment, selection, assignment, training, promotion, compensation, fringe benefits, leaves of absence, discipline, performance evaluations, layoffs, terminations, and services to clientele.

The department fully supports the nondiscriminatory provisions of all state

and federal legislation, rules, regulations, guidelines and executive orders which form the legal basis for EEO/AA. The policies embodied in said legislation, rules, regulations, guidelines and executive orders shall apply in all agency personnel and service transactions affecting employees and the public. The department's clientele and the department shall comply with all non-discriminatory policies of the Department of Labor, Department of Health and Human Services, Department of Education, Community Services Administration, and other relevant federal agencies.

1980 State Advisory Council

<p>Charles E. Brown Honeywell, Inc. Minneapolis</p>	<p>John R. Cullinan Minnesota Drive Labor Organization Minneapolis</p>	<p>Herb Larman United Steel Workers Hibbing</p>	<p>Sue Rockne General Public Zumbrota</p>
<p>Lawrence Binger St. Paul Chamber of Commerce St. Paul</p>	<p>Carl O. Steinnagel McQuay-Perex, Inc. Minneapolis</p>	<p>David Roe Minnesota AFL-CIO St. Paul</p>	<p>Frank Jungas General Public Mountain Lake</p>
<p>Winston Borden Minnesota Association of Commerce and Industry St. Paul</p>	<p>Donald M. Friberg General Mills, Inc. Minneapolis</p>	<p>Nellie Stone Johnson General Public Minneapolis</p>	<p>George Seltzer, Chair General Public Minneapolis</p>
	<p>Leonard Bienias Minneapolis Building Trade Minneapolis</p>	<p>Dan Gustafson Minnesota AFL-CIO St. Paul</p>	

1980 Balance of State CETA Advisory Council

<p>Members representing the public</p>		<p>Members representing Regional Employment and Training Advisory Committees (each person listed is chairperson of a RETAC)</p>		<p>Members representing state agencies</p>	
<p>Norma L. Hanson Goodridge</p>	<p>Wee Hendrickson Marshall</p>	<p>Don Cavalier (BOS) CETA Advisory Council Chairperson) Crookston</p>	<p>Larry P. Johnson Foley</p>	<p>Robert Nessoren Willmar</p>	<p>Burton Nygen Ortonville</p>
<p>Tharon Stilday Ponemah</p>	<p>John Flanigan Magnolia</p>	<p>Pat Bonniwell Dassel</p>	<p>Ed Ericson Tyler</p>	<p>Mary Groeschner Mora</p>	<p>Robert Stern St. Cloud</p>
<p>John Yates Crookston</p>	<p>Marie Wellman St. James</p>	<p>Terry Burmeister Milan</p>	<p>Sylvester Priem Janesville</p>	<p>Jane Saunders Owatonna</p>	<p>Patricia Carlson Albert Lea</p>
<p>Bennie J. Johnson Montevideo</p>	<p>Wendy Jones Mankato</p>	<p>Andy Holzemer Onamia</p>	<p>Thora Phelps Northfield</p>	<p>Warren Macemon Hutchinson</p>	
<p>John Evans Montevideo</p>	<p>Dick Holm St. Cloud</p>				
<p>Linda Schleif Princeton</p>	<p>Pete Connor Owatonna</p>				
<p>Dan Pobuda Buffalo</p>					

1980 Vocational Rehabilitation Consumer Advisory Council

<p>Jerome H. Froehlig Financial Secretary, Minnesota CLUC Minneapolis</p>	<p>Alden Lind Duluth</p>	<p>Neal Rogat Multi-Resource Centers, Inc. Minneapolis</p>	<p>Alfred Sonnenstrahl Program Director Petra F. Howard House St. Paul</p>	<p>Percy Tornow Superintendent of Schools Harmony</p>
	<p>Robert A. Lundell New Hope</p>	<p>Ann Schutt, Chair Mayo Clinic Rochester</p>	<p>J. R. Sudduth Minneapolis</p>	<p>Curt Warnke Wood Lake</p>

**Department of Economic Security
1980 Expenditures**

Employment and Training

Personal Services	\$ 17,531,514	
Nonpersonal Services	3,024,071	
Subgrant and Client Payments	7,682,981	
Total		\$ 28,238,566

Unemployment Insurance

Personal Services	\$ 7,722,803	
Nonpersonal Services	878,688	
Subgrant and Client Payments	267,875,272	
Total		\$276,476,763

Vocational Rehabilitation

Personal Services	\$ 7,640,747	
Nonpersonal Services	1,936,697	
Subgrant and Client Payments	14,648,608	
Total		\$ 24,226,052

Training and Community Services

Personal Services	5,171,242	
Nonpersonal Services	2,107,262	
Subgrant and Client Payments	87,852,405	
Total		\$ 95,130,909

Program and Management Support

Personal Services	\$ 5,970,611	
Nonpersonal Services	1,807,803	
Subgrant and Client Payments	563,468	
Total		\$ 8,341,882

TOTAL DEPARTMENT		\$432,414,172
-------------------------	--	----------------------

Minnesota Department
of Economic Security
390 North Robert Street
St. Paul, MN 55101

BULK RATE
U.S. Postage
PAID
Permit No. 171
St. Paul, MN

MES-120 (September 1981)