



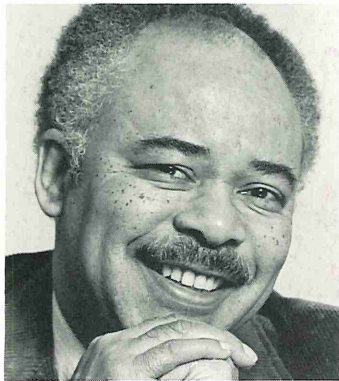
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DEPARTMENT OF ECONOMIC SECURITY

ANNUAL REPORT 1984

850846

Helping Improve the Employment Picture



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Pictured, clockwise, are employees Dan Lapinsky, Diana Martinez, Peggie Jackson and Sarisse Creighton.

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 department 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 nondiscriminatory policies of the Department of Labor, Department of Health and Human Services, Department of Education, Community Services Administration and other relevant federal agencies.

Helping Improve the Employment Picture

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Some of the figures included in this report represent the most accurate estimates available. Contact the Economic Security Research and Statistical Services Office for updated data.

Report covers from Jan. 1 — Dec. 31, 1984, unless otherwise indicated.

1984 In Review

Helping improve the employment picture. The overall economy in Minnesota expanded in 1984. More jobs opened up allowing us to reach record-high employment levels. Unemployment rates declined to lowest levels in five years. Both items were good news.

During the year, our state labor force grew by 52,000, to 2,227,200; and the number of people working increased by 69,000.

Our many programs and services not only helped people join our state's expanding workforce, but helped them maintain themselves while unemployed through unemployment insurance and even obtain the basic necessities of food and heat for their homes.

The state's emergency jobs program (MEED) reached its one-year anniversary in mid-1984, and funding was extended to \$100 million for the biennium. This expanded the expected jobs to 18,000, about a 50 percent increase over what had been projected for the original \$70 million level of funding.

However, our work is far from finished. Small farmers facing foreclosure — and the repercussions that has on our rural economy — deserve our utmost concern, as do workers dislocated by plant closings. And we cannot forget that some areas of the state, such as our Arrowhead Region, haven't enjoyed economic recovery and are still trying to rebuild their economies.

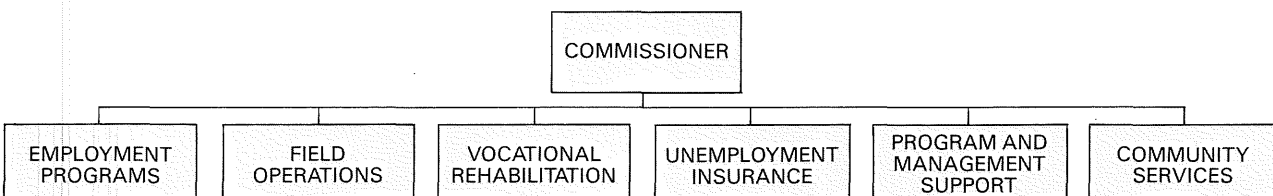
They need our help.

In addition, tax relief at the state level and budget reductions at the federal level will put pressure on us in the coming year to deliver our services even more efficiently.

To do so, we will continue to rely on our strongest resource — our employees. It is the work of these employees that this annual report records.

I wish space would allow us to recount their fine work in detail; instead we have tried to give a flavor of the caliber of Economic Security people through seven brief portraits. But credit goes to every one of our employees for making this a productive year and for helping the department improve the employment picture.

Barbara Beerhalter
Commissioner



OFFICE OF THE COMMISSIONER

In 1984, some functions formerly carried out in the Community Services Division were transferred to the Commissioner's Office. Included were the State Job Training Office and related programs for dislocated workers, displaced homemakers, older workers and special vocational education programs.

OFFICE OF BUDGET AND MANAGEMENT

The Office of Budget and Management (OBM) provides management information and analysis, public information, budget and program evaluation to the department. The office coordinates preparation of the biennial budget request to the legislature and the department's administrative budgets. Technical services are provided to monitor staff usage and develop administrative reorganization plans, grants and cost analysis studies which will increase the department's operating efficiency.

During the year, the office analyzed administrative operations, developed department policy and procedures and legislative-related material, and conducted management improvement studies and federally mandated program evaluations. Guidance in preparing administrative rules and required documents also was provided. In addition, the office completed a handbook on administrative rulemaking for use by Department of Economic Security (DES) staff.

OBM finished implementing the single audit concept required by the Single Audit Act. This act allows one audit team to review all funds received by a program and to write one report for all funding authorities to use.

Work continued on the Minnesota Community Action Data System (MCADS) which provides management and financial information to all community action programs. In 1984, DES cooperated with the Minnesota Housing Finance Agency and the Department of Energy and Economic Development to determine data collection, storage, reporting and usage improvements for selected programs.

OBM oversees funding and provides administrative support for three Opportunities Industrialization Centers (OIC) offering job training and related services to economically disadvantaged, unemployed and underemployed individuals. Plans were finalized to provide statewide OIC coverage by adding three more centers. Of 1,026 people enrolled in OICs during 1984, 292 completed training, 314 were placed in jobs and 156 were referred to other training resources.

The Internal Security Unit continued to evaluate program systems and operations to ensure their integrity. Areas of potential conflicts of interest and suspected collusion, petty theft and abuse of work rules were investigated. A department employee was dismissed and prosecuted for illegally obtaining MEED (Minnesota Emergency Employment Development) benefits. This unit also developed and installed security measures for new systems and conducted a risk analysis study.

Data from the 400 claims selected for audit by the Random Audit Unit were submitted to the U.S. Department of Labor for statistical analysis to determine nature, causes and rates of improper Unemployment Insurance (UI) payments. Results will be used to improve UI program operations.

The Public Information and Education (PIE) unit is the communications arm of the department, responsible for keeping the public, government officials and employees informed of DES activities and programs. In 1984, PIE staff developed and distributed a variety of informational materials, including news releases, brochures and booklets, posters, newsletters and public service announcements for radio and television. The unit also has the responsibility for production of the department's annual report to the governor. PIE's services were expanded during the year with the introduction of two new publications — *DVR Dialogue* and *Marketing JTPA*. In addition, the office conducted employee training sessions on media relations in selected locations around the state.

INTERGOVERNMENTAL AND COMMUNITY RELATIONS

The Office of Intergovernmental and Community Relations (IgCR) coordinates DES legislative activities by preparing proposals and communicating department concerns to the state legislature. It also provides assistance in developing the DES biennial budget.

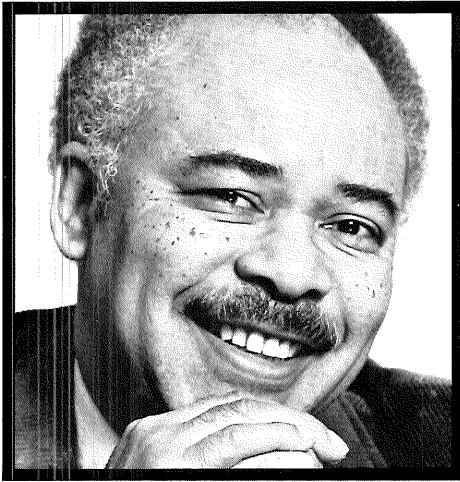
In 1984, IgCR provided staff support for the DES Advisory Council and helped prepare rules governing registration for employment services and general assistance allowances. IgCR wrote issue papers to inform Minnesota's congressional delegation and the Department of Labor of department concerns and began recodifying the DES statutes.

Office staff participated on the Poverty and Jobs task force which recommended a comprehensive strategy for unifying employment, training, social services and income maintenance programs. Staff also served on the State/Indian Government Relations Issues task force to develop recommendations for improved relationships between state government and Minnesota Indian reservation government. IgCR staff worked on other teams to develop strategies to meet employment and training needs of various low-income groups.

OFFICE OF LABOR RELATIONS

The Office of Labor Relations develops policies on labor relations/personnel management programs, interprets and oversees administration of various labor agreements, and is responsible for human resources planning and the employee performance appraisal system.

The Employee Assistance Program provides confidential assistance to employees with personal problems that interfere with job performance. Labor Relations also develops internal training programs and coordinates other statewide employee programs.



Larry Simmons, director of the Grants Management Unit (GMU), in 1984 managed the auditing process for 75 local government units, community action programs and service delivery area agencies that serve low-income people under the Job Training Partnership Act (JTPA) and other grants administered by the department. These financial and compliance audits are required whenever agencies receive government funds administered by the Department of Economic Security.

As part of his job, Simmons supervises analysis of the audits. "Through financial audits and the monitoring process, we suggest to administrators ways of reducing negative audit findings, such as costs not allowed by the rules and regulations governing the grants program," he said.

"I have been challenged by the opportunity for increased state involvement in the management of grants programs," Simmons said. "It's an exciting opportunity for professional growth."

In 1984, Simmons monitored the administration and distribution of \$275,000 to operate the three Twin Cities Opportunities Industrialization Centers (OIC) — two in Minneapolis and another in St. Paul. These centers provide job training and related services for economically disadvantaged, unemployed and underemployed people, and it is Simmons' responsibility to approve the grant budgets and the plan for client services.

He also assisted the OICs in setting up their staffing, reporting and budgeting.

Simmons' supervisor, Jim Connolly, director of the Office of Budget and Management, says, "Larry is one of the hidden resources in this department. He has a complete technical knowledge of systems, systems design and programs. In addition, Larry is an excellent manager. We're indeed fortunate to have him on our team."

Labor Relations is the department's representative in dealing with the various exclusive bargaining representatives, the State Negotiator's Office and the Department of Employee Relations.

OFFICE OF PERSONNEL SERVICES

The Office of Personnel Services (OPS) handles personnel administration, providing technical assistance and interpretation of personnel policies and procedures. OPS implemented the department-wide Hay study which resulted in equitable classification of jobs with similar responsibilities. Many positions were upgraded to reflect more accurately the types of duties employees were performing.

This office serves as the department's insurance representative and is responsible for all individual contracts and written communications regarding employee health and insurance benefits. During the 1984 open enrollment period, office staff visited all field offices to explain and discuss these benefits with employees.

STATE JOB TRAINING OFFICE

The State Job Training Office (SJTO), formerly the Governor's Job Training Office, is responsible for administering the Job Training Partnership Act (JTPA), a program authorized by federal legislation.

The purpose of JTPA is to prepare youth and unskilled adults for entry into the labor force, and to afford job training to those facing serious barriers to employment.

JTPA is administered by the governor through a grant to the state. A major portion of the funds, 78 percent, go to the 12 service delivery areas (SDAs) covering the state for job training services at the local level. The balance of the funds are used to coordinate job training programs and serve special groups. Minnesota's \$38.4 million allocation for the 12-month period ending June 30, 1985, is expected to provide services to approximately 25,000 Minnesotans.

The SJTO also has established and staffed the Governor's Job Training Council. The council assists the governor in coordinating state activities and monitoring local job training programs. The SJTO performs the work necessary to fulfill the governor's responsibility under JTPA, including: allocating funds to SDAs, monitoring program operations and evaluating performance against standards.

DISLOCATED WORKER PROGRAM

Title III of the Job Training Partnership Act recognizes and provides for employment and training services for individuals identified as dislocated workers. These are persons with a long attachment to the labor force, who find themselves without a job due to plant closures, permanent layoffs, skill obsolescence, technological changes or other economic disruptions.

In 1984, Minnesota received nearly \$2.5 million to address the needs of dislocated workers. Nine projects were funded to serve approximately 2,100 individuals from targeted plants or locations. These workers came from a variety of industries: mining, manufacturing, meat packing, steel, glass and wood products.

Among the various services made available to assist dislocated workers to obtain new employment were: orientation and assessment, counseling, vocational evaluation, training (both classroom vocational and on-the-job), adult basic education, GED testing, job search assistance, job-seeking skills training, job development, job placement and relocation assistance, plus supportive services, such as day-care and transportation.

Minnesota also received a federal discretionary grant in the amount of \$200,000 for the Jobs for Families project and to relocate unemployed skilled workers from the Iron Range to jobs in the metropolitan area.

JTPA/EDUCATION COORDINATION PROGRAMS

Funds are set aside under JTPA for the development of cooperative programs between JTPA service delivery areas (SDAs) and education agencies to provide services to low-income youth and adults.

These funds are administered by the State Board of Vocational-Technical Education (SBVTE) in cooperation with the State Job Training Office and the Minnesota Department of Education.

Beginning July 1, 1984, a total of \$1.3 million was made available to develop agreements between SBVTE and each of the local SDAs to provide services to eligible participants in conjunction with local education agencies. Local education agencies include secondary schools, area vocational-technical institutes, community colleges, state universities, the University of Minnesota and private vocational/trade schools.

Services provided to participants include career information, vocational assessment, counseling, remedial education, institutional skill training, job-seeking skills training and supportive services. Approximately 1,300 individuals are being served under these programs.

In addition, \$434,000 was made available to fund cooperative programs to serve special needs populations, including handicapped, minorities, displaced homemakers, women, recovering chemically dependents, older workers and veterans. Nine special needs programs were funded to serve approximately 300 persons.

OLDER WORKER TRAINING PROGRAM

Funds are set aside under JTPA to provide job training and placement services to low-income individuals 55 years of age and older. The purpose of the program is to prepare and place these people in jobs with private business concerns. Services to participants in the program include assessment, counseling, remedial education, classroom training, on-the-job training and job placement assistance.

The State Job Training Office contracted with 11 local organizations to operate these programs. In 1984, \$815,000 was available to provide services to 490 older workers.

Senior Community Service Employment Program

The Senior Community Service Employment Program, authorized by the Older Americans Act of 1978, has completed its seventh year of operation. The objective of the program is "to foster and promote useful part-time employment opportunities in community service for unemployed low-income persons who are 55 years or older."

The State Job Training Office contracts with 16 agencies to operate the programs. Participants were placed in subsidized part-time jobs that provide services to local communities. In addition to employment, each participant received a physical examination and necessary support services. In 1984, \$1,529,000 was spent to employ 510 persons.

DISPLACED HOMEMAKER PROGRAMS

Since 1978, the Minnesota Displaced Homemaker Programs have helped 3,500 people, primarily women, become emotionally and financially self-sufficient.

Displaced homemakers have spent a number of years caring for their families and being dependent on income other than their own wages. But, because of death, divorce or other loss of family income, they must find paid employment in order to survive economically.

Program services include personal and career counseling, assessment and testing, workshops on life skills and pre-employment preparation, support groups, emergency assistance and referrals, job development and placement.

During the 1984-85 biennium, the number of displaced homemaker programs increased from four to 10 across the state. All of the new programs — in Detroit Lakes, Virginia, Sauk Rapids, Morris, Thief River Falls and Brainerd — are rural programs.

Displaced homemaker services also are provided through subcontracts with the Metropolitan Center for Displaced Homemakers, sponsored by Working Opportunities for Women in the Twin Cities metropolitan area, Project SOAR (Service, Opportunity, Action and Responsibility) of Northeastern Minnesota in Duluth; Mainstay in Marshall; and the Life-Work Planning Center in Mankato.

Displaced homemaker programs are funded by marriage license and dissolution filing fees authorized by the 1981 Legislature. The fees for 1984 generated approximately \$800,000 and served 848 people.

EMPLOYMENT PROGRAMS DIVISION

The Employment Programs Division, in its first full year of operation, merged the planning and policy-making functions for all employment, training and job-related activities delivered by the Field Operations Division (see next section).

JOB SERVICE

Job Service is organized to fulfill the basic labor exchange role it has performed during the past 50 years. In that time it has acquired the expertise and the reputation for doing the job called for by federal Wagner-Peyser legislation which created the nationwide network of public employment offices in 1933.

In addition to providing services to both employers and applicants, Job Service enhances the effectiveness of these services by the linkages it has and continues to develop with the Job Training Partnership Act (JTPA), other governmental agencies and ancillary, separately funded activities carried on by Job Service concurrently with its labor exchange mission.

By emphasizing its labor exchange role, Job Service is fully able to offer employment opportunities to all Minnesotans in an expanding economy and to offer to Minnesota employers the services which they underwrite through their payment of FUTA contributions.

The challenge facing the Minnesota Job Service is that while it has become the most productive in the Department of Labor's Region V (covering six midwest states), it also has come to receive the smallest allocation of all states in the region due to the funding formula. (Other states in the region are Illinois, Indiana, Michigan, Ohio and Wisconsin.) The allocation process is based on the civilian labor force and the number of unemployed. This formula results in a reduction in funds for Minnesota.

In 1984, Job Service took 332,000 new and renewal applications for work. The Minnesota offices placed 86,175 persons in jobs.

Also in 1984, the division staff continued to administer youth employment programs, allocating funds to assist especially disadvantaged and special-need youth groups. Staff members also provided direction and technical assistance to the field staff in programs the division administers such as Targeted Jobs Tax Credit (TJTC), Food Stamps, Migrant Services, Alien Certification, Veterans' Services, Older Workers, Handicapped Workers, Equal Opportunity, Trade Adjustment Act (TAA), and automated services, such as reporting, Job Bank and Job Match.

WORK INCENTIVE PROGRAM

Each year the department receives a federal grant to operate a Work Incentive (WIN) program to help individuals receiving Aid for Families with Dependent Children (AFDC) to find work. Firms employing WIN participants may be eligible for financial incentives which include tax credits and reimbursement for on-the-job training costs. Staff of the division also work with the Department of Human Services which refers clients and provides 10 percent of the state funding for WIN.

EMPLOYMENT INITIATIVES

The division is responsible for managing the department's activities in the state-funded Minnesota Emergency Employment Development (MEED) program created by the 1983 Legislature. MEED provides a six-month subsidy to employers for hiring eligible unemployed Minnesotans. Following initial subsidization, the employer assumes the full salary cost and agrees to employ the individual at least an additional 12 months to avoid repaying any portion of the subsidy amount.

This \$100 million program is scheduled to terminate December 31, 1985. Economic Security administers the program in 54 of the state's 87 counties and placed 5,824 persons in MEED positions by the end of 1984. Of these, 3,676, or 63 percent, were placed in private sector jobs.

In May 1984, the Legislature provided additional funding and increased the private sector employment goal from 40 to 60 percent. Since May, the department has placed approximately 75 percent of the 2,225 persons hired in private sector jobs — significantly above the legislative goal.



Dorothy Nieman spends much of her work day on the telephone.

As one of four interviewers employed in the Central Office Job Bank, Nieman takes job orders from Twin Cities employers over the telephone.

Once she gets an order, Nieman punches the information into a computer terminal — and that new job listing immediately becomes accessible to the state's Job Services equipped with CRTs.

Some job orders arrive by mail and the Job Bank interviewers handle those in the same manner. "Either way, it's important that we get the job's description into our computer system as quickly as possible," Nieman said.

In the two years she's had her job, Nieman says she has come to know a large number of area employers and the various types of jobs available. "We each average 25 to 35 orders in a day," she said, "but some days are more active than others — I have taken as many as 80 job orders in one day."

Asked how she would assess her job and the Job Bank results in 1984, Nieman said the biggest change has been in the number of jobs being listed. "We are getting so many more orders than when I first started."

Bearing out this fact are the figures for the year, as supplied by Nieman's supervisor, Roy Smevoll. He said that in 1984 Job Bank interviewers received 16,654 job orders. That compares with 11,843 recorded in 1983, or an increase of nearly 41 percent.

The 1983 Legislature also made major changes in welfare activities by creating the Employment Allowance Program (EAP). Employable General Assistance (GA) clients were paid an allowance by the Department of Economic Security — replacing the GA allowance during the time the department was assisting them in securing work. The program, which ended December 31, 1984, enrolled 41,895 individuals eligible for General Assistance. During the time the department was assisting them find jobs, these people were paid nearly \$27 million in allowances. Approximately 17 percent of those in the program were placed in jobs during the time they were in EAP.

During 1984, the department undertook two new activities:

- The department, in cooperation with the Department of Energy and Economic Development, began a Pilot Information Program which will provide employers with complete information on available financial and employment assistance for those wishing to relocate or expand their businesses.
- The department also took the lead in establishing an Inter-Agency Technical Assistance Team which will bring together various state and local agencies that can assist communities with employment and training activities if they experience an abrupt reduction or interruption in the labor force.

FIELD OPERATIONS DIVISION

Like the Employment Programs Division (see previous section), Field Operations had its first full year of operation in 1984. Department reorganization in 1983 had created the new division, putting into one administrative entity offices which deliver all clients' services of the Unemployment Insurance, Job Service, Job Training, Work Incentive (WIN) and Minnesota Emergency Employment Development (MEED) programs.

STATEWIDE OFFICES

The Field Operations Division operates client services offices throughout Minnesota. Some offices provide an array of services while others specialize in delivering the services of one program.

In the metropolitan area, six offices specialize in taking unemployment insurance claims, determining eligibility issues and paying benefits to clients. In these six offices, placement specialists also help unemployed persons look for work. Other metropolitan area offices specialize in job placement, counseling and testing activities. Many of these offices also serve WIN clients, thus enabling many persons receiving Aid for Families with Dependent Children (AFDC) to find work.

The 47 offices in other areas of the state combine Unemployment Insurance, Work Incentive (WIN) and Job Service program activities under one manager. Many of these also provide job training services. Another 14 offices serving 51 rural counties specialize in job training services.

1984 RESULTS

Unemployment Insurance (UI) activity in 1984 dropped significantly from the high numbers recorded during 1983. In 1984, more than 165,000 people received benefits totaling \$286 million in the regular UI program and several supplemental programs; in 1983, 226,000 people received benefits totaling \$473 million.

Minnesota's economy continued to recover from the recent recession with available job opportunities increasing over 1983. A total of 168,646 job openings were available through Job Service during 1984, up from 158,340 in 1983. Of that number, 120,403 jobs were filled for a placement percentage of 71 percent. A total of 341,418 job applicants used Job Service during 1984.

Most Field Operations offices also are involved in the training, counseling and placement in employment of individuals receiving Aid for Families with Dependent Children (AFDC). In 1984, the Work Incentive (WIN) Program saved approximately \$26 million for taxpayers as a result of a reduction in these individuals' welfare grants.

Through the Targeted Jobs Tax Credit (TJTC) program staff members reviewed applications of nearly 16,650 people. TJTC offers reduced taxes to tax-paying businesses for hiring and retraining disadvantaged adult and youth workers. Tax credits were authorized on behalf of 11,794 persons in 1984 with a potential federal tax savings to employers of more than \$50 million.

Applicant testing serves both applicants and employees by identifying skill areas and matching job seekers with employers. Skill and achievement tests are used routinely in the placement process. During 1984, 16,510 applicants were tested by Field Operations staff.

By law, veterans receive priority services in referral to jobs. In 1984, Job Service efforts helped 9,039 veterans find jobs. Of that number, 585 were disabled and 4,085 were Vietnam-era veterans.

Employers provide both the job openings vital to the placement program and funding, through the FUTA tax, for the administration of the agency. In response to this, the division stepped up its work with employers to provide services more responsive to their needs. Job Service employer committees were emphasized. These committees conferred with Field Operations staff, offering ideas on how to improve service to both employers and to job seekers. In addition, Field Operations developed a brochure listing a hypothetical income statement for a typical company. The statement shows how the various programs and services offered by the Department of Economic Security can help reduce specific business expenses and boost a company's net income. Field Operations increased its involvement with a number of businesses, including United Mailing, Honeywell and Sperry Corporation, and this resulted in the placement of many Minnesotans in newly created jobs.



Mike Wagner, Job Service interviewer in the Mankato Area Office, says, "Giving service to people is the aspect of my job I really enjoy, or I wouldn't be doing it."

An important way Wagner serves people is by supervising the operation of 16 mini employment offices in Blue Earth, Le Sueur, Nicollet and Waseca counties. (Mini offices are part of the department's summer youth program operated by and for teenagers.)

In 1984, the mini offices in his area served a record number of young people, with a total of 2,337 job placements.

Wagner's direction and guidance were important factors in the program's success, but Wagner, himself, credits these results to the excellence and hard work of the young interviewers who operate the mini Job Services in city halls, high schools and community centers around the region.

"They surpassed the record set in 1978 — during peak agricultural times in our area," he said. "They did it by really promoting the mini offices and using every opportunity they had to uncover jobs. If someone told them they didn't have a job to list, the interviewer would keep trying and ask more questions — 'Do you need someone to help unload the truck? How about a babysitter?'"

Another of Wagner's supervisory responsibilities for the first nine months of 1984 was the employment service at Mankato State University (MSU) which placed just over 1,100 students in part-time jobs.

In 1982, Wagner helped establish this service at the Career Development and Placement Office on campus. The cooperative venture of the university and the Job Service has grown since then. The nine-month service has been expanded to a year-round operation with a full-time Job Service interviewer.

MIGRANT SERVICES

Approximately 8,500 migrant farm workers come to Minnesota each year. Bilingual staff members help these people receive the same services accorded other clients of Job Service. In 1984, 2,008 migrants were served by the program; 64 percent were referred to jobs.

YOUTH SERVICES

In 1984, the division placed 4,380 of Minnesota's youth in jobs funded through the state's \$4 million Summer Youth Program. Through Mini Employment Offices and Job Squads, Field Operations staff supervised youth workers who helped locate some 23,129 part-time and short-term jobs for other youth.

UNEMPLOYMENT INSURANCE DIVISION

The Unemployment Insurance (UI) program has two basic components: benefit payments and tax collections. Eligible people, unemployed through no fault of their own, receive unemployment benefit payments to stabilize their income and thus free them for full-time job seeking. The Unemployment Insurance program supports their job-search efforts with other types of assistance that includes vocational counseling, career-change seminars, out-of-the-area job search and relocation allowances to help them find work.

SOURCE OF BENEFIT PAYMENTS

UI benefits are paid from a combination of employer taxes, reimbursements and voluntary contributions. Payroll taxes support benefit payments and the repayment of Federal Trust Fund loans received when employer taxes are not sufficient to pay benefits to all claimants.

Minnesota's Trust Fund loan balance was \$204.1 million at the end of the year. During the year, Minnesota employers paid \$50.7 million through the reduction in credit on federal unemployment taxes. More than \$17.0 million in interest was paid during the year through the surcharge collections. During 1984, the interest-bearing loan decreased from \$183.4 million to \$86.2 million.

ADDITIONAL SUPPORT SERVICES

Some UI programs are designed to help unemployed people find work. The Eligibility Review program selects claimants with skills which are in high demand and then directs their work-search activities. Participation is mandatory if the claimants selected are to continue receiving benefits.

To meet the special needs of claimants who have experienced the permanent loss of jobs in declining or closed industries, job-seeking skills seminars and career-change counseling also are provided as a part of the Eligibility Review program.

BENEFIT PAYMENTS IN 1984

Approximately 160,000 regular program claimants received \$256.6 million in UI benefits. In addition, 38,000 Federal Supplemental Compensation claimants received \$29.4 million in unemployment benefits. Federal Supplemental Compensation is supported entirely from federal taxes and is available for claimants who have exhausted all other unemployment benefits.

SPECIAL PAYMENTS

Department programs provide special training for UI claimants without marketable skills. The Training Payments Unit paid more than \$2.2 million to persons in Work Incentive (WIN) and the Trade Readjustment Act program.

INTERSTATE AND COMBINED WAGE CLAIMS

Under the regular UI program, credits for claimants who worked in more than one state are combined to form their claim. The benefits paid in 1984 include interstate and combined wage claims processed in the Central Office. The Interstate Unit purchased equipment for an interstate telecommunications network for use in processing claims made in other states against Minnesota employers. This network greatly reduces the time needed to process claims.

DETERMINATIONS AND APPEALS

To be eligible for benefit payments in 1984, a worker must have worked at least 15 weeks and earned a minimum of \$94 each week immediately prior to the claim. The unemployment also must not be caused by any action of the claimant. Claims adjudicators in local offices determine eligibility for benefits.

Although claims adjudicators support their decisions with documents from employers and claimants, a decision may be appealed either by dissatisfied claimants or employers. The appeals can be taken to two levels within the department.

TAX, AUDIT AND INVESTIGATIONS

A total of 84,343 Minnesota employers were liable for UI payroll taxes and paid \$326 million including penalties and interest into the UI Trust Fund in 1984.

Field auditors assisted employers with UI tax issues, determining liability for taxes, auditing payroll records to verify tax reports and collecting delinquent reports. Computer-assisted audits of large employers with computer payroll records assessed \$828,506 in additional taxes.



David Erickson, Northwest District Unemployment Insurance (UI) field advisor and coordinator for the UI Eligibility Review Program (ERP), would be the last person to say he had made a “significant contribution” to the department in 1984. His supervisor says otherwise.

Terry Clark, director of the UI Benefits Branch and Erickson’s supervisor, said that Erickson, in his role as ERP coordinator, “has made a significant contribution” to the UI mission of helping unemployed people get back into the labor force.

The purpose of ERP is to help develop work-search plans for people claiming unemployment insurance benefits — usually early in a claim. The program focuses on people who don’t expect to be recalled to work by their former employers.

“We’re trying to help people find suitable work as soon as possible,” Erickson said. “I think it is our job to keep to a minimum the time they are receiving benefits,” he added.

“Dave has encouraged expansion of ERP into the area of job-seeking skills workshops and has helped local offices statewide to set up the workshops,” Clark said.

“He’s one committed guy,” Clark said. “When Dave takes on an assignment, you just know he’ll stick with it and make it work.”

Erickson, who has been with the department more than 20 years, started as an employment service interviewer in the Minneapolis Area Office. He has been field advisor in the UI Division for the past 10 years.

ERROR, FRAUD DETECTED

The department operated a continuous, statewide investigation program to prevent and detect errors, overpayments of benefits and claimant or employer fraud in the Unemployment Insurance program.

During 1984, the department found 13,826 cases of benefit overpayments amounting to \$4.3 million. Most overpayments were due to error, but 1,654 cases were determined to be fraudulent. Overpayment recoveries during 1984 totaled \$3.1 million. A total of 102 cases were referred for prosecution in 1984.

The Appellate Unit, the first level of this process, received and disposed of approximately 12,000 appeals in 1984. The Commissioner’s Representatives, the second level appeal authority, received and disposed of almost 2,500 appeals during 1984.

Employers or claimants can appeal decisions of the Commissioner’s Representatives to the Minnesota Court of Appeals. The Court of Appeals issued 93 decisions concerning unemployment matters. The Minnesota Supreme Court is the final appeal authority.

COMMUNITY SERVICES DIVISION

COMMUNITY ACTION ACTIVITY

The goal of community action is to identify and help eliminate the causes of poverty in Minnesota communities.

Community action utilizes local, state, private and federal resources in various programs that enable low-income families and individuals to attain the skills, knowledge, motivation and opportunities to become self-sufficient.

The Division of Community Services conducts ongoing reviews of existing state policies that affect the poor, identifies directions for state government on anti-poverty policies and serves as a clearinghouse for current anti-poverty and block grant programs.

To meet its objectives, the division has these functions and responsibilities:

- 1) Administer the Community Services Block Grant, the Minnesota Economic Opportunity Grant and other authorized grants for community action activities.
- 2) Ensure compliance with the Minnesota Community Action Act by existing community action agencies, in the recognition of new community action agencies and the maintenance of grantee records.
- 3) Assist community action agencies in providing community service activity in all counties of the state.
- 4) Assist Indian Reservation governments with community action activity in coordination with the Indian Affairs Intertribal Board.
- 5) Help the Minnesota Migrant Council address the needs of migrant and seasonal farm workers.
- 6) Seek adequate resources to administer the U.S. Department of Agriculture (USDA) surplus commodities program through a comprehensive local distribution network.
- 7) Increase private incentives for energy self-sufficiency for low-income households.
- 8) Compile, analyze and disseminate information on the status and impact of anti-poverty programs statewide and maintain relevant demographics of low-income populations.

These objectives are met by allocating funds to carry out a range of services which have been given local priority. Among the grantees are Minnesota's 28 community action agencies (CAA) which serve 83 of Minnesota's 87 counties; 11 Indian Reservation governments and the Minnesota Migrant Council.

Among the types of help these programs can provide low-income individuals and families are:

- Securing and retaining meaningful employment.
- Attaining an adequate education.
- Obtaining adequate housing and a suitable living environment.
- Making better use of available income.
- Obtaining emergency assistance through loans or grants to meet immediate needs, including health services, nutritious food, housing and employment-related assistance.

Two programs designed to supplement food and shelter needs of low-income Minnesotans are the State Temporary Housing Demonstration Program and the Federal Surplus Commodities Distribution Program.

The Temporary Housing Demonstration Program focuses on homeless Minnesotans, providing temporary housing and support services for up to six months. The objective is to place the homeless in permanent housing through supportive services such as education, employment, counseling, legal assistance and advocacy. Eight projects were funded through a \$250,000 appropriation by the state Legislature. This project began in the fall of 1984 and will continue through June 1985.

In 1984, **The Surplus Commodities Distribution Program** provided approximately 17.6 million pounds of USDA commodities using 43 community organizations and 636 distribution sites. Each month, approximately 184,000 households received the USDA commodities at monthly distributions. An average of 5,000 volunteers monthly helped distribute the food items. The approximate value of commodities distributed in 1984 was \$22.1 million.

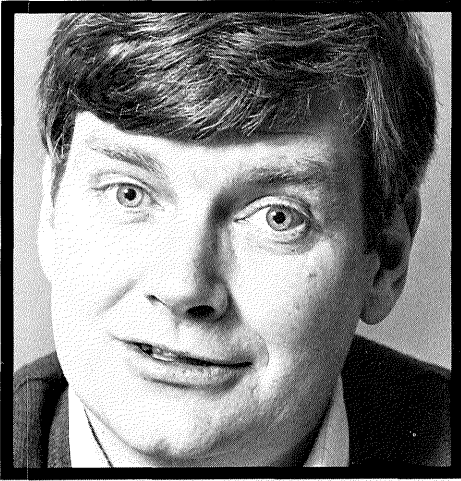
Funding for community action programs comes from a number of sources. The federal Community Services Block Grant (CSBG) is the primary funding source. In 1984, the division received \$4 million in CSBG funds. An additional \$1.2 million was appropriated by the Minnesota State Legislature for community action activities.

ENERGY ASSISTANCE PROGRAM

Minnesota's Energy Assistance Program served 140,000 low-income households — almost nine percent of the total number of households in the state — during the 1983-1984 heating season. Assistance amounts varied according to household size, income, fuel type and geographical zone. The average amount was \$466. Minnesota's program is designed to provide the greatest assistance to households which have the lowest income and highest fuel costs. The program pays a portion of total heating costs, leaving some responsibility with each household.

Besides helping these families with their home heating costs, the program also encourages self-sufficiency through energy conservation, alternative energy projects, education, financial planning assistance and coordination with other self-sufficient programs. Community action agencies, county social service offices and Indian Reservation governments administer the program at the local level.

Fiscal 1984 was the third year under a three-year authorization for the Low Income Home Energy Assistance Program (LIHEAP) block grant. Block grant funding allows states broad flexibility to design programs to address the energy problems facing low-income households. In fiscal 1984, \$82.2 million was distributed for Energy Assistance Programs.



Michael Young will only look uncomfortable if you ask what he did last year that makes his contribution to the Energy Assistance Program outstanding.

But ask him what he does as an energy assistance program analyst for the Community Services Division and he'll talk about his work with an enthusiasm most people wouldn't feel about a mass of numbers.

Young assembles data from the reports of the 53 agencies which deliver the state's fuel assistance program, forecasts energy assistance needs, makes allocations and projections of usage, modifies contracts and completes statistical studies on special projects to help make the money go farther.

"Our success depends on our ability to get money to local agencies fast," Alan Chapman, acting director of the Energy Assistance Program, said. "Mike maintained the accuracy and pace needed to keep fuel assistance deliverers from having cash flow problems as they served 140,000 households last year," he said.

"Mike also developed models and projects on cost and client participation which helped our assistant commissioner and the commissioner make decisions on policy changes to carry out the department's mission in low-income energy assistance," Chapman said.

Young sums up his feelings about his work: "Although I've worked in various areas of the department, I enjoy the variety of tasks offered on this job. This program is dynamic — it's always undergoing change. We're constantly looking for ways to simplify the program and make it better."

States may reprogram up to 15 percent of their base allocation for conservation activities and may transfer up to 10 percent to other block grants. Minnesota exercised both options and provided transfer funds to the state's Weatherization Program and the Community Services Block Grant to assist emergency food and shelter services as well as other crisis and anti-poverty programs through community action agencies.

Up to \$650 in conservation and repair assistance was provided to households experiencing high energy consumption, an energy emergency affecting the heat of a dwelling or a potentially hazardous energy-related situation. More than 5,200 households were served by this special conservation program last year.

An oil burner retrofit project was continued as a special conservation service. Some 600 homes had an oil burner retrofit completed on their furnace, providing a potential 26 percent annual savings in fuel bills. Minnesota's oil burner retrofit project was instrumental in influencing national policy regarding energy conservation and poverty programs. In addition to the oil burner project, \$425,000 was allocated to develop a natural gas burner retrofit program.

WEATHERIZATION PROGRAM

The department's Weatherization Program was created to reduce energy consumption, and to lower heating bills, in low-income dwellings as one step toward the reduction of economic hardships in the households served.

Since the program began in 1977, through the end of 1984, 97,220 Minnesota homes have been weatherproofed.

Weatherization consists of caulking; weatherstripping; insulation of attics, sidewalls and basements; glass repair; hot water tank insulation; furnace work; and storm window installation. During 1984, 14,119 homes were weatherized at a cost of \$18.5 million.

In all, 40,913 state residents have benefited from the Weatherization Program in 1984, including 4,309 elderly, 1,648 handicapped, 1,455 Blacks, 311 Hispanics, 1,533 Indians and 377 Asians.

DIVISION OF VOCATIONAL REHABILITATION

Rehabilitation pays. Vocational rehabilitation is a successful, time-tested human services program serving the needs of persons with disabilities. It also is a profitable investment of tax dollars.

Rehabilitation leads to employment for DVR's clients who usually have little or no earnings when they enter the program. Most must depend on benefits from various public assistance programs.

Employment as a result of DVR's services reduces or eliminates that dependency — and the vocationally rehabilitated clients become taxpayers.

In less than three years, the total annual costs of the vocational rehabilitation program are repaid as a result of the reduction of dollars spent on public assistance and the increased payment of taxes by rehabilitated clients.

A comprehensive analysis of 4,934 persons rehabilitated by DVR in 1981 showed that the annual rate of return on the taxpayer's investment in the program was 34.8 percent. The analysis was based on conservative estimates of the rehabilitants' potential incomes.

SERVICES FOR CLIENTS

Basic rehabilitation services to clients, the core of the vocational rehabilitation program, include counseling, guidance, training and placement. Medical, psychological and vocational evaluations are provided to determine the extent of the clients' handicaps, as well as their physical, mental and vocational abilities and limitations.

Clients are served by approximately 150 rehabilitation counselors in the 47 DVR field offices in Minnesota. Most counselors have a master's degree in rehabilitation, education, psychology or other closely related fields.

Educational institutions, social agencies, physicians, attorneys and employers are the major referral sources. DVR counselors determine each applicant's eligibility for vocational rehabilitation services.

To be eligible, an applicant must have a medically documented disability which significantly interferes with an ability to obtain or continue employment. In addition, there must be reasonable expectation that vocational rehabilitation services eventually will lead to employment.

More than 50 percent of DVR's clients are severely handicapped and, therefore, given priority for services in accordance with a requirement of the Federal Rehabilitation Act of 1973, as amended.

Once accepted for services, each client works with a counselor to develop an individualized written plan which considers the client's aptitudes, abilities and interests.

DVR's Office of Client Services has formed effective partnerships with the state departments of Education, Human Services and Corrections to develop special vocational plans for clients who are served by these agencies.

In addition, DVR counselors work with other job training or placement programs such as the AFL-CIO Human Resources Development Institute and Projects With Industry to fully use employment resources.

DISABILITY DETERMINATION

The Office of Disability Determination Services (DDS), under an agreement with the Social Security Administration (SSA), makes determinations on a person's eligibility for disability benefits.

DDS examiners make these decisions based on medical information and psychological, vocational and social evaluations according to standards established by the SSA for Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

In examining a person's claim, DDS seeks information from the person's physician or psychologist. If DDS is unable to obtain sufficient information to make a determination, DDS arranges for physicians and psychologists who provide in-depth medical analysis on Minnesota claimants applying for disability benefits.

Persons receiving SSDI or SSI benefits receive a medical review at least once every three years unless the individual's disability is considered permanent. The interval for persons with permanent disability cases is longer.

DISABILITY DETERMINATION (Federal Fiscal Year 1984)

Number of determinations:	22,895
Number of persons ineligible for benefits:	10,182
Number of ineligible persons referred to vocational rehabilitation:	8,345
Number of persons eligible for benefits:	10,033
Number of eligible persons referred to vocational rehabilitation:	1,306

WORKERS' COMPENSATION

DVR provides rehabilitation services to workers injured on the job through its Workers' Compensation Unit.

If a work-related condition or injury results in the loss of at least 30 days of work time in Minnesota, the employee may be entitled to rehabilitation services.

Minnesota's laws on Workers' Compensation provide the criteria for determining who is eligible. Laws in other states have different criteria. Eligibility in another state does not ensure that an individual would be entitled to rehabilitation services in Minnesota.

Services are provided or coordinated by DVR's trained vocational rehabilitation counselors who are registered with the Minnesota Department of Labor and Industry as QRCs (Qualified Rehabilitation Consultants).



Sharon Johnson, a career counselor at the Division of Vocational Rehabilitation (DVR) Duluth Field Office, has established trust with her American Indian clients in Northeastern Minnesota which continues to grow each year.

This trust provides DVR with opportunities to help more Indians find jobs and lead more independent, productive lives.

More than half of the 175 clients that Johnson served in 1984 were American Indians, and her monthly caseload numbers about 50. Before Johnson joined the staff in 1976, the Duluth office served only about six Indian clients a month.

Drawing upon her own American Indian heritage, Johnson has built a bridge between DVR and a reticent Indian community by aggressively seeking out clients through her visits to Indian reservations. Now, some of these people contact her directly.

"I'm becoming more effective every year by getting to know the people in the Indian community and that gets me more referrals," she said. "People tell other people that they can trust Sharon Johnson."

In her job, Johnson assesses her clients' medical examination reports to determine eligibility and current potential for work. She counsels people on vocational planning, how to get money for education, how to find a school; and helps them get started in programs that teach job-seeking skills.

"It's hard for people with any kind of disability to compete in the job market," Johnson said. "Employment gets to be a real hassle, but I work hard to help them compete for available jobs."

Costs of these services are paid by insurance carriers, employers or special state funds, not by the injured worker.

Available Services:

- Job analysis
- Labor market surveys
- Vocational counseling
- Job development
- Testing
- On-the-job training
- Placement
- Training in job-seeking skills
- Analysis of transferrable skills
- Follow-up
- Referral to other agencies for related assistance
- Monitoring/coordination of medical and training services

Injured workers have the right to select a QRC, to take an active part in developing their own written rehabilitation plan and to comment on or rate the services provided by DVR's Workers' Compensation Unit.

A cost/benefit study of DVR clients successfully employed during federal fiscal year 1983 showed an average rehabilitation cost of \$3,131 for Workers' Compensation clients. Rehabilitated injured workers will increase their earnings by \$15.39 for every vocational rehabilitation dollar spent. The taxpayers' benefit was \$3.23 per \$1 spent by DVR and the time period required to repay all costs was 2.95 years.

WORKERS' COMPENSATION (Federal Fiscal Year 1984)

Number of injured workers referred:	1,332
Number of qualified employees served:	728
Number of primary liability denials served:	96
Number of pending/suspended qualified employees served:	63

LONG-TERM SHELTERED EMPLOYMENT/WORK ACTIVITY PROGRAM

A total of 28 Minnesota rehabilitation facilities provide long-term sheltered employment (LTSE), community-based supported or transitional work and work activity services to individuals who are capable of working but, because of their disabilities, are unable to meet the production demands of competitive employment.

Work activity programs provide paid work experience, training and self-care, social and other skills leading to greater independence for persons with such severe handicaps that their productivity is substantially below the sheltered employment level.

DVR has encouraged and subsidized rehabilitation facilities to provide innovative community placement programs. Transitional and supported work models have proven to be a valuable addition to the employment opportunities for persons with severe disabilities.

DVR subsidizes rehabilitation facilities from state appropriations to cover the costs of maintaining work stations where client/workers engage in either sheltered employment or work activity. Vocational evaluation, work adjustment training, placement and other services are purchased for DVR clients on a "fee for service" basis.

DVR is responsible for ensuring that sheltered workers are treated fairly and that the programs serving them meet legal, ethical and professional standards.

The rehabilitation facilities offering long-term sheltered employment/work activity programs are private, nonprofit organizations supported by the communities they serve.

LONG-TERM SHELTERED EMPLOYMENT/WORK ACTIVITY PROGRAM

(Federal Fiscal Year 1984)

Persons served (sheltered employment, work activity, work component, community-based employment): **6,275**
 Competitive job placements: **914**
 From long term shelter employment or work activity (LTSE/WA): **185**
 From evaluation and training: **729**

EXPENDITURES

LTSE/WA: **\$7,211,185**
 Purchase of evaluation and training services: **\$3,124,604**

AVERAGE ANNUAL EARNINGS

Sheltered employment: **\$ 2,497**
 Competitive jobs: **\$10,223**

REGIONAL SERVICE CENTERS FOR HEARING IMPAIRED PEOPLE

The Regional Service Centers (RSC) for Hearing Impaired People were established by the Minnesota Legislature in 1980 under provisions of the Hearing Impaired Services Act.

The centers are administered by DVR in cooperation with the Deaf Services Division of the Minnesota Department of Human Services.

RSCs are co-located with DVR field offices in Duluth, Fergus Falls, Mankato, St. Cloud and the Twin Cities metropolitan area. A satellite at the Fergus Falls RSC is located in Crookston; Mankato RSC has a satellite in Rochester.

Staff members are trained specifically to serve hearing-impaired people. Most are skilled in sign language and interpreters always are available.

The programs provide direct services to people who are deaf or hard of hearing, as well as to business and community groups and other agencies.

REGIONAL SERVICE CENTER (Federal Fiscal Year 1984)

SERVICES TO INDIVIDUALS

Counseling and technical assistance, message relays, information and referral: **6,223**

INTERPRETER REFERRALS

Metro (through grantee): **6,495**
 Non-metro (through RSC): **1,670**

EQUIPMENT AND MATERIALS LOANS

Telecommunication devices, alarm/signal devices, TV decoders, books, films/videotapes: **1,386**

SERVICES TO AGENCIES/EMPLOYERS

Provide orientation and technical assistance in serving hearing impaired persons: **451**

INDEPENDENT LIVING

Three Centers for Independent Living provide services designed to help severely disabled persons live more independently in their homes or communities and to assist them in preparing for the vocational rehabilitation program.

Passage by Congress in 1978 of amendments to the Rehabilitation Act of 1973 with provision to establish and maintain Independent Living Programs was the culmination of cooperative efforts by people with disabilities, their families, advocates and the rehabilitation community.

The Minnesota centers, located in Marshall, Rochester and the Twin Cities, are operated by consumer-directed, private, nonprofit organizations which have contracts with DVR.

More than half the employees at each center are handicapped. Program and policy development is guided by recommendations from DVR's Independent Living Advisory Committee.

Available Services:

- Intake counseling
- Information and referral for:
 - legal and economic rights
 - housing
 - transportation
 - attendant care
 - vocational rehabilitation/employment services
- Peer counseling/support groups
- Advocacy
- Coordination with other state and local agencies
- Assistive equipment (referrals, repairs, maintenance)

In addition to offering a wide range of services to meet the needs of individuals, the centers provide leadership and serve as a resource in their communities.

INDEPENDENT LIVING SERVICES (Federal Fiscal Year 1984)

NUMBER OF PERSONS SERVED: **2,911**
 ATTENDANT CARE SERVICES: **378**
 INFORMATION AND REFERRAL: **2,203**
 PEER COUNSELING TRAINING: **676**
 OTHER SERVICES: **1,214**

PROGRAM AND MANAGEMENT SUPPORT DIVISION

The Program and Management Support Division includes four offices that provide administrative support to the various programs of the department. A fifth office houses the staff director to the Minnesota Occupational Informational Coordinating Committee.

OFFICE OF FINANCIAL SERVICES

The Office of Financial Services pays the department's vendors, develops the financial detail of the state and federal budgets and prepares financial reports. This office also controls unemployment insurance trust fund accounts, makes payments to clients and processes subgrants and contracts. In 1984, Financial Services began on-line entry of the department's employee payroll.

Financial Service's systems process the federal grants and state funds which flow through the department to the various programs.

OFFICE OF INFORMATION SERVICES

The Office of Information Services is responsible for the development, operation and maintenance of the department's computer systems. A number of advances and changes in the office's computer automation efforts took place in 1984.

A Data Base Management System was obtained to improve service by providing better access to data with an accompanying decrease in developmental costs. Several new application systems were introduced or are in various stages of development. For example, a system in support of the Job Service was implemented and another system, in planning stages, will assist Vocational Rehabilitation's Disability Determinations Services program to keep track of their clients. A new Purchase Tracking System monitors purchase orders and a planned Resources-On-Order System will keep track of dollars committed to ordering supplies and equipment. Implementation of the Wage Detail System was completed to support 1982 legislation requiring the department to collect quarterly wage information on all workers in Minnesota.

New disk technology provided access rates three times faster while providing 35 percent more storage at less cost. Gradual replacement of old computer terminals has begun.

Information Services was given the added responsibility of providing guidance and support to the department's office automation program. Eventually, the integration of the office system with the computer data system will provide better service for the entire office automation efforts. A study of office automation needs was conducted and a team was formed to develop goals and methods to implement them. An electronic mail pilot project was introduced to allow area offices to communicate through the computer system.

RESEARCH AND STATISTICAL SERVICES

The Research and Statistical Services Office (RASSO) administers statistical programs to produce current employment and unemployment estimates and to monitor the activity of various department programs. RASSO also conducts special studies, prepares economic and labor market forecasts and projections, develops a variety of information for user groups and disseminates information through periodicals and reports or direct responses to requests for data.

RASSO operates Labor Market Information (LMI) Centers in Duluth, New Ulm, St. Cloud and St. Paul. These offices collect and publish information specific to those areas. They also conduct special studies for businesses and organizations which are served by each center.

In 1984, RASSO continued to manage the state LMI system which serves the Job Training Partnership Act (JTPA).



Pat Jennings meets almost everyone in the department sooner or later. That's almost 2,200 employees. And it's Jennings' favorite aspect of her job as payroll supervisor.

"People make my job interesting," Jennings says. "I get to talk to almost everyone because they call with questions about their paychecks. I get to know a lot of people."

Until a problem surfaces, most employees give little thought to the people who make certain that their employment picture includes that vital part — the paycheck. Jennings leads that team behind the scenes.

By noon every other Tuesday, Jennings and her three-person payroll staff have received biweekly time reports gathered from employees in 150 locations statewide. They submit the report information to the Department of Finance. The following Wednesday the payroll unit receives the paychecks and begins distributing them.

This may sound like a routine occurrence, but seeing that people get paid correctly requires care and accuracy. Furthermore, procedural changes demand flexibility. This year the payroll staff began entering the time report data into a computer system connected to the Department of Finance.

"There's always something new," Jennings says. "Keeping up with the changes is challenging. This year we learned how to use the computer. We all went for one day of training two months before the computer arrived. The day the computer arrived we got out our training books and went to work."

OFFICE OF ADMINISTRATIVE SERVICES

Administrative Services maintained and operated the headquarters building in St. Paul and the department's Minneapolis office.

The office supported the department's statewide operation through additional administrative functions, including: security, space, leasing, warehousing, property inventory, central purchasing, contract monitoring, remodeling, internal moving, forms management and supply, records management, mail services, duplicating and travel coordination.

MINNESOTA OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

The Minnesota Occupational Information Coordinating Committee (MOICC) includes members from the Department of Economic Security, the State Board for Vocational-Technical Education, and the Department of Energy and Economic Development. MOICC's focus is to make occupational information accessible and understandable to its users. It functions as a broker between information producers and user groups.

Newsnet, a bi-monthly occupational newsletter, is published by MOICC and distributed throughout Minnesota. Its feature, *Career Briefs*, informs readers of occupational trends. MOICC and staff from the Research and Statistical Services Office provide current occupational information to the Minnesota Career Information Service which serves students and job seekers.

MINNESOTA DEPARTMENT OF ECONOMIC SECURITY

1984 EXPENDITURES

Jobs Program (MEED)

Personal Services	\$ 165,833	
Nonpersonal Services	25,807	
Subgrant & Client Payments	<u>34,261,320</u>	
Total		<u>\$ 34,452,960</u>

Field Operations

Personal Services	25,460,773	
Nonpersonal Services	4,319,780	
Subgrant & Client Payments	<u>44,309,265</u>	
Total		<u>74,089,818</u>

Employment Programs

Personal Services	1,555,568	
Nonpersonal Services	282,761	
Subgrant & Client Payments	<u>3,701,347</u>	
Total		<u>5,539,676</u>

Unemployment Insurance

Personal Services	8,561,907	
Nonpersonal Services	1,473,841	
Subgrant & Client Payments	<u>317,109,710</u>	
Total		<u>327,145,458</u>

Vocational Rehabilitation

Personal Services	14,385,332	
Nonpersonal Services	3,561,015	
Subgrant & Client Payments	<u>17,591,957</u>	
Total		<u>35,538,304</u>

Community Services

Personal Services	1,309,200	
Nonpersonal Services	487,800	
Subgrant & Client Payments	<u>100,688,857</u>	
Total		<u>102,485,857</u>

Program & Management Support

Personal Services	7,872,416	
Nonpersonal Services	4,735,710	
Subgrant & Client Payments	<u>28,696,706</u>	
Total		<u>41,304,832</u>

Total Department

\$620,556,905

**Department of
Economic Security
Advisory Council — 1984**

Charles E. Brown
Honeywell Inc., Minneapolis
Donald M. Friborg
General Mills Inc., Minneapolis
Dee Kemnitz
Carlson Companies Inc., Plymouth
Roger Halverson
Lynn Corp., Minneapolis
Felipe Postigo
Hispanic Chamber of Commerce,
Minneapolis
John Van Doorn
Minnesota Retail Merchants
Association, St. Paul
Francis Fitzgerald
Minnesota Association of Commerce
and Industry, St. Paul
Sandra Woods
Minnesota Business League,
Minneapolis
Leonard Bienias
Minneapolis Central Labor Union,
Minneapolis
Dan Gustafson
Minnesota AFL-CIO, St. Paul
Herb Larsen
United Steelworkers, Hibbing
John R. Cullinan
Minnesota DRIVE, Minneapolis
Betty Bednarczyk
Service Employees Union,
Robbinsdale
Ron Larson
United Auto Workers, Minneapolis
Lorraine McCloud
Machinists Union, Coon Rapids
Nellie Stone Johnson
General Public, Minneapolis
Sue Rockne
General Public, Zumbrota
Dr. George Seltzer
General Public, Minneapolis
Carol Guinn
Leech Lake Reservation, Cass Lake
Katherine G. Hadley
General Public, St. Paul
Frank Jungas
Cottonwood County Board of
Commissioners, Mountain Lake

**Governor's Job
Training Council — 1984
BUSINESS AND INDUSTRY
REPRESENTATIVES**

Marianne Brueschoff
Minneapolis
Peter Connor
Owatonna
Carl Calabrese
St. Paul
Wilton Croonquist
Kandiyohi
*Janet Hagberg
Minneapolis
*Kathryn Hahne
Virginia
*Amos Haynes
Maplewood
*Larry Joines
Lake Elmo
Susan Lubbers
St. Paul
Mark McAfee
Roseville
Ann F. Peterson
St. Paul
*Robert Sayre
St. Paul
Craig Starbird
Golden Valley
Betty Walton
Minnetonka
Linda White
St. Paul
*Kristin Wilson
Burnsville
*George Woodbury
Roseville

LOCAL ELECTED OFFICIALS

*Diane Ahrens
St. Paul
Larry Buboltz
Detroit Lakes
*John Fedo
Duluth
Edwin Hansen
Two Harbors
Donna Harris
Minneapolis
Richard Ives
Duluth
Margaret Langfeld
Anoka
*Bill Maher
Mankato
*Alice Rainville
Minneapolis
Joan Sass
Rochester
David E. Torgerson
Clinton

**STATE LEGISLATURE OR
AGENCY REPRESENTATIVES**

*Barbara Beerhalter
St. Paul
State Sen. Ronald Dicklich
Hibbing
Valerie Jerich
St. Paul
State Sen. James Pehler
St. Cloud
Mary Thornton Phillips
St. Paul
Alberto Quintela
St. Paul
State Rep. Wally Sparby
Thief River Falls

OTHER† REPRESENTATIVES

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Rochester
Vincent Gentilini
Virginia
L.R. Killeen
Inver Grove Heights
Tobey Lapakko
St. Paul
*William Peterson
St. Paul
Barbara Raygor
St. Paul
Willie Mae Carey Wilson
St. Paul
Laura Waterman Wittstock
Minneapolis
Heladio Zavala
St. Cloud

*denotes former members who served during the first
9 months of the program.

†Other indicates representatives of organized labor,
community-based organizations and local education
agencies.