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**MINNESOTA DEPARTMENT  
OF JOBS AND TRAINING  
ANNUAL REPORT  
1985**



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## IN MINNESOTA

*Passage of the Omnibus Tax Bill by the state Legislature in June 1985 brought significant change to the structure and mission of the department. Article 9 of the legislation, referred to as the Jobs Bill, reorganized the Department of Economic Security into a new state agency to be known as the Department of Jobs and Training.*

*Within the new department, programmatic changes were made to streamline services. The new law called for stronger coordination of department programs with the "jobs and training" work of counties, educators and other state agencies. The law also called for closer cooperation between this department and human services programs, with the goal of reducing welfare rolls by helping "employable" people enter the labor market.*

*This report addresses these changes and follows with descriptions and summary results of the various programs administered by the department.*

**ILLUSTRATED** throughout this report are photographs of Minnesotans at work in settings that depict the diversity of employment available to our people.

**April 15, 1986**

*Some of the figures included in this report represent the most accurate estimates available. Contact the Jobs and Training Research and Statistics Office for updated data. Report covers from Jan. 1 — Dec. 31, 1985, unless otherwise indicated.*



# EMPLOYMENT

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MINNESOTA DEPARTMENT OF  
**Jobs and Training**

## THE YEAR IN REVIEW-1985

### January

Governor's State Poverty and Jobs Task Force makes preliminary recommendation to restructure the department to serve clients better and make better use of financial resources.

### February

Unemployment Insurance staff participates in cost model study to maximize efficiency.

### March

Department initiates a five-month Supported Work Demonstration Project to provide jobs and training for unemployed AFDC recipients.

### April

Job Service holds successful mass recruitment of applicants for jobs with new Canterbury Downs race track in Shakopee.

### May

Department proposes plan to provide job development and placement help for 600 dislocated farmers in 20-county area.

### June

Committee named to develop ideas resulting from STEP (Strive Toward Excellence in Performance) program initiated by Gov. Rudy Perpich to improve services provided by state government. . . . State's jobless rate of 5.5 percent is lowest for the year. Rate has declined steadily from January's 6.4 percent.

### July

Investigations unit cracks fraud case charging employees of St. Cloud construction firm. More than \$105,000 in unemployment compensation funds involved. . . . Unemployment rate moves up to 6.1 percent, the first increase of the year.

### August

Joe Samargia appointed commissioner of new Department of Jobs and Training, succeeding Barbara Beerhalter. . . . Special work plan developed for transition of powers and duties from Department of Economic Security to new department. . . . Unemployment Insurance program commemorates 50th anniversary nationwide.

### September

State Services for the Blind becomes part of department's Rehabilitation Services Division. . . . Work Readiness Program goes into effect — designed to help general assistance people who are "employable" get jobs.

### October

Department holds "mass filing" to aid striking Hormel workers apply for unemployment compensation. It was later ruled that strikers were not eligible for benefits. . . . Department addresses needs of the hungry and homeless through statewide public information campaign to raise funds and replenish food shelves.

### November

Four Job Service offices begin trial "Test Match" project to match applicants to specific jobs through series of tests. . . . Rehabilitation Services receives federal grant for supported employment program to aid people with severe disabilities.

### December

State jobless rate, showing little variation the last six months, closes the year at 6.1 percent. . . . Hundreds of department employees sign up for payroll deduction to help hungry and homeless people as result of department's "Open Your Heart" campaign.

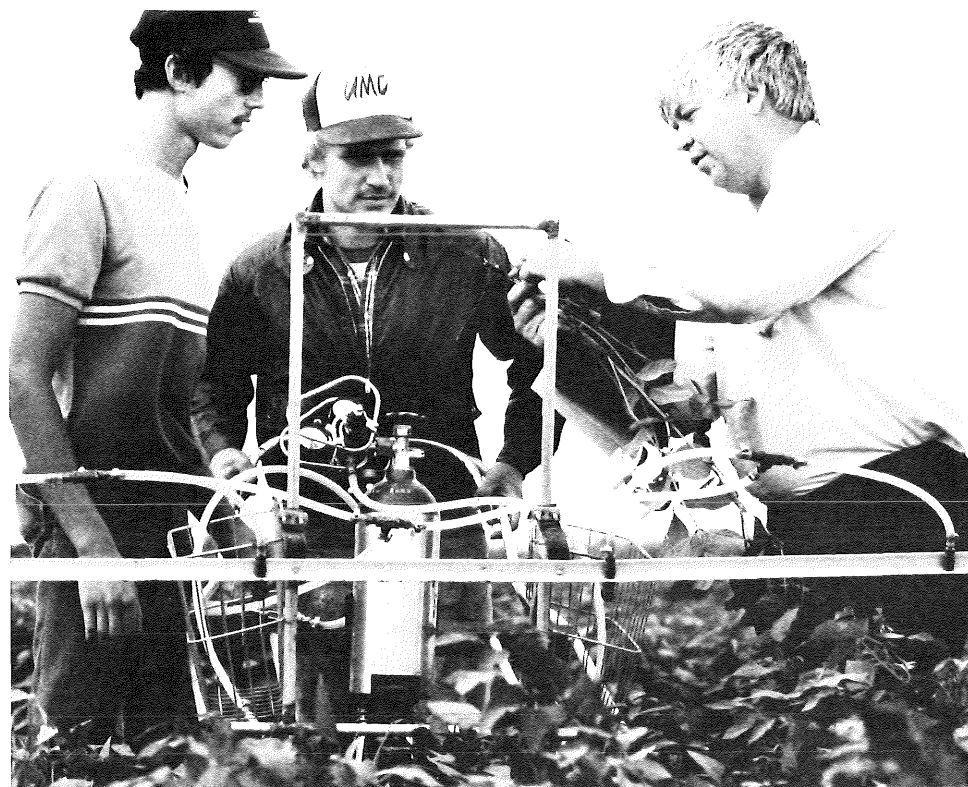
## EQUAL OPPORTUNITY & AFFIRMATIVE ACTION POLICIES

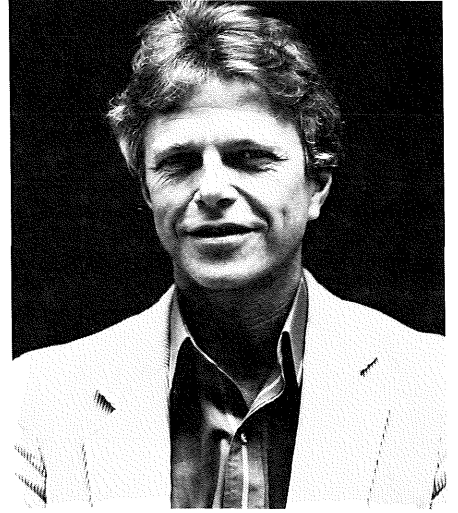
The Minnesota Department of Jobs and Training exists to provide services for the people of Minnesota. It is the aim of this agency to direct employees and clients into programs that will enable them to reach their full potential.

No employee or client will be denied an opportunity for employment advancement or program participation based on race, color, creed, sex, age, national origin, religion, disability, marital status, status with regard to public assistance, Vietnam-era veteran status or political affiliation. Harassment, or any verbal or physical behavior which is perceived as creating an intimidating or hostile environment, will not be tolerated in this agency.

All personnel are expected to actively strive in removing barriers to employment, advancement and receipt of agency services.

Equal opportunity and affirmative action policies will be given high priority. These policies ensure excellence in employment, service delivery and in meeting agency objectives.





## FROM THE COMMISSIONER

New legislation in 1985 creating the Department of Jobs and Training was the start of major changes in the way we do business.

The Department of Jobs and Training was given some pretty clear and simple marching orders:

- Do a better job of coordinating programs and functions with other agencies.
- Beef up job training for those on public assistance.
- Consolidate and streamline service delivery.

We got some big things rolling in 1985.

We came up with effective money-saving ways to structure our services: using group intake sessions; starting "Test Match" to better evaluate job applicants; and computerizing job matching capabilities statewide.

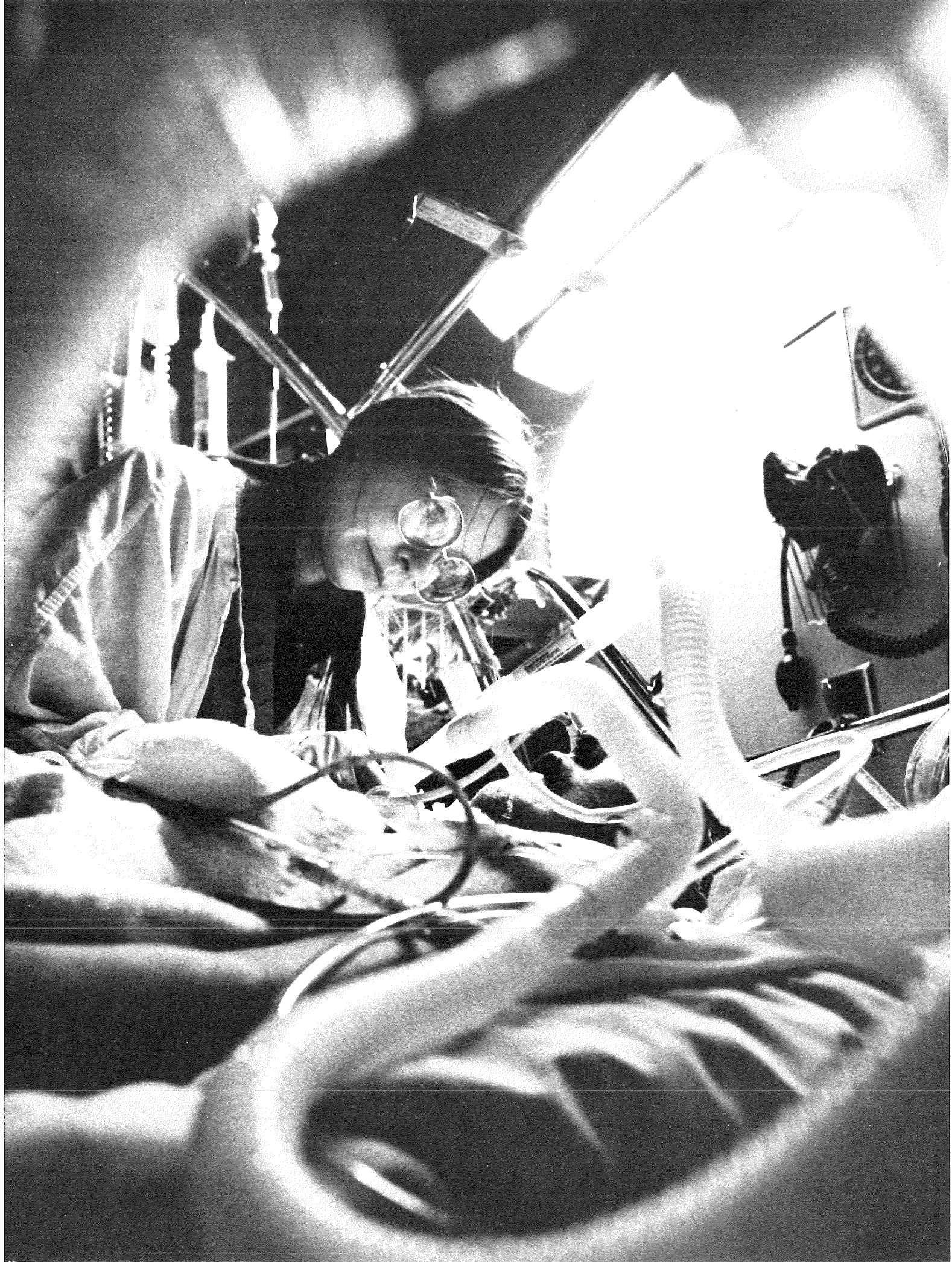
We're reviewing staffing patterns to increase support of field office activities. We've started new programs for special groups of people hardest hit by the economy — programs to retrain farmers, dislocated workers and long-term public assistance recipients who are employable.

We've strengthened our relationships with employers through increased marketing of services and by seeking their input through advisory councils and employer committees.

If anything, the pace of our change is going to increase in 1986. State and federal budget cuts will cause us to do more with less. Of necessity, we will have to become more efficient and more effective. Competition for social program money will intensify. If we really believe what we do is necessary and helpful, we will have to fight hard to keep our services out there for the people of Minnesota.

A handwritten signature in cursive script that reads "Joe Samargia".

Joe Samargia  
Commissioner



# OFFICE OF THE COMMISSIONER

During the reorganization of the department under the Jobs Bill, the Office of the Commissioner was restructured and streamlined by transferring and reassigning to other divisions of the department certain functions and programs that had been attached to this office.

Remaining as part of the Commissioner's Office were: Government Affairs, formerly called "Intergovernmental and Community Relations," the Affirmative Action Office and the Public Information and Education Office.

The Office of Budget and Management was eliminated as a separate office and its staff and programs were reassigned to various divisions within the department. Labor Relations and Personnel were combined and moved to the Administrative and Technical Services Division. The State Job Training Office, including Dislocated Worker, Older Worker and Displaced Homemaker programs and the JTPA/Education Coordination programs, were shifted to the Jobs, Training and Community Services Division.

## Public Information and Education Office

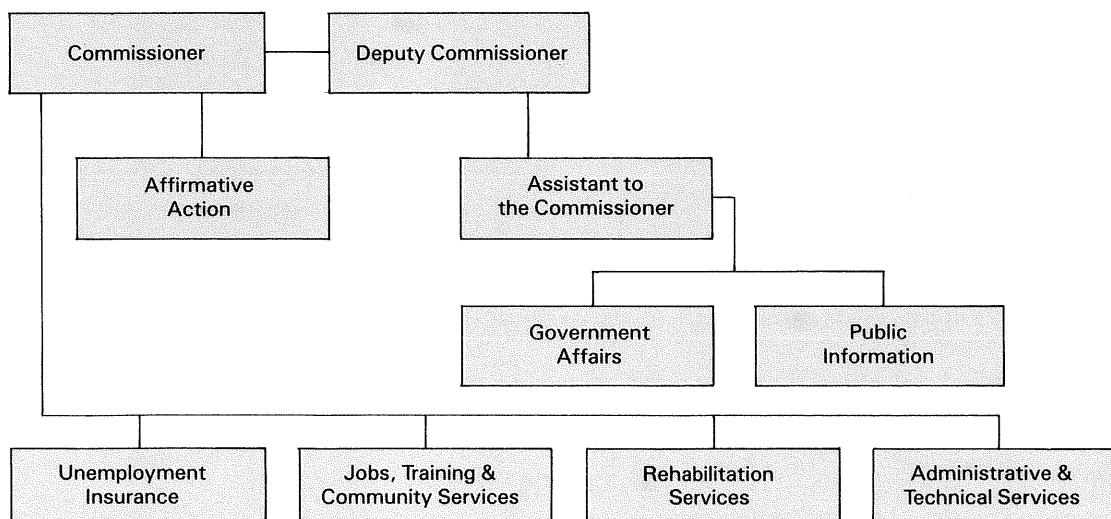
The Public Information and Education (PIE) unit is the communications arm of the department, responsible for keeping the public, government officials and employees informed of Jobs and Training activities and programs. In 1985, the PIE staff developed and distributed a variety of informational materials, including news releases, brochures and booklets, posters, newsletters and public service announcements for radio and television.

The office also has the responsibility for production of the department's annual report to the governor. In addition, PIE developed a statewide public relations effort on behalf of the state's homeless and hungry people to call attention to the needs. The program is continuing in 1986. The office developed and standardized the new department's image identification and applied it to all communications pieces.

## Government Affairs

Government Affairs coordinates the department's legislative activities by preparing proposals and communicating department concerns to the state Legislature.

In 1985, the office provided staff support to the department's advisory council. Also, they wrote issue papers informing Minnesota's congressional delegation and the Department of Labor of department activities.



# **U**NEMPLOYMENT INSURANCE

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 benefit payments are financed by a payroll tax levied on Minnesota employers. In addition to paying benefits to unemployed workers, the Unemployment Insurance program assists the workers in their job-search efforts by providing vocational counseling, career-change seminars and out-of-the-area job search and relocation allowances to help them find work.

Administratively, the Unemployment Insurance Division is divided into five activities: Benefits Branch; Tax Branch, including Tax Accounting, Field Audits and Benefit Payment Control; Appellate Branch; Office of the Commissioner's Representatives; and the Staff Services Section.

## **BENEFITS BRANCH**

### **Initial Claims Increased**

A total of 286,000 initial claims for unemployment insurance benefits were filed during 1985, representing an increase of 12 percent over the 256,000 initial claims filed in 1984. Almost 182,000 unemployed persons received benefits during 1985, returning approximately \$338 million to the economy.

In addition, a temporary Federal Supplemental Compensation Program, which was established in September 1982 to provide benefits to claimants who had exhausted all other unemployment benefits, was ended in April by Congressional action.

When a person files for benefits the reasons for the claimant's loss of a job are carefully reviewed. Areas of possible disqualification from benefit payments that require investigation include the reason a claimant left or was dismissed from a job and any refusal of employment.

To remain eligible for benefits, claimants periodically must report that they are able to work, available for work and actively seeking work. Each time a claimant reports, these and other criteria are reviewed to determine the claimant's continued eligibility for benefits.

The UI Division's Eligibility Review Program helped those claimants who needed special assistance in finding employment. Under this program, claimants were classified by their skills, knowledge and abilities relative to the local labor market. Staff members gave these claimants special counseling and helped them develop plans which would lead to reemployment.

Staff training sessions which dealt with eligibility determinations were conducted in 1985. The purpose of the training was to assist UI staff in recognizing and properly dealing with issues which may affect a claimant's eligibility for benefits. This represents a new effort to improve quality and to reduce errors in the payment of benefits.

### **Claimants Given Training**

Department programs provide special training for UI claimants without marketable skills. A total of \$20,382 was expended under the Work Incentive (WIN) Program. The Trade Act provided \$206,324 for retraining assistance and \$609,659 in benefit payments to workers who are unemployed due to foreign imports.

Actual and potential reductions in funds to administer the UI program in Minnesota have resulted in efforts to find more cost-effective methods of service delivery. One such effort, begun in 1985, is an experimental process in which claimants' continued claim reports are forwarded directly to the Central Office for payment. This process relieves area offices of the need to originate routine, individual claims while still allowing area office interaction with all claimants who have potential eligibility problems. If the experiment is successful, administrative savings will be redistributed to area offices so their staffs can provide greater job-seeking assistance to unemployed individuals with benefit eligibility.

## **TAX BRANCH**

A total of 91,904 Minnesota employers paid into the UI Trust Fund in 1985. The total amount of payroll taxes, reimbursements, voluntary contributions, interest and penalties paid into the fund was \$358.6 million. Tax Accounting made 70,000 determinations of employer liability, handled 280,000 items of correspondence, processed more than 397,000 tax reports and some 8 million individual wage items.

During fiscal year 1985, the Field Audit Section completed nearly 3,800 employer audits involving \$923.2 million in payroll. These audits uncovered \$49.4 million in unreported wages and \$918,000 in unreported taxes. The field auditors also assist employers with UI issues, determining liability for UI taxes, obtaining the necessary reports and collecting the appropriate tax. They collected more than \$6 million in delinquent taxes, interest and penalties. The field auditors completed more than 4,000 wage investigations involving claims for benefits.

### **Improper Payments Investigated**

The department operates a Benefit Payment Control Program to detect and recover improper payments in the UI programs. Overpayments due to error or fraud must be repaid and claimants and employers who are guilty of fraudulent acts are subject to administrative and criminal penalties.

During 1985, the department found 15,682 cases of benefit overpayments amounting to \$5 million. While most overpayments were due to error, investigators did uncover 2,449 cases of fraud amounting to \$1,047,854. Seventy-four cases were referred for criminal prosecution. Various methods are used to detect fraud, including the crossmatching of quarterly wage records from employers against benefit claims. Field investigators examine employer records, gather evidence and prepare reports to be used if either criminal or administrative action is taken.

In addition to detecting overpayments, the department operates an active ongoing recovery program. Recoveries in 1985 amounted to \$3.76 million.

## **APPELLATE**

The first level of appeal of a determination relative to unemployment benefits is to a department referee. Upon the filing of such an appeal, a hearing date is established. At the hearing all parties are given an opportunity to present evidence and testimony relative to the case. The referee issues a decision either affirming, modifying or reversing the initial determination of the claims deputy.

Department referees also hear appeals by employers of determinations issued by the Tax Branch relative to employer liability for unemployment contributions and the assignment of tax rates. During 1985, 12,500 cases were heard and decided by department referees. The decision of the referee can be appealed to the commissioner's representative.

## **COMMISSIONER APPEALS**

Under Minnesota law, any party to a case decided by an appeals referee may appeal the decision to the commissioner of the department. Such decisions may refer to disputed rights to unemployment insurance, overpayment of benefits, questions as to whether an employment is covered employment or protest as to tax rates assigned to employers.

Each appeal is assigned to a representative of the commissioner. All parties to the case are furnished transcripts of the testimony taken by the referee. No new evidence is taken by the commissioner's representative and the consideration of the appeal is based entirely on the evidence taken by the referee and the arguments made by the parties about the case. However, if the representative concludes that additional evidence is needed to properly decide the appeal, the case may be sent back to the referee to obtain such additional evi-

dence in a new hearing. The referee then will issue a decision based upon all the evidence.

The commissioner, acting through the representative, has broad powers over these appealed decisions. The commissioner can accept the findings of fact of the referee, or, where appropriate, modify or entirely change findings of fact. If the decision of the referee correctly applies the law to the case, it will be affirmed. However, if the law has been wrongly applied to the facts of the case, the commissioner, acting through the representative, has the authority to correct the decision.

In 1985, the representatives of the commissioner decided more than 2,500 appeals. These decisions may be appealed further to the state court system.

## **STAFF SERVICES**

The UI Staff Services section develops and monitors the yearly program budget, develops and maintains UI Management Information Systems, evaluates the correctness of UI benefit payments and assures the integrity of the program from internal fraud.

The UI budget development and monitoring activity is handled primarily by the Cost Model Management group and is an integral part of the UI Management Information system. The Cost Model group monitors staffing patterns weekly throughout the state and distributes staffing reports to every UI activity manager. As a result, managers are able to respond to workload variations quickly and efficiently. In addition, the system also is used for internal decision making, resources adjustments, identification of unnecessary or inefficient procedures within the system, implementation of the annual budget allocation process and monitoring the use of resources by the UI activity managers.

During 1985, the Cost Model group began to implement an overall Cost Information System which utilizes cost model data, cost accounting data, performance reports and other data which will provide individually tailored information reports for UI activity managers. The development of the system will continue in 1986.

Another UI staff activity undergoing change in 1985 and 1986 is the Random Audit Program. Random Audit is an evaluative Management Information System that aids state and federal UI program staff in controlling errors and fraud. The system, by an intensive audit of a randomly selected group of UI claims, provides valid information on the rates, types and causes of UI benefit overpayments and underpayments.

As a result, changes in how the department administers the program are beginning to occur, and these changes are beginning to reduce the number of improper payments.

Random Audit, like the Cost Model system, is being expanded into an overall quality control program tailored to each state's individual needs. This program will increase the number of cases reviewed, expand the data elements and eventually will encompass the entire UI process, including the tax activity. The quality control program should become operational in 1986.

The third component of UI Staff Services is the Internal Security Unit. During 1985, this unit continued evaluation of UI systems and operations to insure their integrity. Areas of potential conflicts of interest, suspected collusion, data privacy violations and abuse of work rules were investigated. In addition, an information systems security system was installed during the year under the direction of the Internal Security Unit. The security system will be fully operational in 1986.



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# **S** TATE JOB TRAINING OFFICE

## **BASIC PROGRAM RESPONSIBILITIES**

Acting on behalf of the governor, the State Job Training Office (SJTO) administers the Job Training Partnership Act (JTPA), a program authorized by federal legislation.

JTPA's purpose is to prepare youth and unskilled adults for entry into the labor force and to provide job training to those facing serious barriers to employment.

Minnesota receives block grants to support JTPA activities. A major portion of the funds (78 percent of the Title II-A basic program) goes to 12 service delivery areas (SDAs) which provide job training services at the local level. The balance of Title II-A funds is used to coordinate job training programs and to serve special groups. Minnesota's Title II-A allocation of \$26.8 million for the 12-month period ending June 30, 1986, is expected to provide services to approximately 15,500 individuals.

The SJTO also staffs the Governor's Job Training Council (GJTC) which assists the governor in coordinating state activities and monitoring local job training programs.

In working to fulfill the governor's responsibilities under JTPA, the SJTO allocates funds to SDAs, monitors program operations and evaluates performance against standards.

## **OLDER WORKER TRAINING PROGRAM**

Among the groups given special attention under JTPA are low-income individuals 55 years of age and older. A portion of the state's Title II-A allocation is set aside to prepare and place these people in private sector jobs. Services to program participants include assessment, counseling, remedial education, classroom training, on-the-job training and job placement assistance.

In 1985, 11 projects for older workers were funded, at a cost of \$528,000, to provide services to 613 participants.

## **SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

A parallel older-worker program is the Senior Community Service Employment Program (SCSEP) authorized under Title V of the Older Americans' Act. The purpose of the SCSEP, which has completed its eighth year of operation, 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 funded 16 projects, placing 467 persons in subsidized part-time positions providing services to local communities, at a cost of \$1.5 million. In addition to employment, each project provided participants with physical examinations and necessary support services.

## **JTPA/EDUCATION COORDINATION PROGRAMS**

Eight percent of Minnesota's JTPA funding is set aside for the development of cooperative programs between SDAs and educational agencies to provide services to low-income youth and adults. The funds are administered by the State Board of Vocational/Technical Education and the State Job Training Office.

Approximately \$1.6 million was allocated in 1985 for programs in secondary schools, area vocational/technical institutes, community colleges, state universities and private vocational/trade schools. The programs served about 2,200 participants, providing career counseling, adult basic education and GED preparation, occupational skill training and support services, placement services, transition-to-work services for the handicapped and ESL (English as a Second Language) instruction.

In addition, approximately \$370,000 was allocated for nine programs serving 840 members of special needs populations, including minorities, recovering chemically dependent individuals, women, the handicapped and displaced homemakers.

## **SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM**

JTPA funds also are used to support a Summer Youth Employment and Training Program (SYETP) for economically disadvantaged youth 16-21 years of age. Young people who are 14-15 years of age can be served if specified in the individual SDA plan.

During the summer of 1985, \$11.3 million was allocated to serve approximately 10,500 youth. Among services provided were work experience, counseling, on-the-job training, employability assessment, occupational exploration and training, job search, job club activities and job referral and placement. All JTPA funds allocated to SYETP are given to the SDAs to fund these activities.

## **DISLOCATED WORKER PROGRAM**

Title III of JTPA 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.

During 1985, Minnesota experienced major worker dislocations in the mining, transportation, electronics and farm-related industries. Farm communities faced a crisis which was brought on by a combination of factors — weather conditions, low farm prices, high interest rates and declining land values — resulting in a severe reduction in net farm income. The number of bankruptcies, foreclosures and denials of credit for operations approached all-time records.

In 1985, Minnesota received \$2.5 million in JTPA Title III funds to assist these workers and farmers. Seventeen projects served 2,980 dislocated workers and farmers from targeted plants or geographic areas.

In addition, Minnesota sought and received \$2.9 million in Federal Discretionary Title III funds to aid an estimated 2,940 dislocated workers and farmers targeted specifically for assistance. These were workers from a variety of industries: manufacturing, paper and wood products, mining, heavy equipment, electronics, steel processing, farming, meat processing, glass and seed.

Employment assistance for dislocated workers included: 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.

## **DISPLACED HOME-MAKER PROGRAM**

Since its inception in 1978, the Minnesota Displaced Homemaker Program has helped more than 4,500 individuals, 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.

Ten displaced homemaker programs were funded in 1985 with a total allocation of \$790,000. The programs provided participants with intake and orientation sessions, testing services, life skills development, pre-employment preparation, one-to-one personal and career counseling, job clubs, support groups and small business development training. Funds also were given to the University of Minnesota to conduct an ongoing program evaluation.

More than 1,700 participants were served from 1983 to 1985. Of those leaving the program, 92 percent became employed, entered training or both. The University found that the number of persons who became economically self-sufficient increased by 18 percent and the number of public assistance cases decreased by 14.7 percent over the two-year period.

## **MEED WAGE SUBSIDY PROGRAM**

The Minnesota Employment and Economic Development (MEED) Wage Subsidy Program succeeds an original MEED program that was started in July, 1983, with a two-year authorization from the Minnesota Legislature. At that time, the Legislature appropriated a budget of \$70 million to offer employment help to Minnesotans who were unemployed and ineligible for unemployment benefits or workers' compensation. An additional \$30 million was later appropriated for the six-month period from July 1 to December 31, 1985.

In 1985, the Legislature made the program permanent and incorporated it into the new Minnesota Department of Jobs and Training. An additional \$27 million was appropriated for the period July 1, 1985, to June 30, 1987.

Under the MEED program, participants must be without income and agree to continue with the job placement for a period of one year beyond the subsidy period.

People are placed in private sector positions and the employer is reimbursed up to \$4 an hour during a subsidized training period which can last up to six months. An additional \$1 per hour subsidy is allowed to help pay for fringe benefits. Employers are encouraged to keep the workers on the payroll permanently using an incentive of non-repayment of the subsidy if the trainee is kept on for a prescribed period of time.

When private sector jobs are not available, workers may be placed in the public sector for up to six months. MEED administrators use employment in the public sector only as a last resort.

Since the program started in 1983, more than 130,000 applicants have been determined eligible. More than 30,500 people have been enrolled. Of the people completing the program, 15,000 (53 percent) found jobs in the private sector. A total of 11,522 held public sector jobs.

The new MEED program includes the addition of two new priority categories of eligibility: farmers or members of farm households demonstrating severe financial need and persons eligible for or receiving Aid to Families with Dependent Children benefits. The previous priority categories of persons on general assistance and households with no income maintain their same status.

Also under the new program, participants who previously had public sector placements now are eligible for six months of subsidy for jobs in the private sector if they fit into one of the priority categories.

New contracts for program administrators became effective January 1, 1986.

The department will administer the MEED program in seven counties in northwest Minnesota, in Kandiyohi and McLeod counties in east central Minnesota, Brown and Sibley counties in south central part of the state and Winona County in the southeast.

County and city governments, community action agencies, private industry councils and private nonprofit agencies will administer MEED in the remaining areas of the state.

# **C**OMMUNITY SERVICES

## **COMMUNITY ACTION**

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.

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:

- Administer the Community Services Block Grant, the Minnesota Economic Opportunity Grant and other authorized grants for community action activities.
- 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.
- Assist community action agencies in providing community service activity in all counties of the state.
- Assist Indian Reservation governments with community action activity in coordination with the Indian Affairs Intertribal Board.
- Help the Minnesota Migrant Council address the needs of migrant and seasonal farm workers.
- Seek adequate resources to administer the U.S. Department of Agriculture (USDA) surplus commodities program through a comprehensive local distribution network.
- Increase private incentives for energy self-sufficiency for low-income households.
- 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. Minnesota grantees include 29 community action agencies (CAA) which serve 86 of Minnesota's 87 counties, 11 Indian Reservation governments and the Minnesota Migrant Council.

Among the types of help provided 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.

Funding for community action agencies comes from a number of sources. The federal Community Services Block Grant (CSBG) is the base funding source. In 1985, the division received \$4,192,395 in CSBG funds. An additional \$1,146,200 was appropriated by the state Legislature for community action activities.

## **FOOD AND SHELTER**

Programs designed to supplement food and shelter needs of low-income Minnesotans are the State Temporary Housing Program, the Federal Surplus Commodities Distribution Program and Crisis Intervention.

The Temporary Housing Program focuses on homeless Minnesotans, providing continuous, 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. Ten projects were funded through a \$170,000 appropriation by the Legislature. These projects began in the fall of 1985.

In 1985, the Surplus Commodities Distribution Program provided 24.1 million pounds of USDA commodities using 41 community organizations and 658 distribution sites. Each month, an average of 203,530 households received the USDA commodities at distribution sites. About 6,000 volunteers helped distribute the food items each month. The approximate value of commodities distributed in 1985 was \$27.5 million.

## **ENERGY ASSISTANCE**

Minnesota's Energy Assistance Program served 134,382 low-income households — almost eight percent of the total number of households in the state — during the 1984-1985 heating season. Assistance amounts varied according to household size, income, fuel type and geographical zone. The average amount was \$459. 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 and leaves some payment responsibility with each household. In fiscal 1985, \$82.3 million was received for energy assistance programs.

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

The Weatherization Program, other conservation activities, alternative technologies affecting domestic heating, emergency food and shelter services, as well as other crisis and anti-poverty programs through community action agencies were funded with the block grant.

## **WEATHERIZATION PROGRAM**

The U.S. Department of Energy 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 1985, more than 108,000 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 1985, some 11,000 homes were weatherized at a cost of \$17 million.

In all, approximately 35,000 state residents have benefited from weatherization and conservation programs in 1985.



# **J**OB SERVICE AND UNEMPLOYMENT INSURANCE OPERATIONS

The year 1985 was a year of change for Job Service.

Change is not new to Job Service, however. Established in 1933 with passage of the Wagner-Peyser Act, the Minnesota Job Service periodically has experienced many changes as federal legislation led it through shifts in philosophy and structure. More recently, the federal Job Training Partnership Act (JTPA) clarified Job Service's role as a basic labor exchange and put the agency through an extended period of adjustment.

In Minnesota in 1985, these changes were amplified by state legislation. The Omnibus Jobs Bill of 1985 focused most job programs, state and federal, on the Department of Jobs and Training.

Minnesota Job Service has responded enthusiastically to these influences. It has changed its internal structure, developed new relationships with funding sources, introduced new programs and explored alternative methods of service delivery to improve cost effectiveness and program access.

At the same time, Job Service has maintained its performance level as the most productive state in the Department of Labor's Region V (including Ohio, Michigan, Indiana, Illinois and Wisconsin).

Structurally, Field Operations, the local delivery mechanism, and the Staff Support function were reunited into a single entity, the Office of Job Service and Unemployment Insurance Operations. Further changes were engendered by the Omnibus Jobs Bill. Chief among these were linkages with other employment and training agencies and units of local government.

## **Many New Programs**

The Jobs Bill established or transferred programs to enhance employment opportunities for those experiencing barriers to employment. Among them are the Community Investment Project, Supported Work Project and Grant Diversion. The Work Readiness Program is administered in cooperation with the Department of Human Services. This last is subcontracted by Job Service for delivery through some area offices, as are MEED (now known as the Minnesota Employment and Economic Development program) and JTPA.

The year 1985 saw the inauguration of the Family Farmer Project, operated by Job Service in cooperation with the Minnesota Department of Agriculture. This project will offer special employment and training services to 780 people from 600 farms. Emphasis will be placed on counseling, retraining and placement.

While Job Service has become accustomed to new funding and accountability, the new state programs of the Jobs Bill require considerable planning and adjustment at both the Central and Area Office levels. In 1986, much operational attention will be given to these new activities and the coordination of local delivery efforts.

The national and state economies improved to some extent in 1985, but a declining agricultural economy took its toll on job orders and placements. In 1985, 309,145 new and renewed applications were taken and 72,627 placements were made. This represented a slight drop from the preceding year and reflects a significant reduction in youth program activity.

In 1985, the Minnesota Youth Program funding was reduced from \$4 million to \$2.35 million and this, combined with rural economic factors, reduced employment opportunities for young people. As the agricultural economy slumped, the whole rural economy suffered and affected peripheral employment opportunities.

In 1985, 2,862 youth were placed in jobs through the Minnesota Youth Program. Coupled with placements in the private sector, a total of 18,209 jobs were found for young people through the year, a reduction of 4,920 from 1984.

## **Special Programs**

The Work Incentive (WIN) Program also experienced a difficult year in 1985. Faced with the likelihood of being dismantled by Congress, it was funded instead at 89 percent of its previous level. Intended to help individuals receiving AFDC find work, it offers employers incentives such as tax credits and reimbursement for on-the-job training costs. About 5,100 WIN registrants obtained employment in 1985, resulting in a reduction to the state of \$22 million in AFDC costs, a \$4.05 return on each dollar expended.

Job Service continued to administer such special programs as Targeted Jobs Tax Credit, Food Stamps, Alien Certification, Veterans Services, Older Workers, Handicapped Workers, Trade Adjustment Act, Job Bank and Equal Employment Opportunity. Other programs incorporated into the regular service delivery schedule include the Migrant and Youth Services programs, both of which contribute directly to agency productivity.

Migrant Services works with the 8,500 or more migrant farm workers who spend time in Minnesota each year. Bilingual staff in key offices introduce these workers to all of the agency's services and help them find jobs. In 1985, 2,892 migrants registered and 1,538 were placed in jobs.

## Outstanding Placement Rates

Minnesota was singled out by the U.S. Department of Labor as one of the outstanding states on the basis of its "fill rate" — the ratio of placements to total job openings. At 72 percent for 1985, this was well above the national average.

Perhaps this success was related to the renewed emphasis placed on employer relations. Job Service expanded its employer committees from 12 in 1984 to 27 in 1985, including a statewide committee. The committees involve 355 members of private industry.

## Offices Across Minnesota

The Office of Job Service and Unemployment Insurance Operations 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 AFDC to find work.

The 47 offices in other areas of the state combine Unemployment Insurance, WIN and Job Service program activities under one manager. Many of these also provide job training services.



# REHABILITATION SERVICES

## VOCATIONAL REHABILITATION

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 Rehabilitation Services (RS) 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. Rehabilitation 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 Rehabilitation Services clients are severely handicapped and, therefore, are given priority for services in accordance with a requirement of the 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.

Rehabilitation Services' Office of Vocational Rehabilitation 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, rehabilitation 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.

## Vocational Rehabilitation (Federal Fiscal Year 1985)

- 4,400 persons completed vocational rehabilitation and became employed.
- 15,807 persons were in the process of a vocational rehabilitation plan at year's end.
- 4,045 persons were in evaluation at year's end.
- 507 persons were in registration and intake at year's end.
- 2,845 persons were in a vocational rehabilitation plan during the year but had to discontinue for health or personal reasons.
- 3,498 persons received evaluation and were found to have no reasonable chance of becoming employable and therefore left the program.
- 27,842 Total number of persons served.

## 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 1985)

- Number of determinations: 24,557
- Number of persons ineligible for benefits: 12,242
- Number of ineligible persons referred to vocational rehabilitation: 10,605
- Number of persons eligible for benefits: 9,390
- Number of eligible persons referred to vocational rehabilitation: 1,085

## WORKERS' COMPENSATION

The Rehabilitation Services Division 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 trained vocational rehabilitation counselors who are registered with the Minnesota Department of Labor and Industry as QRCs (Qualified Rehabilitation Consultants).

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

Available services include: job analysis, vocational counseling, job development, testing, on-the-job training and placement.

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 the Workers' Compensation Unit.

## Workers' Compensation

(Federal Fiscal Year 1985)

Number of injured workers referred:	1,491
Number of qualified employees served:	744
Number of primary liability denials served:	178
Number of pending/suspended qualified employees served:	72

## 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.

Rehabilitation Services 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.

The division 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 RS clients on a "fee for service" basis.

Rehabilitation Services 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 1985)

Persons served (sheltered employment, work activity, work component, community-based employment):	7,567
Competitive job placements:	1,072
From long-term sheltered employment or work activity (LTSE/WA):	222
From evaluation and training:	850

### Expenditures

LTSE/WA:	\$8,167,944
Purchase of evaluation and training services:	\$3,272,628

### Average Annual Earnings

Sheltered employment:	\$3,952
Competitive jobs:	\$5,533

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

The 1985 Legislature approved funding for the establishment of additional centers to serve the northern and central areas of the state. One center will open in Hibbing and the other in St. Cloud.

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

Available services include: counseling, information and referral for legal and economic rights, housing, transportation, attendant care and vocational rehabilitation/employment services. 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 Centers

(Federal Fiscal Year 1985)

Housing assistance:	892
Attendant care assistance:	454
Peer counseling:	696
Information and referral:	762
Total number of people served:	3,301

## SERVICES FOR THE BLIND AND VISUALLY HANDICAPPED

When loss of vision creates a handicap to education, self care or employment for children or adults, direct services are available from State Services for the Blind and Visually Handicapped (SSB).

People who have physical or mental impairments in addition to visual disabilities also are served.

Last year approximately 4,000 people, from one-month to 108 years old, were served by rehabilitation counselors at Brainerd, Duluth, Mankato, Marshall, Moorhead, Rochester, St. Cloud and St. Paul regional field offices.

Plans are under way to locate field staff in Hibbing.

Services for the Blind provides vocational rehabilitation services that include counseling, training to acquire alternative techniques to compensate for blindness, vocational planning, job training and placement, adaptive equipment and follow-up services.

SSB provided vocational rehabilitation services to 3,980 clients and successfully rehabilitated 600 individuals in 1985.

In addition to working with blind adults, SSB counselors work with parents, who often are overwhelmed by the birth of a blind child. In these instances, counselors provide information on child development and learning techniques and help ensure that blind children in schools are not excluded from classes such as physical education and home economics. In 1985, 888 children and their families were served. Medical and educational assessments and other related activities were the major services purchased.

Rehabilitation counselors who work with visually handicapped people teach them to travel alone, walk with a cane, take care of their personal needs and housekeeping, write and read Braille and use a special typewriter or a computer.

## **INDEPENDENT LIVING**

A two-part Independent Living Program has been in operation for five years. The first part, funded by a federal demonstration grant, is designed to help blind children and adults who are multi-handicapped develop the skills and knowledge needed to live independently in their own homes, acquire an appropriate education and become eligible for vocational rehabilitation services. Counseling and training are provided to clients and family members. Consultation and in-service training also are provided to community-based facilities so that existing programs can be adapted to meet the clients' unique needs.

The second part of the Independent Living Program primarily serves older blind persons so they can function independently in their own homes and community. Services include counseling/training in alternative techniques such as mobility training, Braille, self-care techniques, cooking, home mechanics and the use of special aids and devices.

## **COMMUNICATION CENTER**

The SSB Communication Center is a statewide special library, transcription service and radio reading service. Any Minnesotan who is unable to read normal newsprint because of a visual or physical handicap is eligible for Communication Center services. In 1985, 10,400 persons were served.

Eligible clients and education institutions may borrow textbooks and leisure-time books on tape from the center's library of 5,000 book titles. Eligible individuals also may borrow a special phonograph, cassette player and closed-circuit radio.

The closed-circuit radio — Radio Talking Book — is a Minnesota-based radio reading service for newspapers, best sellers and magazines, broadcasting 24 hours every day throughout the year. The signal is transmitted across much of the state but, by law, is not available to the general public.

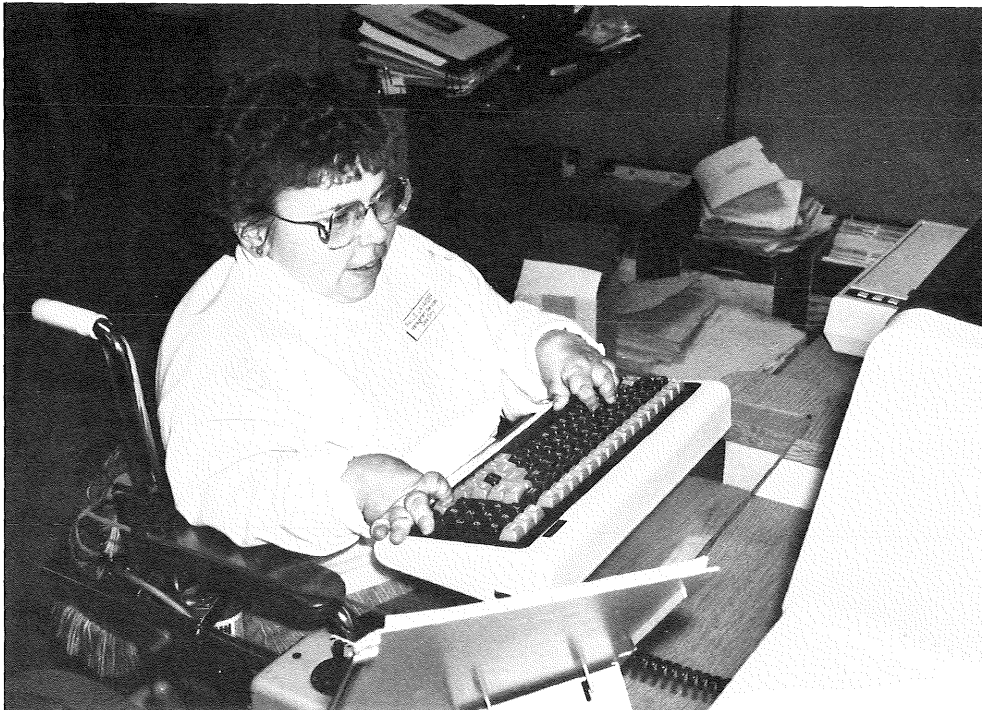
By request, the Communication Center prepares master transcriptions onto tape or into Braille of books or other printed material not available to blind persons. Eligible clients in educational institutions in Minnesota may call the center and request instructions for obtaining transcribed materials.

## **BUSINESS ENTERPRISE**

Another effort that provides an opportunity for independence is the Business Enterprise Program. The program provides training, professional management direction and administrative support to SSB clients who operate as independent business people under a franchise agreement.

Business opportunities include the establishment of cafeterias, lunchrooms, snack bars, gift/cigar shops and vendaterias or vending routes in federal, state, public and private buildings. The program staff provides ongoing contract management and support services to all operators.

In 1985, there were 88 individual businesses in operation earning an average annual income of \$17,500 for 91 blind individuals. Three new businesses were established during this past year.



# **A**DMINISTRATIVE AND TECHNICAL SERVICES

## **OFFICE OF LABOR RELATIONS AND PERSONNEL SERVICES**

The Office of Labor Relations and Personnel Services develops policies on labor relations and 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 office serves as the department's representative in dealing with the various exclusive bargaining representatives, the State Negotiator's Office, and the Department of Employee Relations.

In addition, the office handles personnel administration, such as filling of vacancies, classification, testing and recruitment, as well as providing technical assistance and interpretation of personnel policies and procedures.

The office also serves as the department's insurance representative and is responsible for all individual contracts and written communication regarding employee health and insurance benefits. During the 1985 open enrollment period, office staff visited all field offices to explain and discuss these benefits with employees.

## **RESEARCH AND STATISTICS OFFICE**

The Research and Statistics Office administers statistical programs to produce current employment and unemployment estimates and to monitor the activity of various department programs. It 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 through direct responses to requests for data.

Regional labor market analysis and special studies are conducted by the Labor Market Information (LMI) section. Higher education systems, Job Training Partnership Act and numerous other agencies utilize LMI data for planning purposes.

The Research and Statistics Office is the primary source of all employment and unemployment data compiled for Minnesota. Occupational employment projections also are available to the year 1990.

The Minnesota Occupational Information Coordinating Committee (MOICC) is part of the Research and Statistics Office. The Committee includes members from the Department of Jobs and Training, the State Board for Vocational-Technical Education, the Governor's Job Training Council 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 bimonthly occupational newsletter, is published by MOICC and distributed throughout Minnesota.

## **OFFICE OF ADMINISTRATIVE AND FINANCIAL MANAGEMENT**

In 1985, the formerly separate Financial Services and Administrative Services offices merged to create the Office of Administrative and Financial Management.

The Financial Services section paid the department's vendors, developed the financial detail of the state and federal budgets and prepared financial reports. It also controlled unemployment insurance trust fund accounts, made payments to clients and processed subgrants and contracts.

Financial Services' systems processed the federal grants and state funds which flow through the department to the various programs.

The Administrative Services section maintained and operated the Central Office building in St. Paul and the department's Minneapolis office. It 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.

## **MANAGEMENT ANALYSIS UNIT**

The Management Analysis Unit, formed on October 1, 1985, is the department's internal consultation center and continues many of the former Management Services Unit functions. It provides management and staff with analytical and technical assistance to innovatively solve problems and meet identified needs. Activities include group problem solving, quantitative and qualitative analysis such as work and information flow studies, technical writing and support, rule-making and policy and procedural development.

This new commitment to management analysis activities required extensive time to develop the unit's structure. Staff members participated in study teams to review administrative and fiscal services, departmental training and development activities, and clerical support services within one of the divisions. Staff members helped develop the department's administrative rules required by 1985 legislation and coordinated the rule-making process, including drafting the rules and providing a legal perspective in promulgating them.

The unit manages the department's STEP (Strive Toward Excellence in Performance) program. During the year, three projects proposed by department employees were approved for further study by the statewide STEP committee. The department's internal STEP committee has been reviewing eight other proposed projects for possible implementation.

The "Minnesota Precedents" manual, which documents decisions in unemployment insurance case law, was updated during the year. The department's Policy and Procedures Manual was reorganized and reissued.

## **TRAINING AND DEVELOPMENT OFFICE**

The Training and Development Office was formed near the end of the year to provide development and skills enhancement opportunities for all department employees. The office coordinates all non-programmatic training and employee development, as well as projects and programs designed to foster job satisfaction and employee involvement.

Since this office's formation, the staff has begun meeting with all department managers and supervisors to determine training needs. Emphasis is being placed on the Individual Development Planning worksheet. The office offered individual assistance to supervisors in the use of the worksheets and will help locate or provide training requested. Employees who have indicated interest in career counseling were sent a questionnaire regarding their counseling needs and office staff is meeting with those employees. The office has developed a computerized system for managing each employee's training history and needs. This on-line capability allows quick and easy access to the information in order to help employees meet their training needs.

In 1985, the office conducted in-house training sessions on "Discipline and Discharge" for supervisors, "Dealing With Difficult People," which was open to all employees, and the Employee Orientation Program. Each month, a "brown bag lunch" for su-

perisors presented an opportunity for them to informally share ideas and concerns. Groundwork for establishing an advisory task force on clerical training is underway.

The Training and Development Office is the liaison with the state's Employee Assistance Program. It can arrange for confidential counseling on almost any topic for employees and their families.

## **OFFICE OF INFORMATION SERVICES**

The Office of Information Services is responsible for the development, operation and maintenance of the department's computer systems. In 1985, a number of changes to the computer equipment, statewide on-line network and computer systems took place. In addition, the office undertook several steps to improve operational management.

Conversion to new disk technology was completed, providing a data storage capacity of 20 billion characters and an access rate three times faster, with 35 percent more storage, at a lower cost than the former equipment. All equipment on the statewide network was replaced during the year;

most of the new video terminals have displays in color, which improved capabilities in displaying data to the department's service delivery personnel. A microcomputer-based system for the job training program service delivery areas also was implemented. A new security package was installed to control access to all data files on the computer. A system in support of Interstate Unemployment Insurance payments was implemented through a central computer in Orlando, Florida, to communicate daily transactions among all states. Software provided by the Department of Labor for that purpose was extended to provide electronic mail capability among most locations of the department through the existing network.

A Change Management System was installed to coordinate all changes taking place within the office's computer systems. It allows appropriate personnel to be aware of changes and to properly manage their implementation.

During the year, extensive training was provided to enable staff to better understand management styles and to create high performance teams within the unit.

# MINNESOTA DEPARTMENT OF JOBS AND TRAINING 1985 EXPENDITURES

## JOBS PROGRAM (MEED)

Personal Services & Personal Benefits	\$	205,624	
Nonpersonal Services		28,872	
Subgrant & Client Payments		31,252,369	
Total			<b>\$31,486,865</b>

## JOB SERVICE & UI OPERATIONS

Personal Services & Personal Benefits		3,638,629	
Nonpersonal Services		619,508	
Subgrant & Client Payments		2,157,888	
Total			<b>6,416,025</b>

## STATE JOB TRAINING OFFICE

Personal Services & Personal Benefits		892,446	
Nonpersonal Services		707,674	
Subgrant & Client Payments		42,400,638	
Total			<b>44,000,758</b>

## UNEMPLOYMENT INSURANCE

Personal Services & Personal Benefits		8,870,346	
Nonpersonal Services		946,489	
Subgrant & Client Payments		331,609,488	
Total			<b>341,426,323</b>

## REHABILITATION SERVICES

Personal Services & Personal Benefits		15,687,130	
Nonpersonal Services		3,489,141	
Subgrant & Client Payments		20,698,178	
Total			<b>39,874,449</b>

## COMMUNITY SERVICES

Personal Services & Personal Benefits		1,308,468	
Nonpersonal Services		376,459	
Subgrant & Client Payments		102,376,752	
Total			<b>104,061,679</b>

## ADMINISTRATIVE & TECHNICAL SERVICES

Personal Services & Personal Benefits		32,518,166	
Nonpersonal Services		8,990,775	
Subgrant & Client Payments		—0—	
Total			<b>41,508,941</b>

## TOTAL DEPARTMENT

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**\$608,775,040**

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(\*) Denotes former members who served during the past 12 months.

(+ ) "Other" means representatives of organized labor, community-based organizations and local education agencies.



MINNESOTA DEPARTMENT OF  
**Jobs and Training**

390 North Robert Street, St. Paul, Minnesota 55101

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