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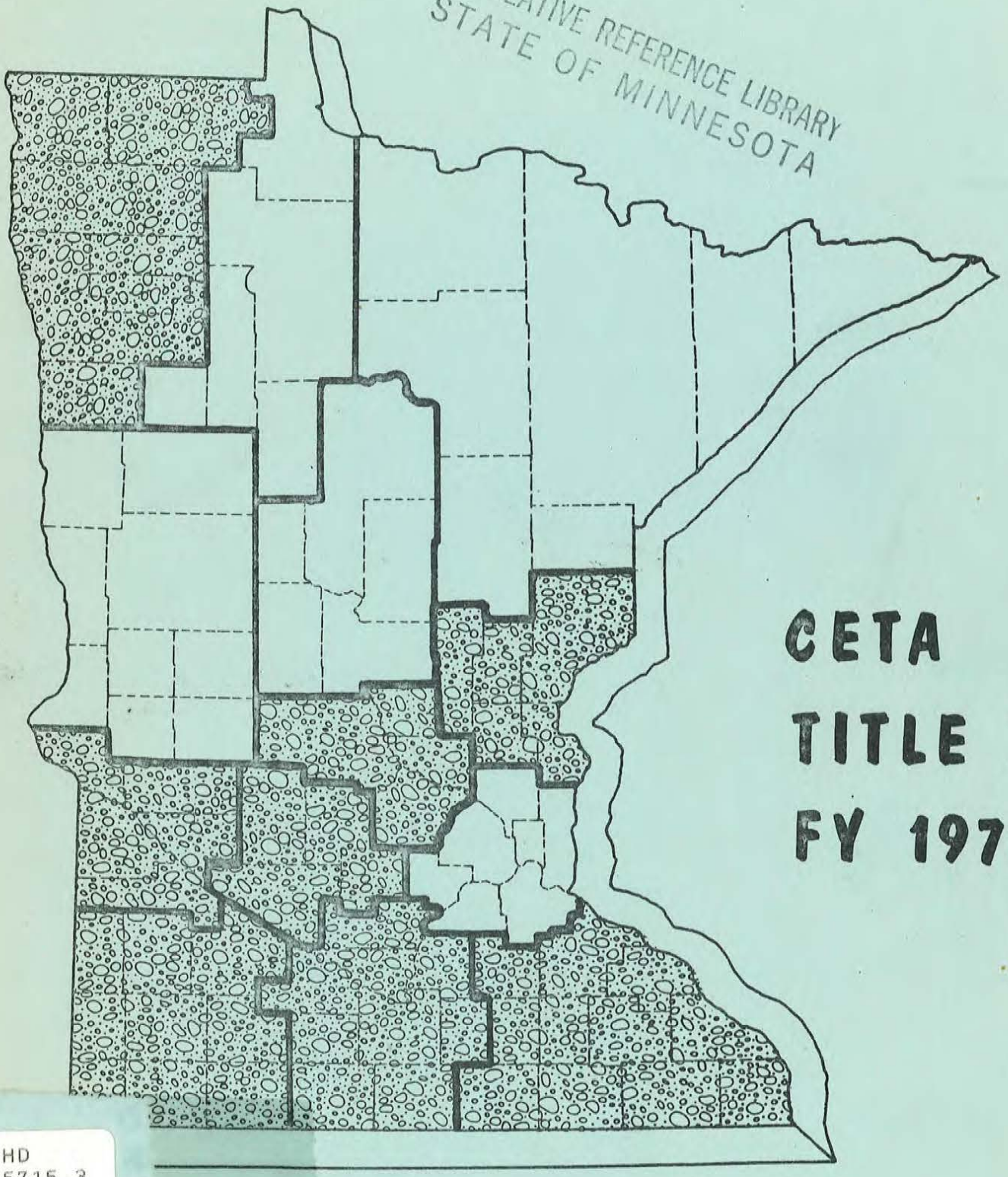

CETA TITLE I FY 1975

Minnesota Balance of State

HD
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M624
1974/75

P/M10

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U.S. DEPARTMENT OF LABOR • Manpower Administration

GRANT SIGNATURE SHEET

COMPREHENSIVE EMPLOYMENT AND TRAINING PROGRAM

GRANT NUMBER	
27-5064-10	
MODIFICATION NUMBER	

GRANTOR	GRANTEE
U.S. Department of Labor Manpower Administration Reg. V 300 South Wacker Drive Chicago, Illinois 60606	State of Minnesota Governor's Manpower Office 15 Capitol Square Building St. Paul, Minnesota 55101

This grant is entered into by the United States of America, Department of Labor, Manpower Administration, hereinafter referred to as Grantor and *(Name of Prime Sponsor)* the State of Minnesota hereinafter referred to as Grantee. The Grantee agrees to operate a Comprehensive Employment and Training Program in accordance with the provisions of this agreement, including the Comprehensive Manpower Plan and such general and special assurances as are included herein. Subgrants and contracts extending no more than one year beyond the termination date of this grant may be entered into by the grantee.

A. GRANT PERIOD

This Grant agreement covers the period *(Date)* from 9/5/74 ..... to ..... 6/30/75.....

B. OBLIGATION

This action ☒ increases ☐ decreases ☐ does not change

the federal obligation for this grant by *(this action)* $3,669,624 . to *(new level)* $ 3,669,624

C. TITLE AND FISCAL YEAR See Special Provision No. 1, "Availability of Funds"

TITLE	FISCAL YEAR			TOTAL
	1975			
TITLE I Base	$3,669,624			3,669,624
Incentive				
Discretionary				
TITLE II Base				
Discretionary				
TITLE III Indians				
Migrant				
Other				
TOTAL	3,669,624			3,669,624

APPROVED FOR THE GRANTOR		APPROVED FOR THE GRANTEE	
BY	Manpower Administration 300 South Wacker Drive Chicago, Illinois 60606	BY	W. Dennis Pederson
NAME AND TITLE	MELVIN J. HOWARD Contracting Officer	NAME AND TITLE	Asst. to the Governor for Manpower & Executive Director Governor's Manpower Office
SIGNATURE	Melvin Howard	SIGNATURE	
DATE	9/6/74	DATE	7-19-74

Special Provision #1: (Availability of Funds)

The total estimated Federal amount of the FY 75 CETA Title I program is $7,453,498. The total estimated amount is not currently available, therefore, the Government is making available $3,669,624 of FY 75 CETA Title I funds to cover the cost of operations of the CETA Title I program under this Grant. The balance of funds is contingent upon the availability of appropriated funds for the Grant. The Government shall not be obligated to reimburse the Grantee for costs incurred in excess of $3,669,624 the amount currently available and obligated.

Explanation of Action Taken as Requested in GMO letter of July 31, 1974

The Prime Sponsor was informed by letter that the request to extend categorical programs thru 10/31/74 was approved, with the exception of the 2 week extensions of Tri-County AP & Western CAC.

The Prime Sponsor allotted 159,600 of CETA Title I funds for the extension. Upon submission of all of the modifications it was determined that 114,250 of Title I funds was required.

Therefore, the amount available for obligation in the BOS Title I grant is now $7,453,498 which is the DOL allocation, $7,567,748, less $114,250 obligated in categorical programs.

Because of the availability of funds clause, the amount for obligation at time of grant award is $3,669,624; which is 50% of the allocation, 3,783,874, less 114,250 obligated in categorical programs.

Note of Explanation

1) Use of the Term--MRS

In the course of the narrative reference is made to MRS programs. MRS programs as referenced throughout, are DOL categorical programs in FY 1974. MRS is the designation of categorical programs in the FY'74 CAMPS Plans and does not refer to Manpower Revenue Sharing and should not be so interpreted.

2) Use of the Term Program Agent

The term Program Agent in this grant application is used as defined on page 73 and does not refer to the definition of Program Agent as it relates to Title II programs in the CETA regulations.

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OMB NO 80-R0198

APPLICATION FOR FEDERAL ASSISTANCE (NONCONSTRUCTION PROGRAMS)

PART I

1. State Clearinghouse Identifier

2. Applicant's Application No
27-5064-10

3. Federal Grantor Agency
U.S. Department of Labor

Organizational Unit
Manpower Administration

Administrative Office
Chicago Regional Office

Street Address - P.O. Box
300 South Wacker Drive

City, State, Zip Code
Chicago, Illinois 60606

4. Applicant Name
State of Minnesota

Department Division
Governor's Manpower Office

Street Address - P.O. Box
15 Capitol Square Building

City, County
St. Paul, Minnesota 55101

5. Descriptive Name of the Project
Comprehensive Employment and Training Program

6. Federal Catalog No.
17.232

7. Federal Funding Requested
$ 7,567,748

8. Grantee Type
X State, ____ County, ____ City, ____ Other (Specify)

9. Type of Application or Request
X New Grant, ____ Continuation, ____ Supplement, ____ Other Changes (Specify)

10. Type of Assistance
X Grant, ____ Loan, ____ Other (Specify)

11. Population Directly Benefiting from the Project
3993

13. Length of Project
11 months

12. Congressional District
a. Minnesota - 4
b. Minnesota - 1,2,6,7partial 8partial

14. Beginning Date
8/1/74

15. Date of Application
7/15/74

16. The applicant certifies that to the best of his knowledge and belief the data in this application are true and correct, and that he will comply with the attached assurances if he receives the grant.

Typed name
Wendell R. Anderson

Title
Governor

Telephone Number
AREA CODE 612 NUMBER 296-6909 EXT.

Signature of Authorized Representative
Wendell R. Anderson

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7

NARRATIVE DESCRIPTION OF PROGRAM

Preface

The narrative sections of this application follow, item by item, the format given in the U.S. Department of Labor's CETA Forms Preparation Handbook. In describing certain portions of the program, the narrative is subdivided to reflect the regional operation of the Balance-of-State planning system. This system is discussed in detail in section I.A.2.d. of the narrative.

I. General Requirements

A. Objectives and Needs for Assistance

1. Purpose

The purpose of the Balance-of-State CETA program is "to provide job training and employment opportunities for economically disadvantaged, unemployed and underemployed persons, and to assure that training and other services lead to maximum employment opportunities and enhance self-sufficiency" of the individuals served (CETA Sec. 2). Programs designed to reach this goal will be structured to promote the integration of human services at all levels of delivery within the boundaries of Minnesota's Economic Development Regions. Such integrated delivery would advance the stated purpose of CETA programs as well as the goals of other programmatic human service systems.

I.A.2. Analysis of Needs

a. General Economic Conditions

General

According to the 1970 Census, approximately 45% of Minnesota's poor resided in the Balance of State (BOS) area. This same area contained only 37% of the State's population. The incidence of poverty is 35% greater in the BOS than in the State as a whole. However, only approximately one-fifth of the families receiving public assistance in Minnesota lived in the BOS in 1970.

Unemployment, which is traditionally greater in the BOS than the State overall, registered 5.6% in 1973. Though last year's unemployment situation for the BOS improved slightly (.4%) over

1972, unemployment in 1973 was nearly 20% greater in the BOS than for the State as a whole. Currently 38 out of the 54 counties in the BOS area qualify for Title II funds because of sustained high unemployment rates. The chart below displays recent unemployment rates for BOS by Economic Development Region:

UNEMPLOYMENT RATES BY ECONOMIC DEVELOPMENT REGION IN BOS FOR 1972 & 73

Region		1972	1973 Preliminary
1	(7 counties)	10.3	9.9
6E	(4 counties)	5.8	4.9
6W	(5 counties)	6.6	5.6
7E	(4 counties)	8.4	7.4
7W	(5 counties)	6.2	6.4
8	(9 counties)	4.9	4.7
9	(9 counties)	5.5	5.0
10	(11 counties)	5.3	4.7
Average		6.0	5.6

(Source: Minnesota Department of Employment Services).

Employment and unemployment data for the first three months of 1974 suggest that Minnesota's economy is more sluggish than it was during the first quarter of 1973. Most economists, according to the Minnesota Department of Employment Services (MDES), concede that there will be more jobless workers and less employment growth in 1974 than during 1973.

The economic base of the BOS is primarily agriculture, but combined with light industry and tourism. The advent of higher prices for petroleum products and shortages of some related products (especially chemical fertilizer compounds) has significantly darkened the prospect for an improved economic situation in the BOS. Although 1973 farm income was considerably higher than in previous years, current agricultural information indicates that rising operating costs and lower prices for farm products could seriously reduce farm earnings for 1974.

Balance-of-State Profile

Attached are graphic displays of selected economic indicators for all of the BOS planning regions. These indicators provide a summary picture of the situation in each region, and, taken together, the BOS area.

UNEMPLOY NT RATES

BY REGION, BOS, STATE, U.S.A.

1966 - 73

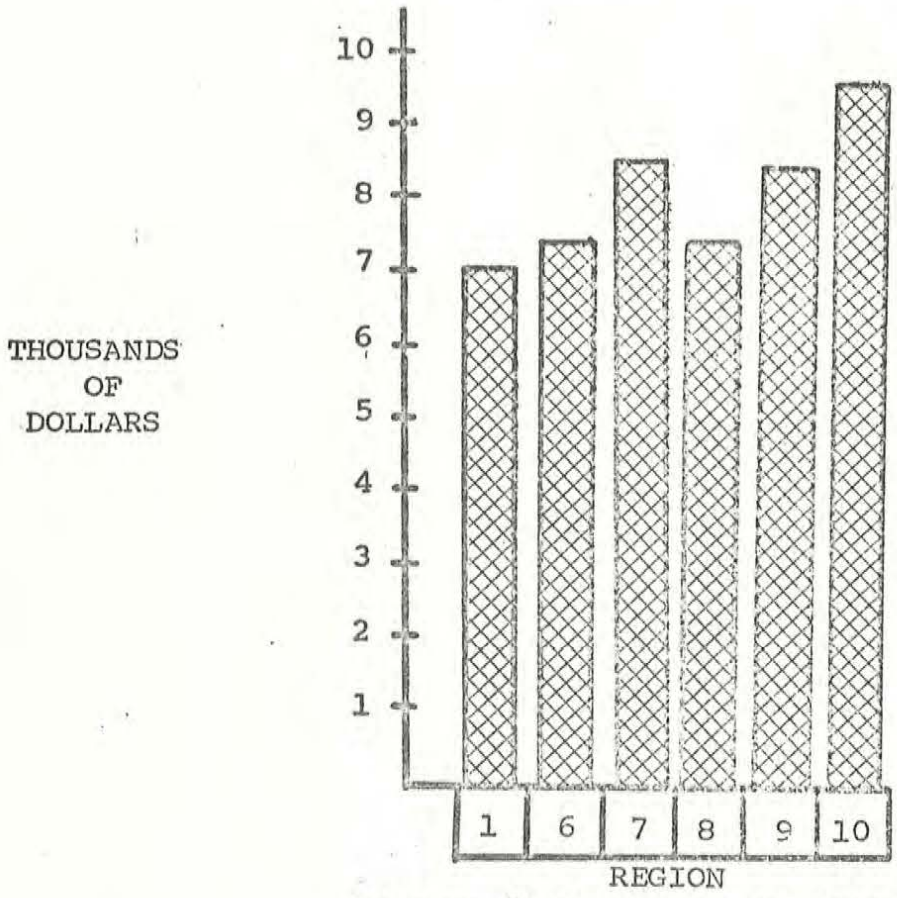
(Prelim.)

AREA	1966	1967	1968	1969	1970	1971	1972	1973
Region 1	7.2	6.3	7.1	6.6	8.8	10.2	10.3	9.9
Region 6E	4.6	4.1	4.5	4.3	5.1	6.4	5.8	4.9
Region 6W	4.8	4.2	4.5	4.2	5.3	6.6	6.6	5.6
Region 7E	6.1	5.6	6.0	5.1	8.9	9.1	8.4	7.4
Region 7W	4.9	5.3	5.0	4.5	5.7	8.1	6.2	6.4
Region 8	4.1	3.6	3.8	3.5	4.2	4.9	4.9	4.7
Region 9	3.8	3.7	3.7	3.5	4.3	5.1	5.5	5.0
Region 10	3.8	3.6	3.8	3.6	4.9	5.6	5.3	4.7
BOS Average	4.4	4.2	4.4	4.1	5.4	6.4	6.0	5.6
Minnesota	3.1	3.1	3.2	2.9	4.2	5.4	5.9	4.7
U.S.A.	3.8	3.8	3.6	3.5	4.9	5.9	5.6	4.9

Sources: 1. Minnesota Department of Employment Services
"Minnesota County Work Force Data - 1966 thru 1973"

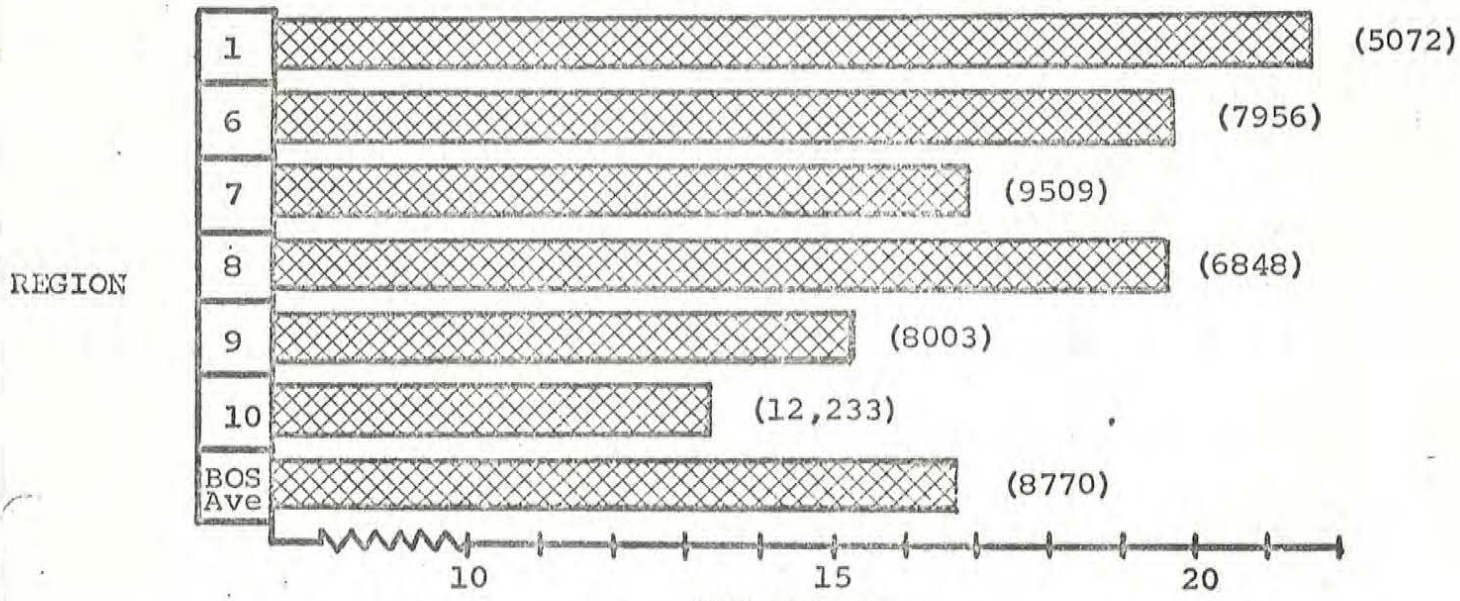
2. "Manpower Report of the President"- March 1973

MEDIAN FAMILY
INCOME



Source: "1970 Census of Population"

PERCENT OF FAMILIES
BETWEEN 0-125% OF POVERTY
BY REGION
(ACTUAL COUNT)



Source: "1970 Census of Population"

b. Description of the Labor Force

- Labor Force Characteristics -

The labor force in the BOS in 1973 totaled 583,430, an increase of approximately 3.6% over the previous year. Most of that employment gain was realized in the last quarter, mainly in occupations engaged in agriculture.

Appendix A is a Governor's Manpower Office report which includes a breakdown of occupational - industrial employment trends. This report identifies the major employment areas for the state and for each BOS region. Moreover, it highlights those employment areas that have significantly expanded or declined over the past ten and twenty year period.

- Identification of Population Groups -

Summary statements regarding the status of special population groups are given below. Further identification of special population segments is made in the individual regional profiles attached to this section.

1. In 1970, minorities in the labor force totalled 2,568 or one-half of one percent of all workers.

2. Almost 50% of the minorities in the labor force were Spanish Americans.

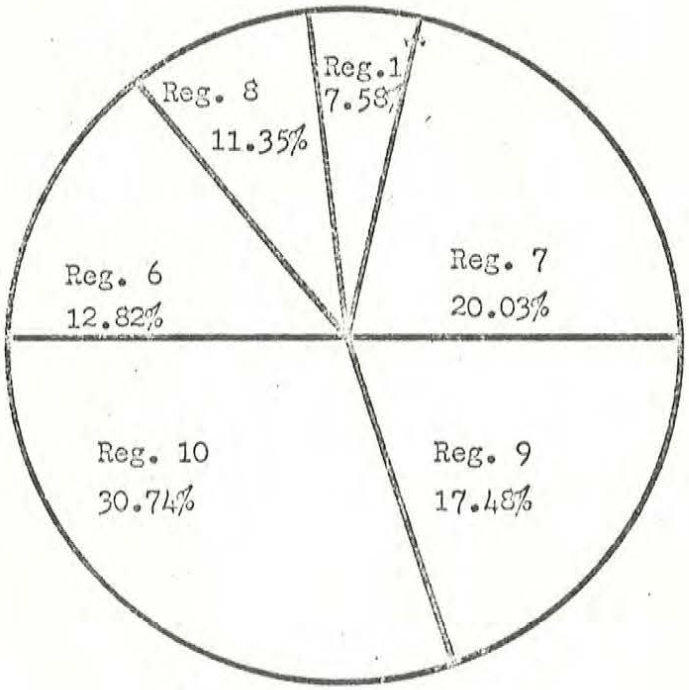
3. 41% of the State's 94,000 working poor resided in the BOS area.

4. 11% of the population 25 years and over had less than 8 years of education compared with a State average of 9%.

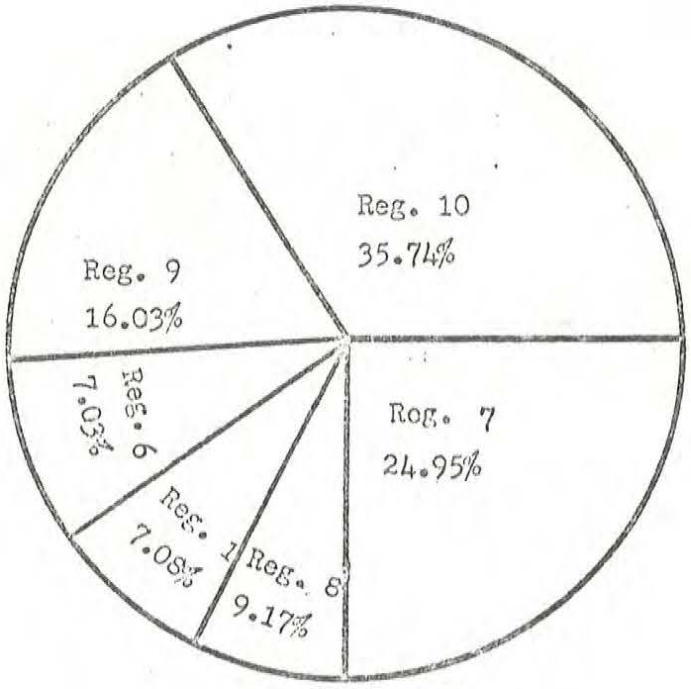
5. Unemployment among 16 - 21 year olds in 1970 was 5,116, an unemployment rate of 28.9%. Of this unemployed group, nearly 46% had not completed high school.

6. According to MDES, over 10,000 Minnesota veterans are in need of manpower services and approximately 54% of that number are of the Vietnam era.

DISTRIBUTION OF POPULATION
BY BOS REGION



DISTRIBUTION OF RACIAL AND ETHNIC
MINORITIES BY BOS REGION



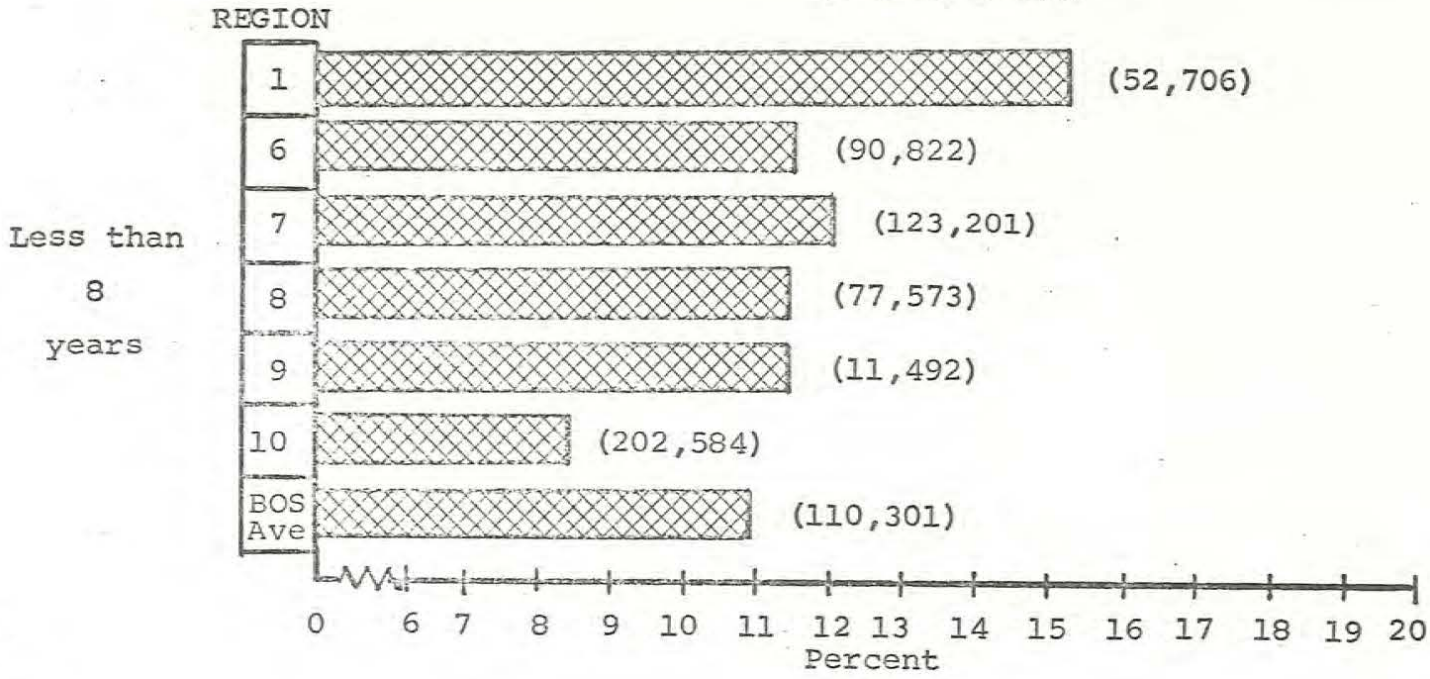
Source: "1970 Census of Population"

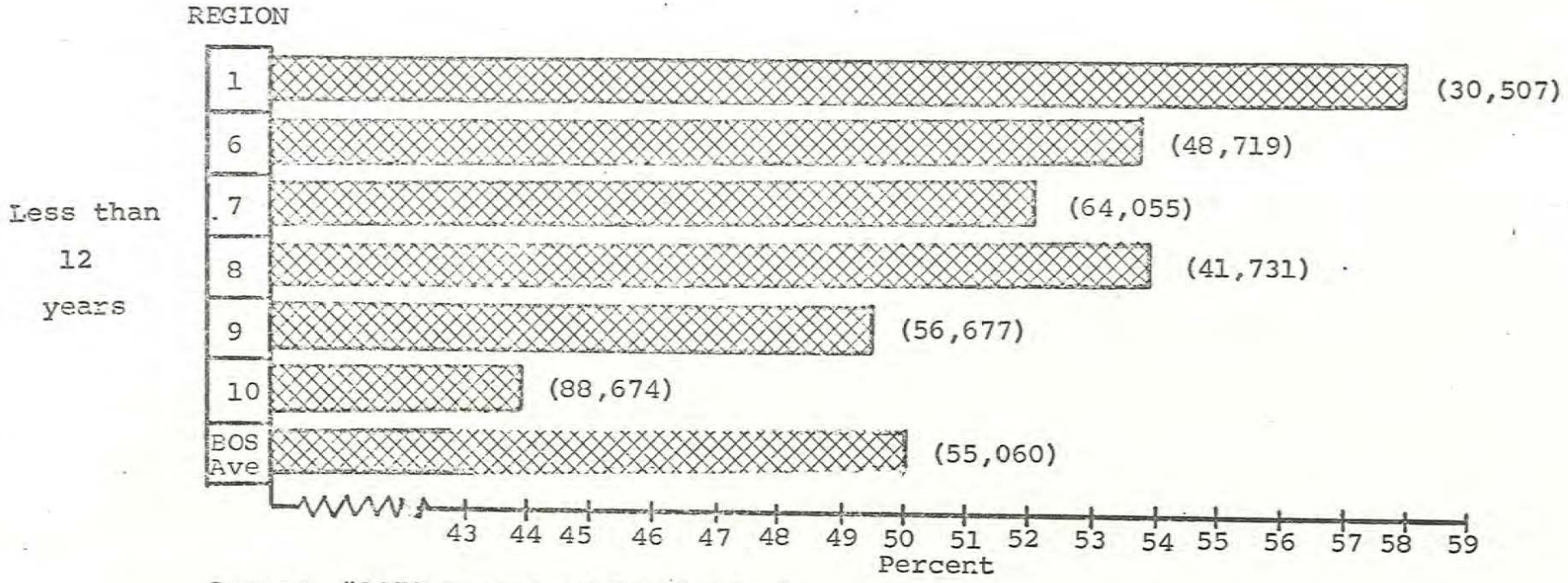
DISTRIBUTION OF TOTAL POPULATION AND ETHIC MINORITIES BY REGION IN BOS

AREA	POPULATION	DISTRIBUTION OF POPULATION	RACIAL & ETHNIC MINORITIES	DISTRIBUTION OF MINORITIES
Region 1	94,579	7.58%	652	7.08%
Region 6	159,968	12.82%	648	7.03%
Region 7	249,869	20.03%	2,299	24.95%
Region 8	141,532	11.35%	845	9.17%
Region 9	218,000	17.48%	1,477	16.03%
Region 10	383,369	30.74%	3,293	35.74%
TOTAL	1,247,317	100.0%	9,214	100.0%

Source: "1970 Census of Population"

PERCENT OF POPULATION 25 AND OVER
WITH LESS THAN 8 YRS. AND 12 YRS. OF EDUCATION
BY REGION
(ACTUAL COUNT)

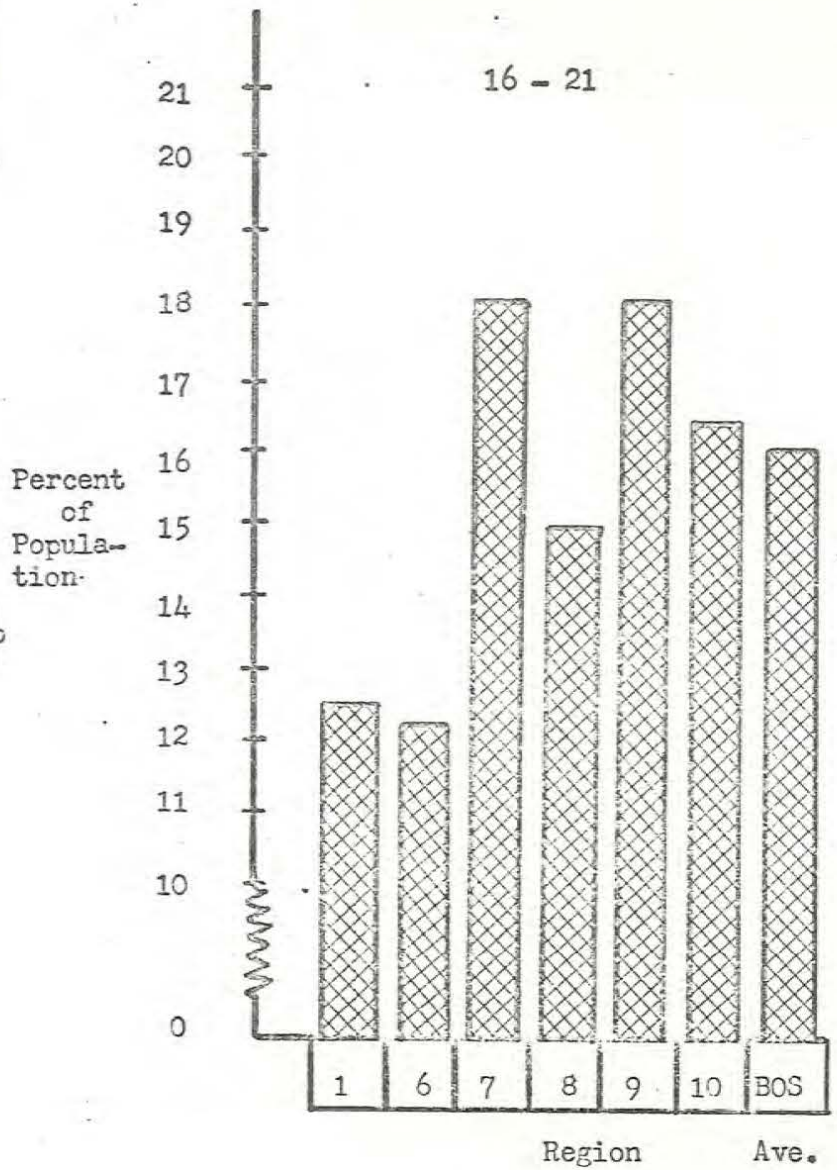


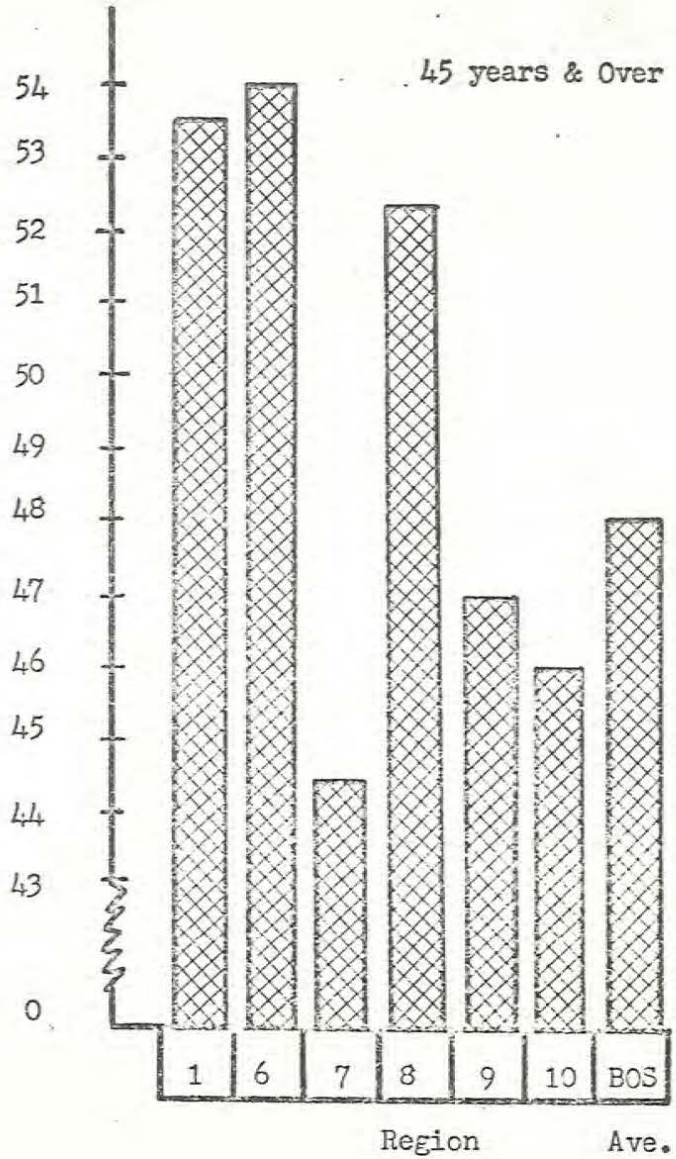


Source: "1970 Census of Population"

CONCENTRATION OF YOUTH

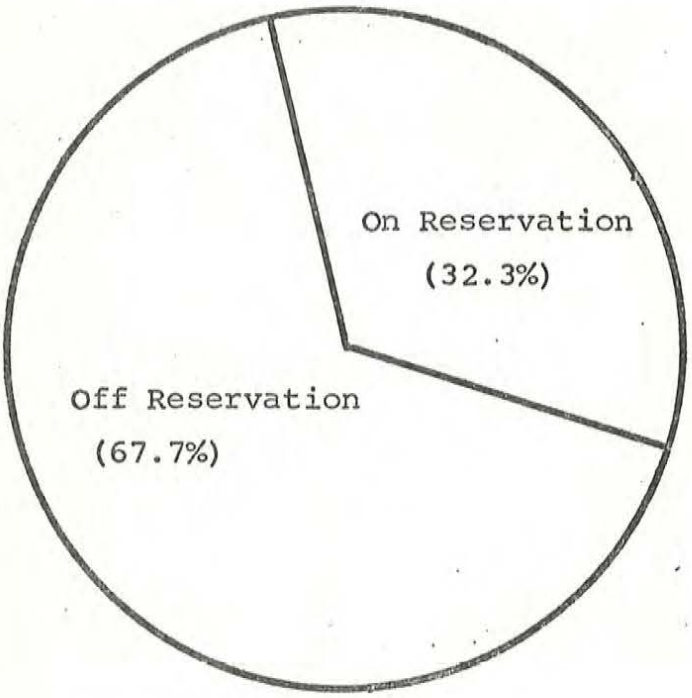
AND PERSONS OVER 45 YEARS OF AGE IN THE POPULATION





Source: "1970 Census of Population"

NATIVE AMERICANS
IN BOS

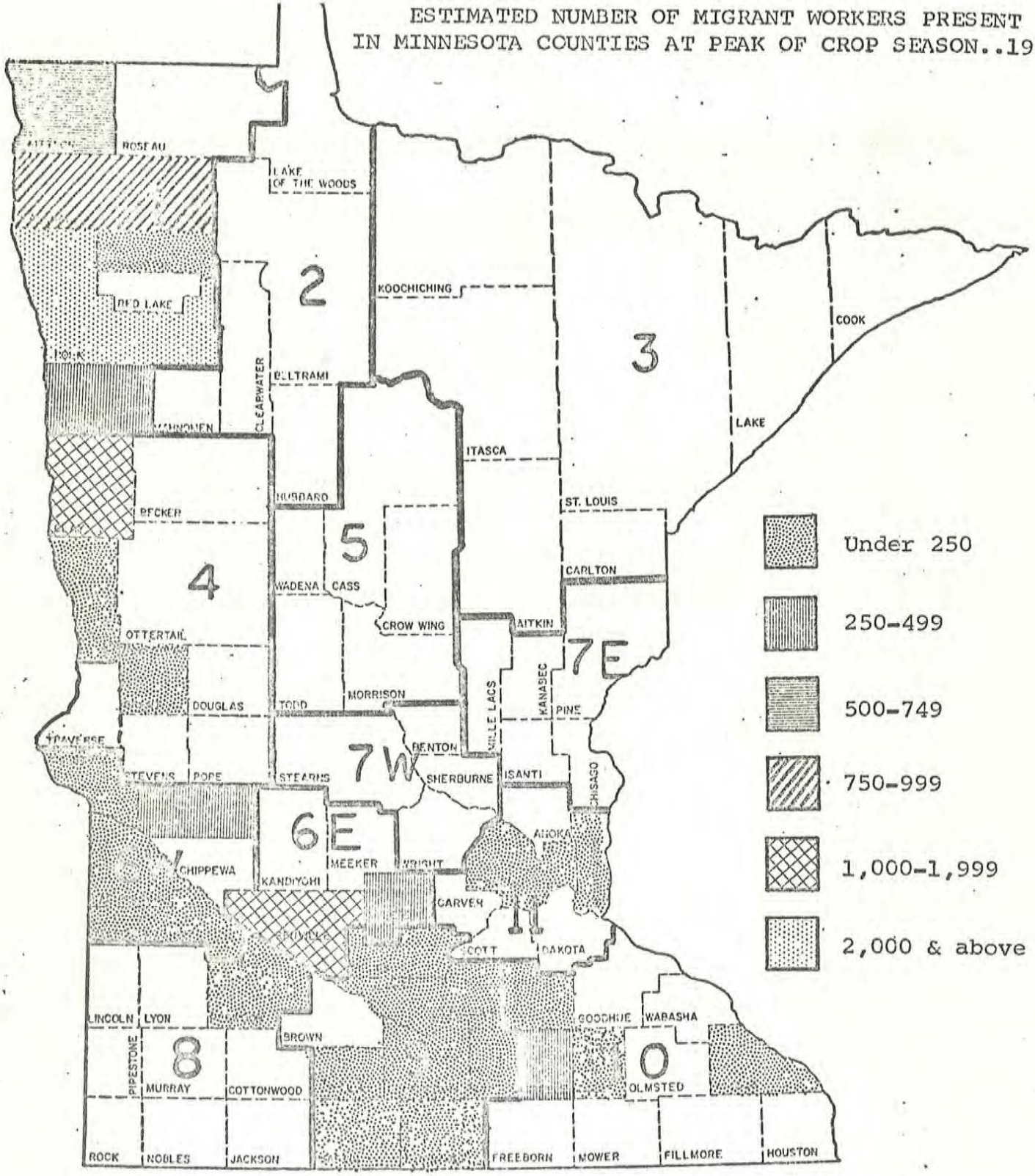


NATIVE AMERICAN POPULATION
BY REGION

Region	On Reservation	Off Reservation	Total
1	0	257	257
6	100	165	265
7	350	658	1,008
8	225	170	395
9	0	139	139
10	100	232	332
TOTAL	775	1,621	2,396

Source: "Report of the Minnesota Indian Affairs Commission" - 1973.

ESTIMATED NUMBER OF MIGRANT WORKERS PRESENT IN MINNESOTA COUNTIES AT PEAK OF CROP SEASON..1970



Source: Minnesota Department of Health
"Minnesota's Health" - Nov. 1970

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The Minnesota Migrant Council estimates that there will be approximately 16,000 migrant persons--double the number in 1970--in Minnesota during the 1974 harvesting season. Of this number, 12,000 adults and youth will be working directly in the fields. A number of new sugar beet processing plants have been established in areas where migrants had not worked previously.

Region : 1

1. Unemployment Rates (April 1970)

Both Sexes	7.9
Male	7.6
Female	8.4

2. % of Unemployed by Race and Ethnic Group

	Total	White	Black	Sp. American	Other
Both Sexes	7.9	7.9	0	0*	31.3*
Male	7.6	7.6	0	0*	0*
Female	8.4	8.3	0	0*	53.6*

3. % of Labor Force in Low-Pay/Low-Status Occupation

Both Sexes	17.3	17.3	0	28.6*	33.3*
Male	13.9	13.9	0	38.7	30.0
Female	23.7	23.7	0	18.8*	38.5*

4. Number of Families below Poverty Level 3,488

5. % of Families with Public Assistance 8.3

6. % of Non-High School Graduates Unemployed or not in Labor Force (not in School) 57.0

7. % High School Graduates Unemployed or not in Labor Force 26.0

* Disclosure Suppression

Source: Department of Labor
"Summary of Manpower Indicators"

REGIONAL PROFILES

Region : 6

1. Unemployment Rates (April 1970)

Both Sexes	4.4
Male	4.4
Female	4.2

2. % of Unemployed by Race and Ethnic Group

	Total	White	Black	Sp. American	Other
Both Sexes	4.4	4.4	0	0*	8.1*
Male	4.4	4.4	0	0*	13.9*
Female	4.2	4.2	0	0*	0*

3. % of Labor Force in Low-Pay/Low-Status Occupation

Both Sexes	15.4	15.4	0	0*	28.1*
Male	11.9	11.9	0	0*	35.5*
Female	22.2	22.2	0	0*	19.2*

4. Number of Families below Poverty Level 5,537

5. % of Families with Public Assistance 7.5

6. % of Non-High School Graduates Unemployed or not in Labor Force (not in School) 46.0

7. % High School Graduates Unemployed or not in Labor Force 21.9

* Disclosure Suppression

Source: Department of Labor
"Summary of Manpower Indicators"

REGIONAL PROFILES

Region : 7

1. Unemployment Rates (April 1970)

Both Sexes	4.7
Male	4.5
Female	5.0

2. % of Unemployed by Race and Ethnic Group

	Total	White	Black	Sp. American	Other
Both Sexes	4.7	4.7	16.1	18.7*	11.4*
Male	4.5	4.5	22.7	22.8*	3.6*
Female	5.0	5.0	0	12.7*	18.2*

3. % of Labor Force in Low-Pay/Low-Status Occupation

Both Sexes	15.8	15.8	0	18.3*	26.6*
Male	13.2	13.2	0	32.4*	36.8*
Female	20.5	20.6	0	0*	15.4*

4. Number of Families below Poverty Level 6,503

5. % of Families with Public Assistance 10.0

6. % of Non-High School Graduates Unemployed or not in Labor Force (not in School) 56.4

7. % High School Graduates Unemployed or not in Labor Force 22.5

* Disclosure Suppression

Source: Department of Labor
"Summary of Manpower Indicators"

Region : 8

1. Unemployment Rates (April 1970)

Both Sexes	3.8
Male	3.4
Female	4.4

2. % of Unemployed by Race and Ethnic Group

	Total	White	Black	Sp. American	Other
Both Sexes	3.8	3.7	6.7*	0*	25.3*
Male	3.4	3.4	8.3*	0*	26.2*
Female	4.4	4.4	0*	0*	24.2*

3. % of Labor Force in Low-Pay/Low-Status Occupation

Both Sexes	17.2	17.2	21.4*	55.3*	8.9*
Male	14.2	14.2	18.2*	62.7*	0*
Female	23.2	23.2	33.3*	33.3*	20.0*

4. Number of Families below Poverty Level 4,696

5. % of Families with Public Assistance 6.0

6. % of Non-High School Graduates Unemployed or not in Labor Force (not in School) 43.7

7. % High School Graduates Unemployed or not in Labor Force 21.6

* Disclosure Suppression

Source: Department of Labor
"Summary of Manpower Indicators"

Region : 9

1. Unemployment Rates (April 1970)

Both Sexes	4.8
Male	4.3
Female	5.6

2. % of Unemployed by Race and Ethnic Group

	Total	White	Black	Sp. American	Other
Both Sexes	4.8	4.8	0*	7.6*	11.1
Male	4.3	4.2	0*	3.8*	17.8
Female	5.6	5.6	0*	16.7*	0*

3. % of Labor Force in Low-Pay/Low-Status Occupation

Both Sexes	15.9	15.9	8.0*	12.1	0*
Male	13.9	13.9	8.0*	12.1	0*
Female	19.4	19.4	0*	0	0*

4. Number of Families below Poverty Level 5,497

5. % of Families with Public Assistance 10.4

6. % of Non-High School Graduates Unemployed or not in Labor Force (not in School) 45.3

7. % High School Graduates Unemployed or not in Labor Force 22.3

* Disclosure Suppression

Source: Department of Labor
"Summary of Manpower Indicators"

REGIONAL PROFILES

Region : 10

1. Unemployment Rates (April 1970)

Both Sexes	4.0
Male	3.5
Female	4.8

2. % of Unemployed by Race and Ethnic Group

	Total	White	Black	Sp. American	Other
Both Sexes	4.0	4.0	3.4*	6.4*	1.2*
Male	3.5	3.5	5.2*	4.7*	3.6*
Female	4.8	4.8	0*	9.7*	0*

3. % of Labor Force in Low-Pay/Low-Status Occupation

Both Sexes	16.5	16.5	11.0*	16.3*	8.8*
Male	14.0	14.0	12.8*	13.6*	7.4*
Female	20.7	20.8	7.8*	21.9*	9.1*

4. Number of Families below Poverty Level 7,911

5. % of Families with Public Assistance 8.9

6. % of Non-High School Graduates Unemployed or not in Labor Force (not in School) 45.6

7. % High School Graduates Unemployed or not in Labor Force 18.2

* Disclosure Suppression

Source: Department of Labor
"Summary of Manpower Indicators"

$$\text{Skills Shortage Index} = \frac{\text{Job Orders}}{\text{Registered Applicants}} \times \frac{\text{Unfilled Job Openings}}{\text{Filled \& Unfilled Job Openings}}$$

No analysis is complete without some cautions. Obviously the analysis is only as good as the quality of the data. Unfortunately, mechanical and human errors have been found in the reporting system. The magnitude of such errors have been estimated to run as high as 20% or more.

Attached are the results of the ESARS analysis by BOS regions. The Labor Market referred to in the regional reports is the area served by the Employment Service Office at the location listed. The code is the numerical listing of the occupation used in the Dictionary of Occupational Titles (DOT). The salary data, when identified, is from the most recent Wage and Salary Survey conducted by MDES.

ESARS DATA ANALYSIS

REGION I

LABOR MARKET	OCCUPATION	DOT CODE	INDEX	MEDIA SALAR
Thief River Falls	Registered Nurse	075	2.0	
	Mixing, compounding, blending, kneading, shaping-Food, Tobacco & related products	520	5.36	
Cr ookston	Farm machinery repairing	624	7.2	
"	Fabrication & repair of wood products	769	5.0	

ESARS DATA ANALYSIS

REGION 6 E

LABOR MARKET	OCCUPATION	DOT CODE	INDEX	MEDI SALA
illmar	General Laborer	609.884	2.76	$ 414
"	Cashiering	211	2.09	365
"	Civil Engineering	005	2.00	
"	Saleswork, real estate & insurance	250	2.00	
"	Mechanical repairing	639	2.00	709
"	Fabrication & repair of toys and games	731	1.68	
"	Metal Machining, N.e.c.	609	1.40	685
"	Laying out, marking, cutting & punching in textile, leather, etc.	781	1.32	
"	Motor freight transportation	909	1.25	
"	Extraction of Minerals	939	1.04	

The data for Region 6W indicates that there are no skill shortages.

ESARS DATA ANALYSIS

REGION 7 E

LABOR MARKET	OCCUPATION	DOT CODE	INDEX	MEDIA SALAR
Mora	Saleswork, jewelry & Silverware	283	2.00	
	REGION 7 W			
S Cloud	Domestic Services	309	13.8	
"	Processing, leather & textiles	589	3.38	
"	Welding, flame cutting, & related work	819	2.25	653
"	Fabrication & repair of ophthalmic goods	713	2.28	
"	Saleswork, real estate & insurance	250	2.08	
"	Machine sewing, non-garment	787	1.35	433

ESARS DATA ANALYSIS

REGION 8

LABOR MARKET	OCCUPATION	DOT CODE	INDEX	MEDI SALA
Worthington	Canvassers & Solicitors	293	1.36	800
"	Metal Unit assembling & adjusting	706	2.94	435

ESARS DATA ANALYSIS

REGION 9

LABOR MARKET	OCCUPATION	DOT CODE	INDEX	MEDIAN SALARY
Fairmont	Processing, non metallic minerals & related products	579	1.20	
Mankato	Saleswork, real estate, insurance	250	2.64	
"	Machine sewing, garment	786	2.00	$ 456
New Ulm	Fabrication & repair of plastics, Synthetics, rubber & related	759	13.00	
"	Demonstrating & Modeling	297	12.00	
"	Canvassing & Soliciting	293	6.00	800
"	Machining and related work	600	1.75	685
"	Packaging and materials handling	929	1.29	
"	Packaging	920	1.18	522

ESARS DATA ANALYSIS

REGION 10

LABOR MARKET	OCCUPATION	DOT CODE	INDEX	MEDI SALA
Faribault	Casting and Molding	556	4.06	
"	Assembly & repair of electronic components and accessories	726	2.77	
Owatonna	Machining and related work	600	2.14	711
"	Turning	604	21.85	619
Albert Lea	Saleswork, food stuffs, beverages and tobacco	262	3.00	
Rochester	Motor Freight Transportation	909	1.07	604
inona	Brewmaster	183.168	1.01	

d. Area's Manpower Needs

The Balance-of-State Prime Sponsor intends to implement a manpower service delivery system which will integrate all CETA authorized services into a comprehensive program which will permit the appropriate service mix to be selected for each individual to be served. This design will maximize the opportunities for reaching the goal of job attainment and self-sufficiency for each participant by specifically addressing individual needs. Moreover, an integrated manpower service delivery system will facilitate cooperation with deliverers of supportive services outside the manpower area by presenting a single program point for coordination instead of several. Such improved coordination should further the realization of integrated human services throughout the BOS.

The initial design for an integrated system in the BOS area can be summarized as follows:

1. The geographic unit for both planning and delivery of services will be the respective Economic Development Regions;

2. Each region will be served by the appropriate number of CETA intake centers to insure complete regional coverage;

3. All the types of program activity (components) shown in Section II of the P.O.P. plus authorized supportive services will be available at each CETA intake center;

4. A team comprised of persons responsible for the various system components and/or services to participants will assess the needs of each participant individually;

5. The individual assessment of needs will result in development of an enrollee plan for each participant;

6. Each participant can receive all of the manpower or supportive services determined as necessary for reaching the goal of job attainment;

7. The participant's enrollee plan will identify team members responsible for providing each service and an estimate/time frame for delivery of service;

8. Team members will monitor participant progress both during the service program and continuing for follow-up period after placement.

This design is displayed graphically at the end of this section.

The analysis of BOS needs together with experience gained from past manpower programs indicates that real flexibility in services is needed to respond to the diverse economic conditions, labor force characteristics, and skill shortages in the BOS area. The integrated delivery system, which provides the ability to direct services toward almost any job attainment goal, and the local nature of delivery provide this flexibility. The CETA services and training provided to an individual are based first upon his/her needs, but these needs are interpreted against prevailing economic and labor force conditions both locally and within the State. Information about local conditions from such sources as ESARS and Job Bank will be continually gathered by intake center staff. Participant goals will be structured in light of such current information. This process will serve to make CETA services and training relevant to both individual and area manpower needs.

Area Manpower Needs: 1975 Summer Youth Program

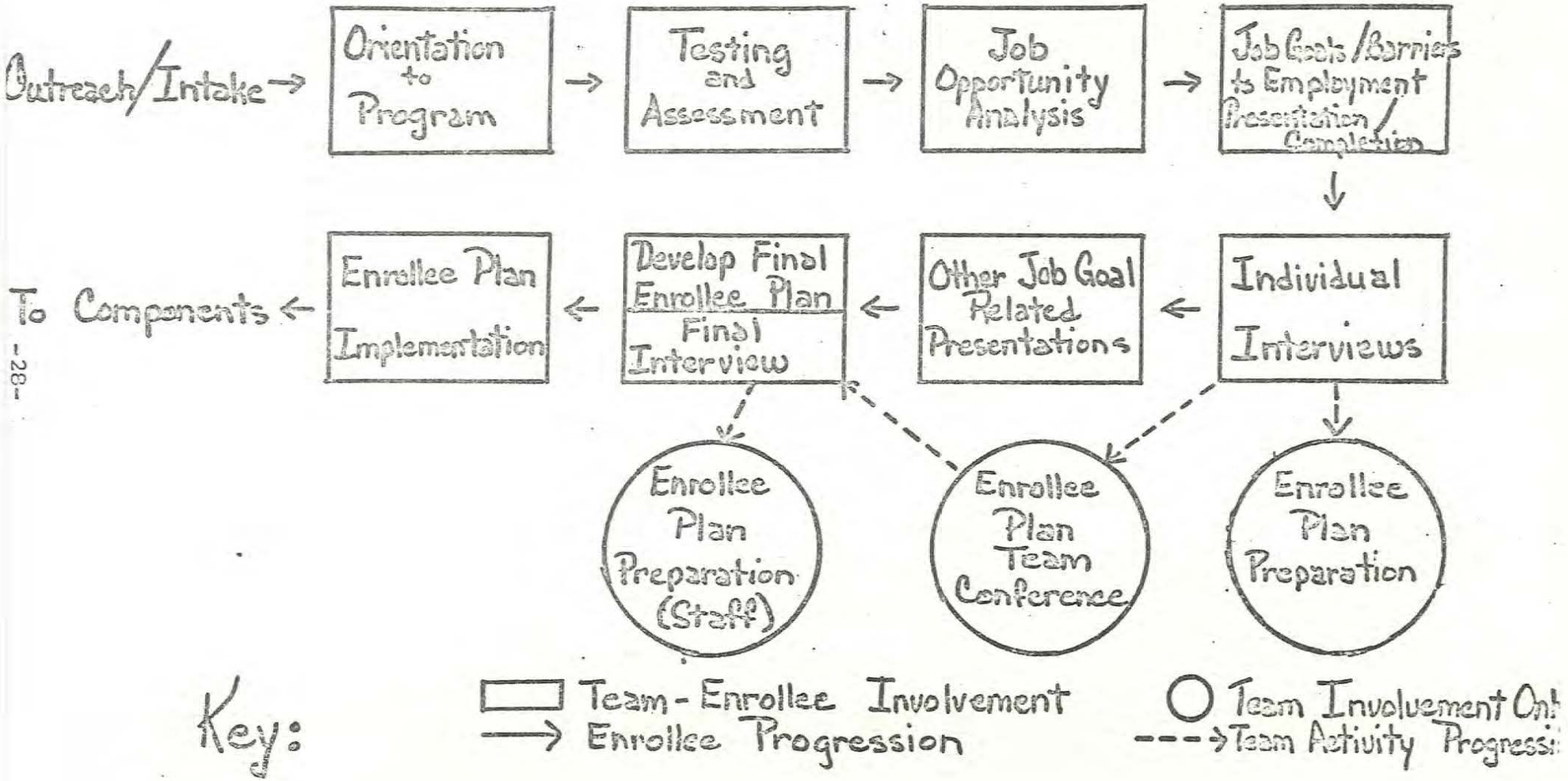
The projected 1975 summer youth program in the Balance of State will provide temporary summer employment in the public and private non-profit sectors of the economy for economically disadvantaged youth age 14 through 21. Data projections indicate there will be insufficient summer employment opportunities available to youth in the private-for-profit sector. The Prime Sponsor intends to provide a work experience model program for youth who are in school, out-of-school, recent graduates who are uncertain of future plans, recent graduates who are in transition from school to a job or from school to higher education, veterans, minority and others who meet the basic eligiblity criteria.

A total of 2000 participants are planned to be served. The following projection indicates the percent composition of participants by sex and age (14 to 15, 16 to 17 and 18 through 21 years old):

AGE GROUP	MALE (50%)	FEMALE (50%)	TOTAL (100%)
14 to 15	350	350	700 (35%)
16 to 17	500	500	1000 (50%)
18 through 21	150	150	300 (15%)
TOTAL	1000	1000	2000 (100%)

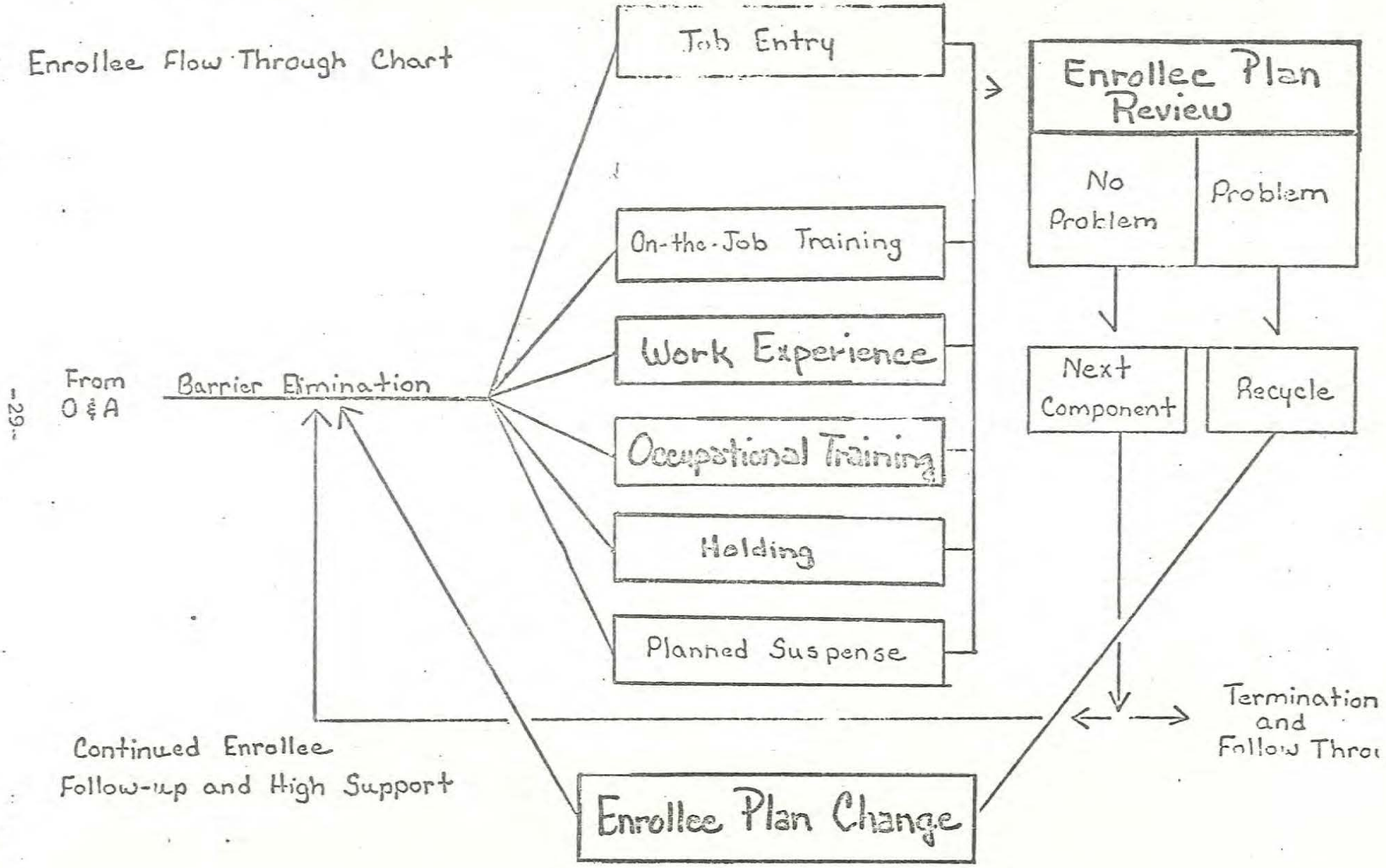
ORIENTATION and ASSESSMENT

Enrollee Flow-Through Chart



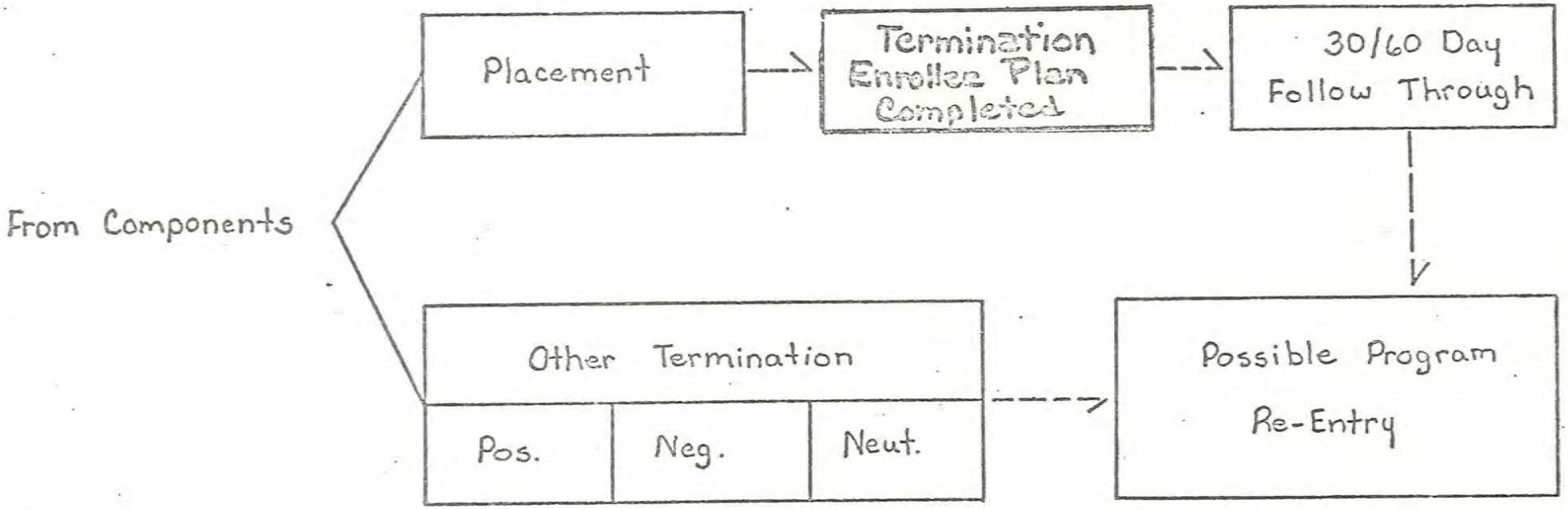
COMPONENTS

Enrollee Flow Through Chart



TERMINATION

Enrollee Flow Through Chart



e. Identification of Priority Groups

Identification of the population groups most in need of services was made at the BOS regional level. Quantitative indicators on populations groups determined to be economically disadvantaged, unemployed or underemployed, were assembled and presented to each Regional Manpower Advisory Committee (RMAC). These indicators included an estimate of the number of Veterans (including those of the Vietnam era) that will be in need of manpower services during the year. After reviewing the indicators, each RMAC indentified the population groups believed to be most in need of services. It should be noted that the inclusive target groups for all BOS areas remain the economically disadvantaged, unemployed and underemployed, but the regional priority groups were identified as guides for establishing priorities for service. Veterans, a National priority group, were identified in each BOS region.

Regional priority groups are as follows:

Region 1

Youth
Older Workers
Vietnam Veterans
Minorities

Region 6

Veterans
Welfare Recipients
Working Poor
Heads of Households

Region 7

Poor
Veterans
Youth
Older Workers

Region 8

Poor
Public Assistance Recipients
Veterans
Youth
School Dropouts

Region 9

Unemployed Youth
Youth enrolled in School
Veterans
Welfare Recipients (Adults)
Working Poor
Older Workers (45 - 64)

Region 10

Youth (16 - 25)
Veterans
Welfare Recipients
Older Workers 45 +

In addition to the regional priority groups listed above, the Prime Sponsor has identified Indians and Migrants as BOS-wide priority groups. Both of these groups have a great need for manpower services. Neither group, however, is distributed evenly throughout the BOS area. For this reason, two approaches are planned for providing services to them:

a. All CETA intake centers will consider Indians and Migrants as priority groups for their region and serve them as appropriate through the centers operations.

b. The Prime Sponsor has set aside funds for both groups.

1. Migrants - $200,000 has been earmarked for a Migrant Program. It is planned to seek supplementary CETA Title III funding for this program.
2. Indians - After the final CETA Title III Indian funding is determined, the Prime Sponsor will examine the level of funding available to the Indians in relation to need and make appropriate adjustments in BOS funding. For example, the Prime Sponsor will act to raise Indian funding to at least 90% of last year's level if the Title III allocation is low by comparison.

No specific listing of occupations to be given priority for training has been developed. Occupational areas selected for training will be the result of discussions between the various intake centers' staff and participants. The selected training areas for each individual will be identified on that participant's enrollee plan. A variety of considerations, including participant goals and area needs, will be a part of the training area selection process (refer to Section I.A.2.d.). Training will not be provided in areas for which a reasonable job demand does not exist (refer to Section I.B.3).

I.A.3. Statement of Specific Goals

The statement of purpose given in Section I.A.1. depicts the overall direction of Balance-of-State CETA activities. The following specific objectives, which will move the program in the desired direction, are established for the Fiscal Year 1975 program:

1. To provide continuation of appropriate services under the CETA system to eligible persons now enrolled in Manpower Revenue Sharing (MRS) programs as those programs end.

2. To implement an integrated manpower service delivery system utilizing appropriate existing facilities.

3. To insure that through Prime Sponsor program monitoring and review by the Regional Manpower Advisory Committees, the population groups most in need of services are receiving them.

4. To establish desirable working relationships between CETA program deliverers and other human service providers facilitating access to non-CETA services as a supplement source of support for participants.

5. To make linkages with and, where appropriate, promote sound economic development activities leading to more or better jobs.

Several of the specific objectives listed above relate more to the BOS CETA systems than to direct services to individuals. This fact is partially explained by the decentralization effected by CETA: Prime Sponsors are now responsible for planning and arranging delivery of services, and they must establish systems to accomplish these tasks. However, the "systems" related objectives also follow from a premise that if the appropriate services are delivered in a meaningful manner, the benefit to those people served is maximized.

I.B. Results and Benefits

1. Relationship of Planned Results to Needs

The planned results shown in sections I and II of the Project Operating Plan (POP) reflect the specific goals of the prime sponsor. The activity levels shown for each quarter take into account the goals of implementing an integrated delivery system and incorporating enrollees from MRS program into CETA programming. The quarterly projection of activity in both sections shows the overall program level increasing as the new integrated service system becomes fully operational. The first quarter activity projection is low because

(This page constitutes the last paragraph of Section I.B.1.)

One specific P.O.P. planned result requires further elaboration: the strategy for the service to the Operation Mainstream enrollees that are taken in to the BOS CETA programming. The individuals served in the Work Experience component of the P.O.P. reflects the intake of 386 Operation Mainstream (O.M.) enrollees during the first and second quarters. Based upon an informal survey of O.M. program operators, the prime sponsor anticipates that a substantial number of these enrollees have been in a strictly income maintenance situation; the duration of which in some cases exceeds the normal two-year O.M. program limit. Thus, given the primary thrust of the BOS CETA program towards job attainment, a special strategy for dealing with the O.M. transfers is required. This strategy is as follows:

a) the BOS CETA intake centers will assess all O.M. transferees as they enter the CETA program

b) the purpose of this assessment will be to determine the feasibility of developing an enrollee plan (i.e. series of services and activities leading to achievement of a realistic job goal)

c) an enrollee plan will be developed for all O.M. transferees for whom execution of a plan has a reasonable chance of resulting in a job

d) for those individuals for whom a plan is developed, services will be provided in accordance with the plan

e) the intake centers will report to the GMO on the number and general situation of those O.M. transferees for whom income maintenance is the only appropriate service

f) based upon the reports received, the GMO will determine what course of action should be followed by the centers

g) although it is not yet possible to determine how to deal with "income maintenance only" transferees, the first action in all cases would probably be to attempt to secure more appropriate sources of support. Beyond this action, the GMO will have to determine:

    1. if it plans to support a strictly income maintenance component; or
    2. if that isn't planned, when to terminate the income maintenance service.

the CETA program will begin operation towards the end of the quarter. Enrollees from MRS programs which terminate during the first and second quarters (see Program Transition Schedule) will be incorporated into the CETA program. This incorporation, together with the expanding capability of the new system, will result in increased service activity in the second, third and fourth quarters.

Actual distribution of funding between components will be determined as individual participant enrollee plans are developed. This individualized planning for services is central to the BOS CETA system and it prevents the allocation of fixed resources to the various components. However, a projection of this division of resources among components has been made in the POP based upon the BOS needs analysis and types of services expected to be provided to the identified target groups. The work-experience component largely reflects the needs of youth, older workers, and the desire for a "holding action" component in the program. Additional reasons for the large work experience component during the initial year of the integrated service system is the incorporation of MRS enrollees together with anticipation that work experience will precede skill training in many instances. Classroom instruction and OJT components, which provide skill training, are provided to move enrollees from an unemployed or "low pay-low status" position to one of true self-sufficiency. The large fourth quarter increase in total individuals served, number of individuals enrolled at the end of the quarter, and number of people served in work experience reflects the summer youth program of 1975.

2. Other Activities

The Project Operating Plan lists $225,000 for "Other Activities". Of this sum $25,000 is to support affirmative action monitoring and stimulation of EEO activities within the BOS by the Governor's Affirmative Action Office (refer to Section I.C.3.f.), and $200,000 is earmarked for a Migrant Program (refer to Section I.A.2.e).

Affirmative Action

It is possible that a Statewide affirmative action program, operated by the Governor's Affirmative Action Office, will be supported from CETA Section 106 funds (4% State Services). If such a program is undertaken, the $25,000 reserved for a BOS project will be re-allocated to other program activities within the BOS.

An affirmative action/EEO program in the BOS would function to insure that all BOS organizations involved in CETA operations comply with existing Federal and State laws and regulations. A further expectation of this program is the establishment of a working EEO

system that would continue to operate both within the CETA structure and the component organizations after the direct $25,000 funding ceases. This additional goal is based upon the premise that true affirmative action is an integral part of ongoing personnel practices.

Migrant Program

The Prime Sponsor plans to apply for Title III funding as a supplement to the $200,000 allocated for a Migrant program from BOS Title I funds. A major program effort directed towards migrant workers is needed, and the special position of the Migrant - both linguistically and culturally - requires a special program design. At the time of this application, the program design and Title III application have not been completed. A program description will be added to this section when such work is complete. The Migrant Program will be designed to ensure coordination of effort with existing CETA Title I and other services available to migrants.

3. Steps Taken to Maximize Employment Opportunities

The integrated nature of the manpower service delivery system described in Section I.A.2.d. is one means of maximizing opportunities for job attainment for participants. The BOS program design also includes continued provision of supportive services and program staff contact to a participant for a period of 30 days following final placement in a job. Successful completion of the initial period on a new job is felt to be critical to long term placement. The adjustments required during the first month are substantial ones. Continuation of staff contact and supportive services during this period facilitates transition into an actual work situation and maximizes the opportunity for job retention.

In addition to maximizing employment opportunities through program design, the Prime Sponsor will also include special provisions within the program component parts to further realize this goal. It will be required that service delivery agents obtain reasonable assurances from public and private employers that CETA participants either hired in OJT or stationed in certain Work Experience programs will be continued (OJT) or hired by the employer on a permanent basis following successful completion of the program - (PSE programs will not be funded under Title I during FY 75). Moreover, classroom training will be authorized only for occupations in which a job demand exists. This determination will be made by the intake center, who will be required to maintain continuous liaison with appropriate sources in the Employment Service - such as the Job Bank - and Vocational Technical Institutes. The Prime Sponsor will monitor intake centers regarding both obtaining assurances from employers on permanent hiring practices for CETA participants and selection of occupations for classroom training.

4. How Program Enhances Career Development

The individual assessment of needs together with the development of an individualized enrollee plan, which are integral parts of the Balance-of-State program, will assist participants in setting realistic and meaningful job goals. The assessment process will serve to identify the participant's employment desires relative to qualifications and then evaluate potential career selections. Evaluation of potential career choices will include a review of each career's advancement potential.

Opportunities for part-time training after placement in unsubsidized employment may be included in future year programming, but specific planning was not done for FY'75. It is anticipated that available resources will be completely utilized in programs directed towards initial placement.

I.C. Approach

1. Description of the Planning System

a. Listing of Planning Council Members

Attached is a list of the membership of the BOS Regional Manpower Advisory Committee (RMACs). Following that listing is the membership list for the BOS Manpower Advisory Board.

REGIONAL MANPOWER ADVISORY COMMITTEE

MEMBERSHIP LIST

REGION I

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION					RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC	
Eugene E. Abbott 114 W. Second St. Crookston, Mn. 56716 (218/281-1396)	N.W. Regional Dev. Com. (RDC)							X
Russell H. Beier E Grand Forks, Mn. 56721 (218/773-0679)	E. Grand Forks AVTI (AVTI)					X		
Kenneth J. Benesh 317 W. 3rd Ave. So. Ada, Mn. 56510 (218/784-2101)		Norman					X	
Joe Campos 10[illegible] 9th Ave. S.E. E Grand Forks, Mn. 56721 (218/773-9182)		Polk			X			
Charles Cheney 423 E. Colvin Ave. Warren, Mn. 56762 (218/742-3521)		Marshall					X	
Arvid Clemenson Fosston, Mn. (218/435-7205)		Polk	X					
Howard P. Degerness 704 Main Ave. No. Roseau, Mn. (218/463-2795)		Roseau	X					
R.D. Foss 21[illegible] No. Broadway Crookston, Mn. 56716 (218/281-3593)	Mn. State Employment Service (ES)					X		
Marvin B. Hanson Hallock, Mn. 56728 (218/843-5274)		Kittson					X	

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION: BUSINESS	LABOR	CITIZEN	ELECTED OFFICIAL	APPOINTED OFFICIAL	R
Ralph T. Hunt Box 39 Thief River Falls, Mn. 56701 (218/681-4236)	Dept. of Public Welfare					X		
Kenneth L. Johnson 1621 No. Front St. U of M Tech College Crookston, Mn. 56716 (218/281-6510)		Polk					X	
Roy A. Jorgenson P.O. Box 187 Oklee, Mn. 56742 (218/796-2325)	Intercounty Community Action Agency (CAA)					X		
Jon P. Larson P.O. Box 430 Thief River Falls, Mn. 8/681-2148)		Pennington	X					
Theo B. Olson Hendrum, Mn. 56550 (218/932-3531)		Norman					X	
Bruce Steiger Thief River Falls, Mn.		Pennington	X					
Vaughn R. Thorfinnson School Service Center Labree Ave. So. Thief River Falls, Mn 56701 (218/681-7598)	Northwest Regional Development Comm.							X
Joyce Peterson Box 307 Thief River Falls, Mn 56701		Pennington		X				

REGIONAL MANPOWER ADVISORY COMMITTEE

MEMBERSHIP LIST

REGION VI EAST

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION					RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC	
C.F.(Chick)Cleeremans 201 W. 6th St. Apt. E Litchfield, Mn. 55355 (612/693-2697)		Meeker	X					
Mary G. Erickson 324 W. 3rd St. Willmar, Mn. 56201 (612/235-3222)	Mn. State Employment Services (ES)					X		
Carl Kaliher 25 S.W. 14th St. Willmar, Mn. 56201 (612/235-0748)		Kandiyohi					X	
Mabel E. Lehnhoff Route 4, Box 323 Willmar, Mn. 56201 (612/235-3805)		Kandiyohi			X			
Thelma L. Reigstad 814 W. 13th Willmar, Mn. 56201 (612/235-0585)		Kandiyohi			X			
Patricia Saunders 11 East Cherry Bird Island, Mn. 55310 (612/365-3080)		Renville					X	
Dr. A.O.H. Setzepfandt Bird Island, Mn. 55310	Regional Development Commission (6E)							X
Helen Thayer Room 212, Courthouse Willmar, Mn. 56201 (612/235-0850)	Little Crow CAC (CAA)					X		
Dr. John Torgelson Willmar Comm. College Willmar, Mn. 56201 (612/235-2131)		Kandiyohi					X	

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION						RI
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC		
Clarence Schultz McLeod County Courthouse Glencoe, Mn. 55336		McLeod					X		
Warren Macemon AVTI 200 Century Ave. Hutchinson, Mn. 55350	Hutchinson Area Vocational-Technical Institute (AVTI)					X			
Tom Polansky Olivia, Minnesota				X					

REGIONAL MANPOWER ADVISORY COMMITTEE

MEMBERSHIP LIST

REGION VI WEST

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION					RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC	
Ray C. Bols Box 68 Hardsley, Mn. 56211 (265-6331)		Big Stone					X	
Dwain L. Englund Canby, Mn. (507/223-7252)	Canby Area Vocational Technical Institute (AVTI)					X		
Alfred J. Gloege Box 6134 Hallingham, Mn. (568-2167)		Lac Qui Parle					X	
Victor Jorges, Jr. 402 So. 7th Street Montevideo, Mn. 56265 (269-6578)	Western Tri County (CAA)					X		
Jack Knothe 716 No. 2nd St. Montevideo, Mn. 56265 (269-7757)	(Voc-Rehab)					X		
Earl Kruger 212 No. 1st Street Montevideo, Mn. 56265 (269-8819)	Mn. Dept. of Employment Services (ES)					X		
Donald Jasperson Jasperson's Dept. Store Appleton, Mn. 56208 (289-1233)		Swift	X					
Merle Miller Veterans Service Officer Yellow Medicine Co. Courthouse Granite Falls, Mn. 56241		Yellow Medicine					X	

REGIONAL MANPOWER ADVISORY COMMITTEE

MEMBERSHIP LIST

REGION VII EAST

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION					RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC	
obert H. Anderson 600 McLean ora, Mn. 55051 579-3863)	Regional Development Commission (7E)							X
arl L. Blake)0 South Park Mora, Mn. 55051 '579-3611)	Mn. Dept. of Employment Services (ES)					X		
Duane Eilertson ox 254 aylors Falls, Mn. (465-5711)		Chisago					X	
L. Larson Ar Ext. Office ourthouse ora, Mn. 55051 (679-3593)		Kanabec					X	
rdon Stennes Pine City, Mn. 55063 (629-3415)	Pine City Area Vocational Technical Institute (AVTI)					X		
Roger P. Williams 19 W. Forest Mora, Mn. 55051 (679-1800)	Lakes & Pines (CAA)					X		
ed Jones Star Route le, Mn.		Mille Lacs			X			

REGIONAL MANPOWER ADVISORY COMMITTEE

MEMBERSHIP LIST

REGION VII WEST

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION						RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC		
Richard G. Furcht P.O. Box 1205 St. Cloud, Mn. 56301 (251-1612)	Tri-County Action Programs, Inc. (CAA)					X			
Allison J. Goetten 200 - 12th Ave. No. St. Cloud, Mn. 56301 (251-1533)	Regional Development Commission (RDC)								X
Dale L. Heimermann 11 Lincoln Ave. S.E. St. Cloud, Mn. 56301 (225-3266)	Minn. Dept. of Employment Services (ES)					X			
Gary Kron St. Cloud Trades & Labor Assembly 1903 4th St. No. St. Cloud, Mn. 56301 (251-9746)		Stearns		X					
Becky C. Miller 122½ W. St. Germain St. St. Cloud, Mn. 56301 (252-9504)		Stearns			X				
Gladys A. Peters Clear Lake, Mn. 55319 (743-2271)		Sherburne					X		
Kathryn Rogers Route 1, Box 113 Big Lake, Mn. (441-1711)		Sherburne			X				
James C. Wakefield 1601 No. 9th Ave. St. Cloud, Mn. 56301 (252-0101)	St. Cloud Area Vocational Technical Institute (AVTI)					X			
James Sexton Polar Mfg. Co. RR Holdingford, Mn.		Stearnes	X						

REGIONAL MANPOWER ADVISORY COMMITTEE

MEMBERSHIP LIST

REGION VIII

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION						RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC		
Diana Anderson 101-12th Street Windom, Mn. (507/831-3559)		Cottonwood			X				
Mark Atchison 211 Broadway Ave. Sallyton, Mn. 56172	Regional Development Commission								X
F. J. Cinkle 44 So. Fairview Dr. Luverne, Mn. 56156		Rock	X						
Marion K. Finch Route 2, Box 170 Currie, Mn. (537/6285)		Murray			X				
William F. Horak 321 11th St. Worthington, Mn. 56187 (507-376-3116)	Mn. Dept. of Employment Services (ES)					X			
Lowell Kruger Lake Benton, Mn. 56149		Lincoln	X						
Duane F. LeBrun Box 27 Redwood Falls, Mn. 56283 (507/637-2926)	Redwood Co. Welfare Department (Welfare)					X			
Adele Marker Working Hands, Inc. Ghent, Mn. 56239		Lyon						X	

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION						RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	PUBLIC	GENERAL	
Jack McIlvenna 213 Spring Worthington, Mn. 56187		Nobles		X					
Lester Schmid Community College Rte. #2, Box 121 Marshall, Mn. 56258 (507/537-7317)		Lyon						X	
Shirley Severson 409 No. Seventh Marshall, Mn. 56258		Lyon			X				
Michael Sirovy Division of Vocational Rehabilitation 209 Fourth Ave. Worthington, Mn. 56187	Vocational Rehabilitation					X			
Donald E. Shannon 1152 Oxford St. Worthington, Mn. 56187 (507/376-4195)	Southwestern Mn. CAC (CAA)					X			
Marvin L. Thomsen Pipestone AVTI Pipestone, Mn. 56164 (507/825-5471)	Pipestone Area Vocational Technical Institute (AVTI)					X			

REGION NINE

REGIONAL MANPOWER ADVISORY COMMITTEE

9 - Citizens

One from each county, representing business, labor or consumers.

Blue Earth County
Lester Schwarz
RR #1
Vernon Center, MN 56090

Brown County
LeRoy Rix
700 Maple Street
Sleepy Eye, MN 56085

Faribault County

LeSueur County
Mrs. Joann Olson
Box 226
Kasota, MN 56050

Martin County
Donald Coombs
RFD
Granada, MN 56039

Nicollet County
Craig Michlitsch
1633 Colony Court, Apt. 11
North Mankato, MN 56001

Sibley County
Mrs. Ron Molstad (Arloa)
Box 83
Gaylord, MN 55334

Waseca County
Sylvester Preim
Janesville
Minnesota 56048

Watonwan County
William C. Beam
820 N. 2nd Street
St. James, MN 56081

REGION NINE

REGIONAL MANPOWER ADVISORY COMMITTEE

9 - Citizens

One from each county, representing business, labor or consumers.

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Craig Michlitsch
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Gaylord, MN 55334

Waseca County
Sylvester Preim
Janesville
Minnesota 56048

Watonwan County
William C. Beam
820 N. 2nd Street
St. James, MN 56081

3 - Human Services Board Advisory Committee Members

One from each HSB area, selected by HSBs.

Brown/Nicollet/Sibley
Dayton Martinson, Welfare Director
Nicollet County Courthouse
St. Peter, MN 56082

Blue Earth/LeSueur/Waseca
Donald Fisher, Welfare Director
Waseca County Courthouse
Waseca, MN 56093

Faribault/Martin/Watonwan
Joe Fox, Probation Officer
Faribault County Courthouse
Blue Earth, MN 56013

1 - Community Action Agency Director

Selected by CAAs.

James P. Tierney
Minnesota Valley Action Council
321 E. Liberty
Mankato, MN 56001

1 - Region Nine Development Association representative

~~William Boyd, Vice President & Manager~~
~~Royal Pantry Foods~~
~~Madelia, MN 56062~~

Pam Schmidt
Region 9 RDC
709½ N. Front St.
Mankato 56001

1 - Manpower Office Director

George Chase, Director
Department of Manpower Services
709 North Front Street
Mankato, MN 56001

1 - Area Vocational-Technical Schools representative

Frank Kalin
212 Queens Court
North Mankato, MN 56001

REGIONAL MANPOWER ADVISORY COMMITTEE

MEMBERSHIP LIST

REGION IX

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION						RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC		
yle Bailey ice. 2 Blue Earth, Mn. 56013 507-526-3422)	Welfare					X			
George L. Chase 09 No. Front Mankato, Mn. 56001 (507/389-6723)	Mn. St. Employment Services (ES)					X			
Lean Doyscher Mankato, Mn.	Regional Dev. Comm. (RDC) Region IX								X
Frank Kalin 1920 Lee Blvd. N Mankato, Mn. 5600 (507/387-3441)	Mankato Area Vocational Technical Institute (AVTI)					X			
A loa Molstad Box 83 Gaylord, Mn. 55334 (612/237-5928)		Sibley					X		
Ms. Joanne M. Olson P O. Box 226 Kasota, Mn. 56050 (507/931-1654)		LeSuer			X				
Allen Sigafus 308 Emerson Mankato, Mn. 56001 (507/387-4111)	Dept. of Pub. Welfare Blue Earth Co. (Welfare)					X			
James P. Tierney Box 1388 Mankato, Mn. 56001 (507/387-4135)	Mn. Valley Action Council (CAA)					X			
Rod J. Wolfe RD #1 Kasota, Mn. 56050 (507/931-4754)		LeSueur				X			

The Region 9 RMAC membership requires a special explanation. The appointing authority for the Region 9 RMAC is currently being transfered from the Governor's Manpower Office to the Region 9 Development Commission (the basis for this transfer is described in section (b) below). Because of this transition, the current membership is of an interim nature and complete membership will be established after July 1, 1974 by the Development Commission. The Commission plans to have 9 citizen members - one from each county in the region - who will represent a cross section of business, labor and manpower client; 3 members from Human Service Board Advisory Committees; 1 Community Action Agency Director; 1 member from the Region 9 Development Association; 1 Employment Service representative; and 1 representative from Vocational-Technical Institutes.

REGIONAL MANPOWER ADVISORY COMMITTEE

MEMBERSHIP LIST

REGION X

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION					RDC
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	GENERAL PUBLIC	
Vaughn Bien Box 193 Goodhue, Mn. 55027	Regional Dev. Comm.							X
Gelvin (Gil) De Roos 216 Fredrich Dr. Albert Lea, Mn. (507/373-0059)		Freeborn	X					
J.J. Eichten 1519 Graham Court Rochester, Mn. 55901	Regional Dev. Comm.							X
Cy A. Hedlund Route #1 Gilmore Winona, Mn. 55987	Regional Dev. Comm.							X
William L. Hemsey 250 Homer Road Winona, Mn. 55987 (507/454-4600)	Winona Area Vocational Technical Institute (AVTI)					X		
DeWayne E. Johnson 509 1st Ave. S.E. Mayfield, Mn. 55940 (507/477-8224)		Dodge					X	
Halvor Lacher Box 549 SEMCAC, Inc. Rushford, Mn. 55971 (507/864-7741	S.E. Mn. Community Action Council, Inc. (CAA)					X		
Hall Larson Sargeant Grain Co. Sargeant, Mn. 55973 (507/584-6870)		Mower	X					
Harold J. Leary Caledonia, Mn. (507/724-2129)		Houston					X	

NAME	ORGANIZATIONAL REPRESENTATION	GEOGRAPHIC REPRESENTATION (COUNTY)	SECTORIAL REPRESENTATION						RD
			BUSINESS	LABOR	CLIENT	MANPOWER AGENCY	PUBLIC	GENERAL	
(Mary) I s. Douglas Meyer I #3 Caledonia, Mn. 507/894-4204)		Houston			X				
David L. Pellowski 27 West 4th W nona, Mn. (507/452-9590)		Winona		X					
e L. Rockne 550 Warren Ave. mbrota, Mn. 55992 507-732-5433)		Goodhue						X	
ry D. Sherman 07 4th St. SE P.O. Box 591 chester, Mn. 55901 /288-1756)	Mn. St. Employment Service (ES)					X			
arren A. Thomsen 09 S.W. 3rd Ave. Austin, Mn. 55912 507/433-8978)		Mower		X					
Kenneth Tri oute #2 elch, Mn. 55089 (388-2077)		Goodhue						X	
oseph Zomok RR #1, Box 164 abasha, Mn. 55981 565-4121)		Wabasha			X				

BALANCE-OF-STATE MANPOWER ADVISORY BOARD MEMBERSHIP LIST

Chairman	Dennis W. Pederson Governor's Manpower Office 15 Capitol Square Building 550 Cedar St. Paul, Minnesota 55101
Region 1	Vaughn R. Thorfinnson School Service Center Labree Ave. So. Thief River Falls, Mn. 56701
Region 6E	Earl Kaliher 625 S. W. 14th St. Willmar, Mn. 56201
Region 6W	Alfred J. Gloege Box 6134 Bellingham, Mn. 56212
Region 7E	Robert H. Anderson 600 McLean Mora, Mn. 55051
Region 7W	Gladys A. Peters Clear Lake, Mn. 55319
Region 8	Marion K. Finch Route 2, Box 170 Currie, Mn.
Region 9	Sylvester Preim Janesville Minnesota 56048
Region 10	DeWayne E. Johnson 509 1st Ave. S.E. Hayfield, Mn. 55940

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STATE OF MINNESOTA

b. Role of the Planning Council

A detailed description of the Balance-of-State planning council structure, including functions, roles, responsibilities and method of operation, is attached.

GOVERNOR'S MANPOWER OFFICE
STATE OF MINNESOTA

MAY 1974

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT

BALANCE OF STATE PLANNING COUNCIL STRUCTURE

Background

Under the Comprehensive Employment and Training Act of 1973 (CETA), the Department of Labor designated the Governor of Minnesota as prime sponsor for the "Balance-of-State" for Fiscal Year 1975. The "Balance-of-State" consists of all areas within the State which have not been designated by the Department of Labor as being under the independent jurisdiction of another prime sponsor. The Governor is responsible for the planning and delivery of manpower programs in Economic Development Regions 1 and 6 - 10 of the State.

Section 104 of CETA requires every designated prime sponsor to establish a planning council. A prime sponsor's planning council is to consist of members who represent the client community, community-based organizations, the Employment Service, education and training agencies, business, labor and, where appropriate, agriculture. The prime sponsor appoints the members, designates the chairperson and provides staff support to the planning council. The functions of the council are to submit recommendations regarding program plans and goals, policies and procedures; to monitor and provide for objective evaluations of employment and training programs conducted in the prime sponsor's area; and to provide for continuing analysis of needs for employment, training and related services. The legislation states that the planning council is advisory and final decisions must be made by the prime sponsor.

State Policy

Through State legislation and Governor's directives, Minnesota has a developing policy of regional areawide planning, and an intent to decentralize State Government. A major effort along these lines involves the integration of human services at all levels of program delivery within regional boundaries. The Regional Development Act of 1969 specifically includes planning for manpower programs as a regional concern. Because manpower training and services are designed to result in job attainment, close linkages are required between economic development activities and manpower programs.

On March 20, 1974, Governor Wendell R. Anderson issued Executive Order No. 79 which outlines the State's policy for the implementation of CETA. The Executive Order provides for the establishment of the

Governor's Manpower Office (GMO). It is the focal point for the administration of CETA on behalf of the Governor. The Governor's directive also orders the formation of a "Balance-of-State" advisory structure. The Balance-of-State advisory structure consists of a Balance-of-State Manpower Board and Regional Manpower Advisory Committees (RMACs) in each of the Economic Development Regions in the Balance-of-State area (Regions 1 and 6 - 10).

Balance-of-State Manpower Advisory Board

The purpose of the Balance-of-State Manpower Advisory Board will be to facilitate integrated area-wide manpower planning by advising the Governor's Manpower Office on matters relating to the Balance-of-State (BOS) prime sponsorship area. As requested by the Governor's Manpower Office, the board will advise on such matters as BOS policy, plan coordination, program development, program coordination, the effectiveness of programs and other matters affecting the BOS area. The functions of the Balance-of-State Manpower Advisory Board are:

1. to disseminate and exchange information between the BOS regions;
2. to provide requested assistance in integrating regional plans in the development of a single prime sponsor comprehensive manpower plan;
3. to assist with determining uniform procedures, guidelines and standards for the BOS;
4. to advise on differences that may arise between regions or levels of government;
5. to advise the Governor's Manpower Office on action relating to compliance and execution in carrying out approved plans.

Membership on the Balance-of-State Manpower Advisory Board will be composed of the chairperson of each of the Regional Manpower Advisory Committees within the BOS prime sponsorship area. The chairperson of this board will be selected by the Governor. Initially, the board will be comprised of a maximum of nine (9) members including the chairperson, assuming the present BOS prime sponsorship area of 8 regions (54 counties). In the event the BOS prime sponsorship area is expanded or reduced, membership will be adjusted accordingly. For the purpose of fiscal Year 1975, BOS representation on the advisory board shall include:

Region I
Region VI East
Region VI West
Region VII East
Region VII West
Region VIII
Region IX
Region X

Staff and operational support to the Balance-of-State Manpower Advisory Board will be provided by the Governor's Manpower Office BOS staff. Funding support will be provided from the Governor's CAMPS Grant until the CETA Title I Grant is completed. Reimbursement of expenses to members will be made in accordance with the established Governor's Manpower Office policy.

The Balance-of-State Manpower Advisory Board will meet at least quarterly and more frequently when advice is needed on Balance-of-Statewide matters by the Governor's Manpower Office. The location and time of meetings will be set by the chairperson.

Regional Manpower Advisory Committees (RMACs)

Given CETA and State decentralization policies, the major share of the Balance-of-State Prime Sponsor's planning council responsibilities will be met at the regional level through the RMACs. RMACs will be formed in each Economic Development Region in the BOS area. (Note: the GMO is encouraging other prime sponsors to structure planning councils within Economic Development Region boundaries. The Rural Minnesota Concentrated Employment Program, the prime sponsor for Regions 2, 4 and 5, has agreed to form councils in such a manner.)

The purpose of the RMACs is to serve as advisory and coordinating links between the Balance-of-State regions and the Governor's Manpower Office.

The responsibilities of a RMAC include:

1. identifying and documenting manpower needs and problems within the region;
2. recommending a comprehensive system of manpower services designed to meet identified needs on a priority basis and within the limits of available resources;
3. determining local objectives for manpower services in conformance with Statewide goals and objectives;
4. identifying and examining potential agents for the delivery of manpower services within the region;
5. monitoring and evaluating on-going manpower services;
6. recommending appropriate changes in services or sponsors based upon changes in needs or evaluations of effectiveness;
7. providing leadership in coordinating and improving all manpower and manpower related services offered within the region;
8. fostering public awareness of, and participation in, manpower planning activities;
9. recommending new or changed Statewide manpower policy, goals and/or procedures.

In accordance with the Governor's Executive Order No. 79, the RMACs may be formed under the auspices of Regional Development Commissions (RDCs) in regions where the RDC is operational to the extent required to utilize such a committee. The relationship between the Governor's Manpower Office and each RDC that appoints a RMAC will be defined in a memorandum of agreement between the two parties, including provisions for staff support. This memorandum of agreement will be consistent with the requirements of CETA, Department of Labor regulations, State manpower policy and necessary plan coordination procedures.

Staff support and appropriate reimbursement to RMAC members will be, to the extent feasible, part of the administrative costs of the Balance-of-State prime sponsor. It is envisioned that staff support to RMACs will eventually be supplied by RDCs and funded from Balance-of-State administrative costs. Exact details of establishing regional staff support cannot be developed until more is known about the amount of administrative money available.

RMACs should meet at least once each quarter, but beyond this requirement, frequency and location of meetings are at the discretion of the appointing authority. Each RMAC, in conjunction with the sponsoring RDC, will adopt operating procedures consistent with the provisions of the memorandum of agreement.

Membership on RMACs shall, to the extent feasible, conform to CETA requirements and the State guidelines. RMAC operating procedures should describe membership structure. Given the fact that there are virtually no presumptive deliverers of manpower services under CETA, it is vital that the planning process is not dominated by one, or a bloc of, delivery agents and that all potential agents have proper access to the process. However, it is also vital and in accord with CETA, that the experience and expertise of existing service agents be utilized to the extent deemed feasible - both in the planning and delivery of services. The chairperson will be designated by the appointing authority, and cannot be a representative of a service delivery agent, except a unit of general government.

It is desirable that committees be only the size necessary to satisfy geographic and sectorial representation requirements. The RMACs should have representation from the following sectors: business, labor, manpower service consumers, general public, and State and local agencies which deliver services. Each county in the Balance-of-State portion of an Economic Development Region should have at least one of its' residents on the committee. County representatives, for purposes of this geographic spread, must be from the business, labor, manpower service consumer, or general public sectors. The committees should have approximately equal representation from these sectors and these representatives should be chosen so that differing groups of the population at large are

included. For example, sector representation should result in a cross section of youth, women, older persons, rural, urban etc. on the RMAC. Additional geographic representation may be given to jurisdictions having relatively large population concentrations. In addition to this geographic/sectorial representation, deliverers of manpower services should be represented. One representative from each major type of existing delivery organization should be appointed. These representatives should be residents of the region. Initially, this sector should include:

1 representative for the Minnesota Department of Employment Services
1 representative for all Community Action Agencies within the region
1 representative for all Vocational-Technical Institutes within the region

Additional representation from the following organizations may be considered:

public welfare
local high schools or community colleges
human services boards
other non-profit manpower-related groups.

The representatives from manpower service delivery organizations should be selected after consultation with the concerned organization or group of organizations. The combined representation from delivery organizations should not exceed one-third of the total RMAC membership.

Planning for FY 75 will be very constrained by the Department of Labor's timetable. This schedule leaves limited opportunity for the establishment of the structure described in the preceding sections. Thus, while it is anticipated that the new structure will be completely established for FY 76 planning, there are special transitional needs for FY 75. The recommended transitional system provides for establishing a RDC role (which can vary depending upon each RDC's stage of development), prevents domination by any interest group, and utilizes existing Area Manpower Planning Board (AMPB) expertise as appropriate. This transitional system consists of two alternative modes of operation:

1. RDC's with established operational capacity and State Planning Agency A-95 clearinghouse designation can elect to assume the role of appointing authority for FY 75 planning. These RDCs would have to establish and appoint the RMACs by a date set in consultation with the Governor's Manpower Office. This committee would then do FY 75 planning supported by staff from the Governor's Manpower Office.

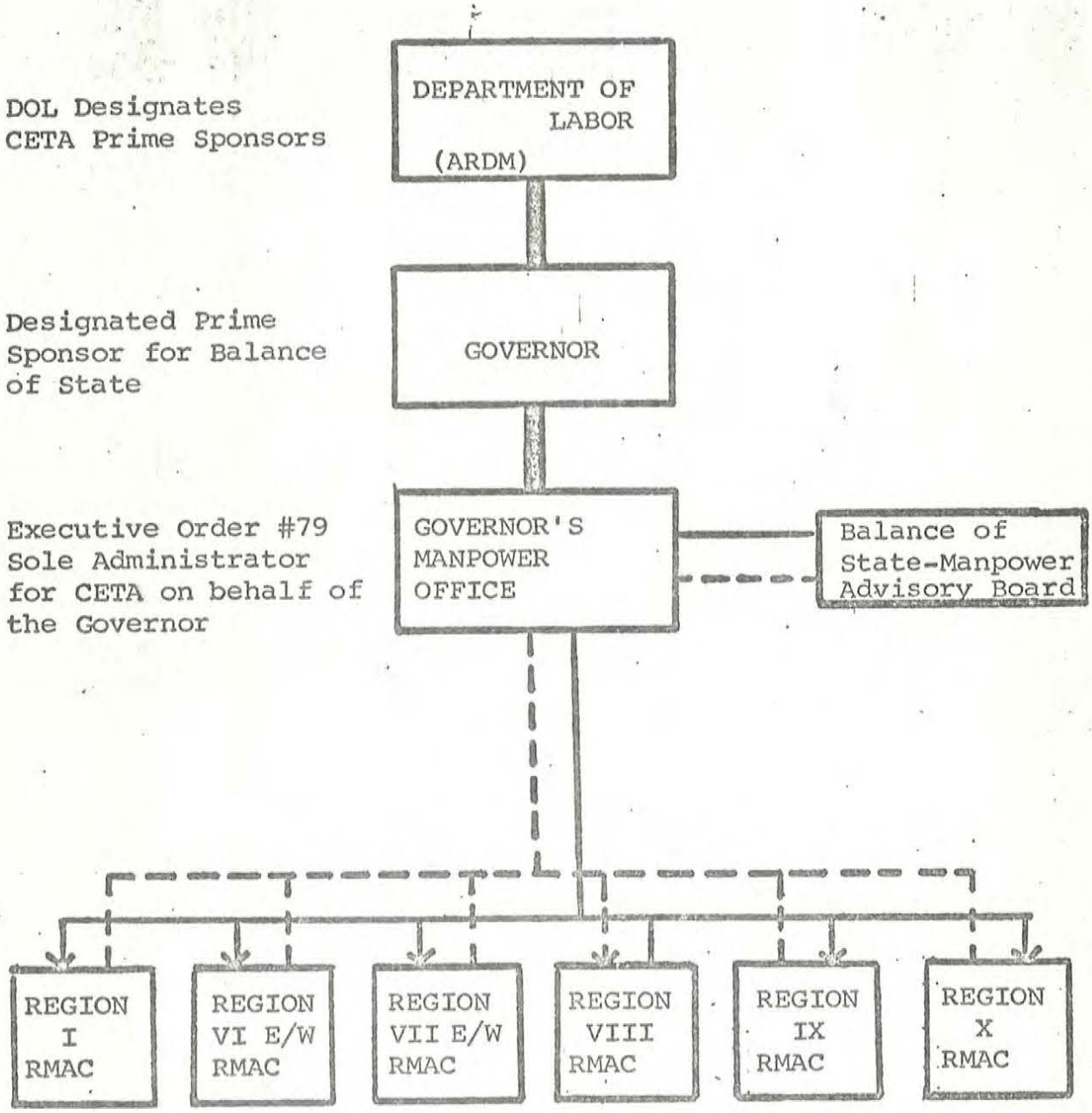
2. If a RDC does not wish to assume appointing authority for FY 75 planning or if its present stature does not permit it to do so, the Governor's Manpower Office would designate a new chairperson, add members needed to meet CETA requirements, and in consultation with the concerned agencies, restructure service delivery agency representation so that an existing agent has only one committee representative.

5/20/74

GOVERNOR'S

BALANCE OF STATE - PRIME SPONSOR

MANPOWER ADVISORY STRUCTURE



REGIONAL MANPOWER ADVISORY COMMITTEE (RMAC)

Planning and operational Prime Sponsor Responsibility

Staff Support

Advisory

c. Involvement of Community Based Organizations

Community Action Agencies located in the BOS area are involved in program planning through the Regional Manpower Advisory Committees (RMACs). A representative for Community Action Agencies (CAAs), usually a CAA Executive Director, has been appointed to each regional committee. This appointee, who represents all the CAA's within the respective region, was chosen after consultation with every CAA in that region, and is from an agency located in that region. Thus, within the BOS planning structure, there are eight CAA representatives - one for each regional area - who represent all CAAs within the BOS.

There are no Opportunities Industrialization Centers, Jobs for Progress or Urban League programs/organizations within the BOS. When these or other community-based organizations undertake manpower or manpower-related activities within the BOS, their participation in program planning will be sought by the Prime Sponsor.

I.C.2. Description of Program Activities

a. Relationship of Activities to Goals

The sponsor has determined that the best method to achieve the goal of participant self-sufficiency and job attainment is to make the maximum number of manpower programs and supportive services available to all participants. Each participant's need for services will result in an individualized enrollee plan. Actual selection of services and determination of resources is dependent upon the ongoing development of enrollee plans. Thus, allocation of funds among the various program components, as reflected in the P.O.P., is a projection based upon expectations of seasonal demand, target group needs, administrative expenditures and costs of providing services. Inherent in the integrated system is the flexibility to shift resources between components as the true needs of the individuals served is determined.

I.C.2.a. 1975 Summer Youth Program

Following is a summary of the planned enrollment levels and projected expenditures in support of the 1975 summer program:

	4th Quarter FY 1975	1st Quarter FY 1976	1975 Summer Program Total
1975 Summer Youth Program Planned Enrollment	2,000	2,000	2,000
1975 Summer Youth Program Projected Expenditures	FY'75 $ 544,000	FY'75 $0 FY'76 $1,088,000	FY'75 $544,000 FY'76 $1,088,000

b. Activities and Services

The following activities and services will be included in the integrated delivery system programming:

Classroom Training (Prime Sponsor):

The intake centers, through area vocational technical institutes and private vocational schools, will provide classroom training to participants. The combination of private and public vocational schools offer opportunities for training in a large number of occupational areas. Participants will be trained only in occupational areas for which a reasonable job demand exists. The training course for individual participants will be identified on his/her individualized enrollee plan. On the basis of MDTA experience, general occupational training areas may include, but will not be limited to the following:

Accounting
Agricultural related occupations
Aircraft & power plant operation
Automotive & diesel repair
Business
Clerical occupations
Computer programming
Communications occupations
Construction trades
Cosmetology
Dental assistants
Electronics
Food preparation
Forest related occupations
Fluid power technology
Heavy equipment operation
Instrument repair
Machinist and related
Medical technology
Merchandising
Practical nursing
Printing and graphic arts
Radio and television repair
Sheet metal
Transportation and truck driving
Waste/water occupations
Welding occupations
Woodworking

Classroom Training (Vocational Education)

Through the use of CETA Section 112 funds an "institutional slotting" type program is scheduled to begin prior to Fall school starting dates and will include skill related training in the above mentioned areas among others.

On-the-Job Training:

The intake centers will provide an on-the-job training service which will be patterned after the former Jobs Optional Program (the "hire first" concept will be continued). Under this service the participant will have the opportunity to receive occupational training after being hired by the employer. The employer will receive reimbursement for his training expenses and the participant is eligible for other supportive services necessary to complete his training. Each participant will be in an on-the-job training situation directly related to his/her enrollee plan.

Employer reimbursement allowances will closely follow the guidelines used by the Employment Service under the previous JOP program. These guidelines establish the length of training and percent of cost reimbursement to the employer. Exceptions in training length and in percent reimbursement will be allowed for those participants in need of special consideration due to their particular situation provided that CETA requirements are observed.

Work Experience:

The intake centers will establish a work experience component which will provide temporary, short term work and training experience to participants. Except for work experience programs for youth, this component will be utilized in accordance with enrollee plans. This service will be available to youth both during the school year and summer vacation as a service separate from enrollee plan programming. Job sites will be with public and private non-profit organizations.

Other Activities:

The Prime Sponsor will provide an Affirmative Action program which will be included in all Title I programming. This program is described in Section I.C.3.

Services to Participants:

The intake centers will provide various manpower and supportive services to participants which include, but are not limited to, the following:

Manpower Services

Outreach - The intake centers will identify applicants for CETA through active recruiting and coordination with welfare and other agencies. Recruiting will be specifically targeted at the priority groups identified in each region. The center will provide staff for this function and will coordinate closely with other agencies where appropriate.

Intake - As a follow-up to the Outreach process, the intake centers will review relevant applicant personal data and make a determination of eligibility for the program. During intake the center staff will determine the needs of the applicant and whether the center has the capacity to work with the applicant to meet the needs. Accepted applicants will be notified and then enrolled into the program. Appliciants not accepted will be notified of their rejection. The center will provide staff for this function and will coordinate referral to other agencies where appropriate.

Orientation - The intake center will conduct an orientation program involving each enrollee. The extent of this service will depend on individual need, and will cover the intake center, CETA program, and the World of Work. At this time, the enrollee will also begin to identify specific job goals and will be provided information and assistance in this process. The intake center staff and other community organizations will be involved in this function.

Counseling - The intake center staff will include a vocational counselor who will serve to provide the enrollee with professional assistance for identifying and attaining the job goal. The counselor will provide information on job goal qualifications and testing, interpret tests, and provide other counseling service to the enrollee. Counseling will not be limited to solving job goal problems, but will also include assisting the enrollee in solving any job goal - related problems.

Job Development - Job Placement - The intake centers will provide a job development - job placement service to enrollees who have progressed to that stage. This will consist of direct contact with employers to identify job openings and negotiations with employers for referral of CETA enrollees to these job openings. The intake centers will coordinate closely with other area job development - job placement activities to avoid duplication and to develop mutually beneficial relationships.

Supportive Services - The intake centers will provide supportive services as necessary to improve the enrollee's chances of attaining his/her job goal. Supportive services available will include but will not be limited to health and medical care, child care, family planning, transportation, residential support, legal services, relocation allowances, automobile repair and temporary maintenance income.

These services will be available either through the intake centers or through other community agencies - welfare, child care facilities, family planning facilities. Family planning services will be provided only on consent of the participant.

All participants will be eligible for all services. The intake centers will determine which services a participant will be provided on an individual basis according to each enrollee's needs involvement, interest, and program commitment.

1975 Summer Youth Program - It is foreseen that the Summer Youth Program will be designed as a work experience program and will provide short-term summer jobs for economically disadvantaged youth age 14 through 21.

Participants will receive $2.10/hour regardless of age or previous work experience and will generally work 20 - 30 hours per week for nine weeks.

Manpower and supportive services to be provided include: enrollee wages, worker's compensation, social security, intake, orientation and counseling. The services will be contracted with program agents and staff will develop work sites with public and private non-profit organizations and ensure that proper supervision is provided at all work sites for all participants.

c. Methods for Recruitment, Selection, and Determination of Eligibility

Recruitment, selection and determination of eligibility will all be accomplished by the CETA intake centers. Within each center these activities will primarily be the responsibility of an "outreach interviewer"; however, given the flexibilities inherent in the team approach, other center staff will also be involved in the process. The intake centers within each BOS region will be guided by that region's established target groups for recruitment and selection. Review of reports of client characteristics will be made to ensure that the population groups identified as most in need of services are in fact receiving them.

It is envisioned that in addition to direct referral activities by the intake center, arrangements for referrals from other local agencies will be established. Such interagency referral should be more effective under the integrated delivery system because non-manpower agencies will need to coordinate with only one point for all services instead of with many separate programs. Examples of other local agencies with which referral arrangements will be made are the Employment Service, Community Action Agencies, Vocational Rehabilitation, Public Welfare, Corrections, migrant organizations and Indian groups.

Determination of eligibility for participation in the CETA program made by the intake center staff will be based upon the requirements established in the Federal Regulations. This process will ensure that all participants qualify under the legal requirements. The emphasis on designated target groups will further ensure that those groups most in need receive services. Each applicant will complete an application form which requires the detailing of sufficient personal information to enable the center staff to determine if the applicant qualifies as economically disadvantaged, unemployed, or under employed. This form will be the primary document for determining eligibility. However, if after review of the application there are any questions as to either the accuracy or the interpretation of the information provided, center staff will verify the information by making inquiries of personal references, past employers, and appropriate organizations such as the Employment Service and county welfare organizations.

In the BOS area there are a significant number of migrant farm workers who enter the State each year (refer to Sections I.A.2.a.). Many of these workers together with those migrants that have settled out of the migrant stream are in need of manpower services and possess limited English speaking ability. A description of the BOS Prime Sponsor's plans to serve this group is contained in Sections I.A.2.b. and I.B.2.

d. Continuation of Programs of Proven Effectiveness

The implementation of an integrated/individualized delivery system in the BOS will serve to merge the various manpower delivery components that existed previously in separate programmatic form. The types of services that have been available in the BOS will continue to be provided through the integrated system. However, in order to achieve an integrated system, service components will not be funded as separate programs. Rather, they will be included as a part of the integrated system and provided to participants in accordance with individual needs. Thus, past categorical programs will not be continued.

The following exhibit shows the relationship between prior programmatic forms and the components of the integrated system.

Prior Program	Integrated System Counterpart
NYC I/S NYC O/S NYC S Operation Mainstream	Work experience
MDTA Institutional Slotting class size training Skill Centers	Classroom training
JOP	OJT Program
New Careers	Work experience appropriate classroom training

I.C.3. Management and Administrative Plan

a. Internal Administrative Controls

Management Information Systems (MIS) - During the first year, program and administrative reporting systems will be primarily manual and designed to meet the minimum reporting requirements of the Department of Labor. It is the Prime Sponsor's intention to develop an integrated reporting system for program performance, fiscal control, client characteristics, and other pertinent data by the end of Fiscal Year 1975. Two of the objectives will be: (1) to seek Statewide standardization of reporting systems used by all Minnesota Prime Sponsors in an effort to reduce administrative costs (This will also facilitate Statewide coordination, monitoring and evaluation) and, (2) to seek the advice and, if possible, "soft ware" available from other states and cities that have developed and implemented management information systems for comprehensive manpower programming. As appropriate, funds allocated to the Governor for Statewide Services will be used to pursue these two objectives.

Accounting System - The Governor's Manpower Office (GMO) will comply with all financial management requirements of the Department of Labor and the State of Minnesota. The GMO will utilize the Minnesota Department of Finance cost accounting system. All CETA grant funds will be deposited with the State Treasurer. The GMO will negotiate an agreement with the Minnesota Department of Employment Services to administer all Title I grant funds. Specific accounting procedures will be developed and identified in that document.

Personnel Standards - All administrative staff will be appointed and serve under Minnesota Department of Personnel rules and regulations applicable to the department, agency or office involved.

Evaluation Procedures - As previously stated, development of a comprehensive management information system will not be completed until the end of this first year. Meaningful evaluation procedures will be dependent upon the data generated through the MIS. Therefore, initial evaluation efforts will be based on the Quarterly Progress Report, Summary of Client Characteristics reports, on-site visits, and special reports as requested by the RMACs, the State Manpower Council and/or the Governor's Manpower Office.

Monitoring Procedures - Monitoring will be the joint responsibility of the Governor's Manpower Office and the Depart-

ment of Employment Services. Generally, the GMO will be responsible for plan compliance and the Department of Employment Services for contract compliance. The GMO will also be responsible for monitoring all Title I CETA administrative and program activities performed by the Minnesota Department of Employment Services.

In-Service Training and Technical Assistance - The GMO will utilize the staff training programs offered by both the Federal and State government. Funds will be made available to pay staff for in-service training and for attendance at accredited institutions for out-service training in work-related courses (prior approval of such course work will be required).

The GMO will seek technical assistance from a variety of sources such as State agencies, regional planning staffs, Federal agencies, AMIDS, etc., throughout the program year.

b. Organizational Structure

The Governor of Minnesota, as the designated Prime Sponsor, is responsible for the administration of the CETA program in the BOS. Executive Order No. 79 designates the Governor's Manpower Office (GMO) as the sole authority to administer CETA on his behalf. This Executive Order, which also establishes the State CETA advisory structure and mandates cooperation of all State departments and agencies, is attached at the end of this section.

The GMO will delegate certain CETA functions to other agencies. An organizational/functional chart delineating relevant relationships follows this section. The organizational structure was designed to minimize duplication of effort, limit administrative costs, and take advantage of existing delivery systems capable of performing CETA functions without incurring substantial start-up costs. A general Letter of Agreement between the GMO and the Grant Agent (see chart), which sets the parameters for the GMO/Grant Agent delegation of authority, is attached at the end of this section.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
MAR 2 01974
Arlen I. Erdahl
Secretary of State

EXECUTIVE ORDER NO. 79

Providing for the Implementation of the "Comprehensive Employment and Training Act of 1973"

I, Wendell R. Anderson, Governor of the State of Minnesota, by virtue of the authority vested in me by the Constitution and applicable statutes, hereby issue this Executive Order:

WHEREAS, the Comprehensive Employment and Training Act of 1973 (CETA), Public Law 93-203, establishes a new decentralized Federal, State and local system of manpower programs that provide job training, employment opportunities, education and other services for economically disadvantaged, unemployed and underemployed persons, and,

WHEREAS, CETA requires the Governor to coordinate prime sponsor and State agency manpower policy, plans and services throughout the State and act as prime sponsor for planning and delivery of manpower and related services in the "Balance of State" area not under the jurisdiction of other Federally-designated prime sponsors in the State, and,

WHEREAS, by definition, the term "manpower" includes training and educational programs and supportive services aimed at increasing the skills and employment opportunities for unemployed and underemployed persons, and,

WHEREAS, manpower programs provide skill training, rehabilitation, transitional employment experience, job placement and related child care, social and health services, and,

WHEREAS, it is vital that State and local agencies closely coordinate their efforts to develop plans which meet the locally determined needs, recommend meaningful programs to alleviate employment problems, reduce duplication and gaps in manpower services, and effectively and economically utilize State and Federal manpower funds, and,

WHEREAS, employment and training programs need to be integrated with all human services, and,

WHEREAS, it is required by CETA to establish a State Manpower Council and a Balance of State Prime Sponsor Manpower Advisory Board made up of representatives of program and agency sponsors, business, labor, community-based organizations, clients and the general public to advise on comprehensive manpower plans and services and administer CETA funds:

NOW, THEREFORE, I order:

1. The formation of the State Manpower Council.

   a. This Council will be composed of representatives of local government and other Federally-designated prime sponsors; State Department of Employment Services, Board of Vocational Education, State Economic Opportunity Office, Department of Economic Development and the State Planning Agency, and representatives of business, labor, community-based organizations, the client community and general public.

   b. Prime sponsor representatives will make up one-third of the Council and shall be designated by the chief elected official in the prime sponsor jurisdiction and appointed by the Governor. All other members, including the Chairperson, serve at the pleasure of the Governor.

   c. The duties of the Council include: advising the Governor, prime sponsors, and the public on Statewide manpower policy; coordinating State agency and prime sponsor manpower plans; monitoring State agency and prime sponsor programs and services, and preparing an annual manpower report to the Governor.

d. The Council shall meet at least quarterly and operate according to procedures recommended by the Chairperson and approved by the Governor.

2. The formation of a Balance of State Manpower Advisory Board to advise the Governor on comprehensive manpower plans, policies and employment and training needs in the "Balance of State" area not under the jurisdiction of other Federally-designated prime sponsors.

3. The formation of Regional Manpower Advisory Committees for each of the Economic Development Regions under the "Balance of State" jurisdiction to serve as a planning advisory and coordination link between the "Balance of State" regions and the Governor's Manpower Office. The Regional Manpower Advisory Committees shall be formed under the auspices of Regional Development Commissions (RDCs) either initially or at such times the RDC shall elect. In Regions where a RDC is not operational to the extent required to utilize Regional Manpower Advisory Committees, the same shall be established by the Balance of State Prime Sponsor and serve until the RDC elects to include them under its auspices.

4. The establishment of a Governor's Manpower Office directed by an Executive Director appointed by, and reporting to, the Governor. This office will: provide the staff support to the councils and regional committees formed above; prepare the fiscal year Balance of State Comprehensive Manpower Plan; develop Statewide manpower policy; coordinate manpower-related State agency plans and services with prime sponsors; and be the sole office for administering provisions of CETA on behalf of the Governor.

5. All State departments and agencies cooperate with the councils, committees and offices formed and established in this Executive Order.

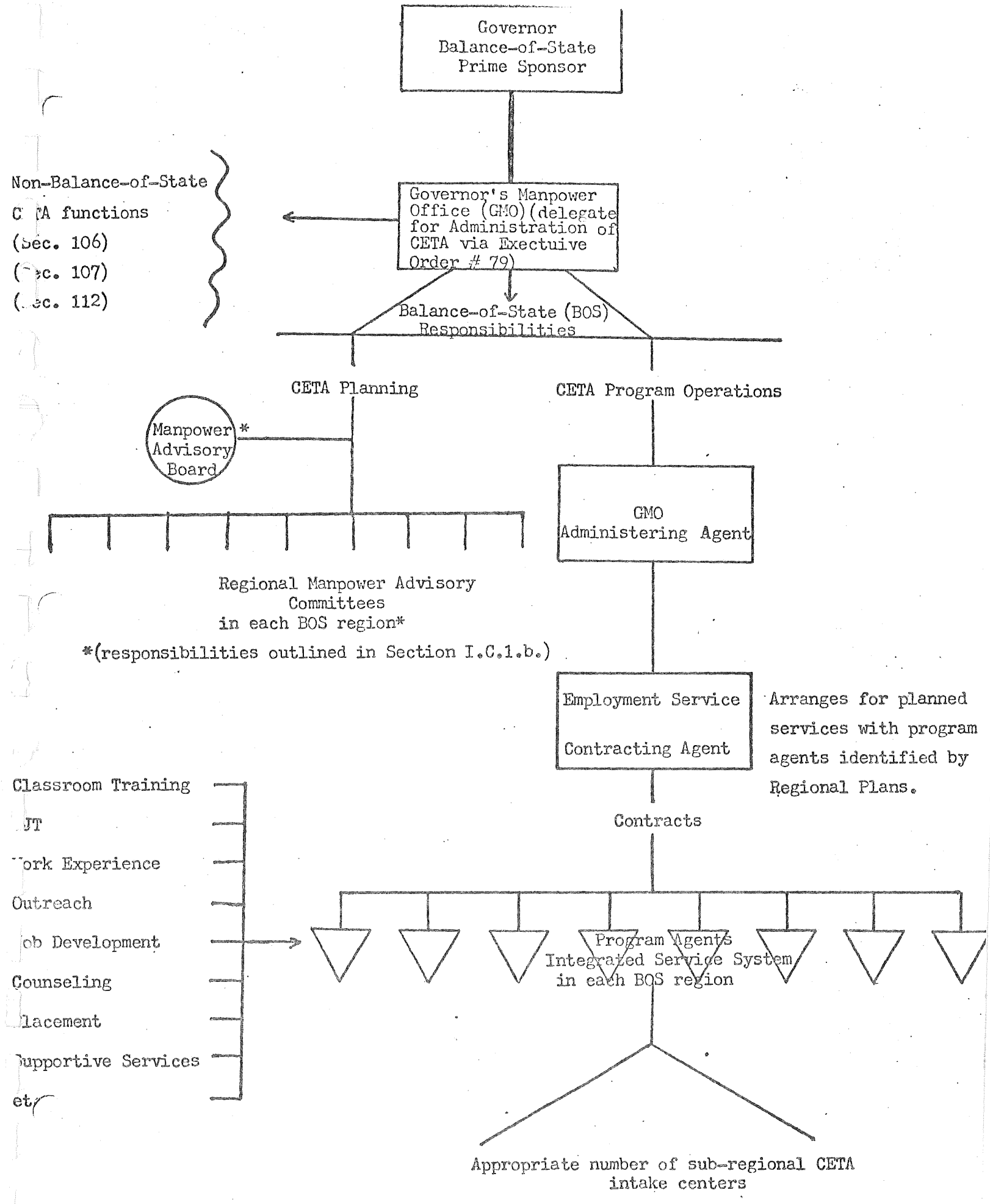
This Order shall supersede Executive Order Number 50 dated November 29, 1972, and shall be effective on the date of signature.

IN TESTIMONY WHEREOF, I hereunto set my hand on this twentieth day of March, 1974.

Wendell R. Anderson

Filed according to Law:

Arlen I. Erdahl
Secretary of State


Governor
Balance-of-State
Prime Sponsor
Non-Balance-of-State
C TA functions
(Sec. 106)
(ec. 107)
(ec. 112)
Governor's Manpower Office (GMO) (delegate for Administration of CETA via Exectuive Order # 79)
Balance-of-State (BOS) Responsibilities
CETA Planning
CETA Program Operations
Manpower Advisory Board *
GMO Administering Agent
Regional Manpower Advisory Committees in each BOS region*
*(responsibilities outlined in Section I.C.1.b.)
Employment Service
Contracting Agent
Arranges for planned services with program agents identified by Regional Plans.
Classroom Training
JT
ork Experience
Outreach
ob Development
Counseling
lacement
upportive Services
et
Contracts
Program Agents
Integrated Service System
in each BOS region
Appropriate number of sub-regional CETA intake centers

LETTER OF AGREEMENT
BETWEEN
GOVERNOR'S MANPOWER OFFICE
AND
MINNESOTA DEPARTMENT OF EMPLOYMENT SERVICES

This agreement entered into by the Governor's Manpower Office and the Minnesota Department of Employment Services, herein after referred to as Grant Agent shall incorporate all of the following and separately executed Subparts.

DEFINITIONS:

- Prime Sponsor - Governor of the State of Minnesota
- Administering Agent - Governor's Manpower Office (GMO)
- Grant Agent - Agency or organization to which the Governor's Manpower Office delegates mutually agreed upon responsibilities for program operation and management.
- Program Agent - Any agency or organization which, through a contract or subgrant, provides services to either the Governor's Manpower Office or to the Grant Agents.

A. DISTRIBUTION OF RESPONSIBILITIES

In order to insure objectivity in the implementation of employment and training programs under CETA, it is desirable that planning, program operation and management, and direct service delivery be administered separately. Therefore, the delegation of functional responsibility under CETA will be as follows:

1. Planning - All planning for Title I, Title II, and State Services funds under Section 106(c) will remain the sole responsibility of the Governor's Manpower Office.

2. Program Operation and Management - Wherever practical, the Governor's Manpower Office will delegate the responsibility for development, implementation, and maintenance of programs under CETA (e.g. subgrant development and administration, invoicing and payments, account management, technical assistance, reporting, monitoring, data analysis and management) to a Grant Agent through this form of agreement or through contracts or subcontracts.

3. Direct Service Delivery - The Governor's Manpower Office or the Grant Agent may enter into contracts or subcontracts with Program Agents for the delivery of services to clients.

B. CONDITIONS GOVERNING THE DELEGATION OF RESPONSIBILITIES TO GRANT AGENT

1. Communications - The Grant Agent will direct all official Department of Labor CETA-related communication through the Governor's Manpower Office. Communications and documents to be so directed include: correspondence, contract and grant modifications, fiscal and program reports.

2. Development of Procedure - Grant Agent will provide the Governor's Manpower Office with a document outlining their proposed contract review procedures and fiscal control procedures prior to the execution of any contracts or subcontracts.

3. Contracts - Grant Agent will submit a copy of all contracts and subcontracts to which they are a party to the Governor's Manpower Office for plan compliance review prior to their execution.

4. Monitoring - The Governor's Manpower Office is held accountable for all activities financed by CETA funds. All agreements, contracts and subcontracts to which the Governor's Manpower Office is a party must include monitoring and reporting procedures needed to assure this accountability. The Governor's Manpower Office may delegate the responsibility for developing and implementing monitoring, reporting and data collection mechanisms to a Grant Agent. However, the Governor's Manpower Office retains the right to perform on site monitoring visits as necessary.

5. Evaluation - The Governor's Manpower Office retains responsibility for determining the effectiveness of all activities financed with CETA funds. All agreements, contracts and subcontracts to which the Governor's Manpower Office is a party must include provisions for review and evaluation of the funded activities. The Governor's Manpower Office may delegate the responsibility for the development or review and evaluation procedures to a Grant Agent.

6. Development of Forms and Documents - The Grant Agent will provide the Governor's Manpower Office with copies of all forms and documents developed for the purpose of carrying out their responsibilities as specified in the agreement. The Governor's Manpower Office will review and approve these prior to formal use.

7. Financing Grant Agent Activities - The Governor's Manpower Office will make funds available to the Grant Agents to carry out activities specified in Subparts to the Letter of Agreement. The amount to be made available, the conditions applying to its use, and the Grant Agents' responsibilities to account for its use will also be specified in the agreement.

8. Coordination Between Governor's Manpower Office and Grant Agent - The Governor's Manpower Office and the Grant Agent will designate specific staff members to be responsible for on-going coordination of activities for the term of the agreement.

C. GENERAL PROVISIONS TO BE INCLUDED IN ALL LETTERS OF AGREEMENT

1. Term of Agreement - The term shall run from the date of execution of the agreement to the expiration and close-out of the Federal grant, unless otherwise specified in Subparts of the agreement.

2. Modifications - The agreement may be modified or amended only with the written consent of both parties.

3. Cancellation - The agreement shall become nul and void fifteen days after the written notice of intent to cancel has been received by the other party to this agreement. Reasons for cancellation include but are not limited to:

   a) Non-compliance with the Comprehensive Employment and Training Act of 1973, regulations promulgated under the Act, and other applicable laws.

   b) Non-compliance with the provisions of this agreement.

4. Affirmative Action - All Grant Agents and Program Agents will comply with the provision of Governor's Executive Order Number 76 regarding affirmative action, and with all other State and Federal legislation and regulations relative to equal employment opportunities.

5. Mandatory Job Listings - Grant and Program Agents shall list all appropriate job openings with the Minnesota Department of Employment Services, in accordance with CETA, Section 106 b(5), with Minnesota Statutes Chapter 178 (1974), Section 1, and with Federal Executive Order Number 11701.

6. Grant Agent Acting As Program Agent - When a Grant Agent also serves as a Program Agent, under State prime sponsorship, all appropriate program agent documentation will be required. In such instances the Program Agent subgrant or contract will require the signature of the Executive Director of the Governor's Manpower Office as an attachment to this agreement.

This Agreement, executed by the chief executive officers of both parties, shall have full force and effect from and after June 18, 1974, and shall expire on June 30, 1975, subject to the provisions contained herein.

W. Dennis Pederson (6-13-74)
Executive Director (date)
Governor's Manpower Office

Emmet J. Cushing 11/18/74
Commissioner (date)
Department of Employment Services

c. Allowance Payments

The Unemployment Compensation Division of the Minnesota Department of Employment Services will process training allowance payments. This system was used in Minnesota under MDTA and provides for payment, records, reports, over-payment detection and collection.

Enrollees will receive an allowance equal to $2.00 per hour of training. Trainees receiving Unemployment Compensation (UC) benefits will be paid the difference between the above $2.00 rate and the UC benefit. Trainees receiving UC payments in excess of their eligible allowance will not receive a CETA training allowance. Dependency allowances will be paid in accordance with Section 95.34 (f) of the Federal Regulations. In no case will the allowance payment be waived without the prior written consent of the client. All applicable provisions of CETA and the Federal Regulations related to the payment of training allowances will be adhered to.

Incentive eligibility for training and/or incentive allowances will be determined by the intake center and certified by the Grant Agent. The training facility will be required to verify client attendance during training period.

d. Follow-up After Placement

The BOS Prime Sponsor will require intake centers to retain participants within the program in "Job Entry" component for a period of 30 days after employment is secured. During this time participants will remain eligible for supportive services. After the 30 day "Job Entry" period, participants will be terminated from the CETA program. When possible, the intake centers will conduct an exit interview. Additionally, follow up contracts - at 30 and 60 days - after termination will be made to determine the individual's employment status. Appropriate records will be kept on exit interviews and follow-up contracts.

e. Prime Sponsor Review Procedures

Every person participating in the BOS CETA program will be informed of the procedures for filing complaints and briefed about the hearing and review process. Participants will be encouraged to discuss any grievance informally with the appropriate intake center staff member prior to filing a formal complaint. It is hoped that the majority of complaints can be resolved between the participant and the intake center staff on an informal basis. However, if a formal complaint is made, the following review system has been established by the Prime Sponsor:

1. The intake center coordinator will be required to interview the participant within 10 working days of notification of the complaint. The purpose of this review will be to evaluate the grievance and, if possible, resolve valid grievances.

2. The center coordinator's evaluation of the complaint will be forwarded to the Governor's Manpower Office (GMO) within 10 working days of the interview.

3. The GMO will review all reports from center coordinators. If the complaint remains unresolved, GMO will initiate an investigation within 10 working days of receipt of the complaint. This investigation will examine the basis for the complaint and explore alternative remedies.

4. The GMO investigation will be concluded within 30 working days of initiation unless exceptional circumstances exist. Following this investigation, steps will be taken to resolve the complaint or the matter will be referred to the ARDM.

5. The complaint file, including all relevant documents, will be available to the ARDM at any point in the above process.

f. Affirmative Action Provisions

Prime Sponsor

The Governor's Manpower Office has adopted an affirmative action plan which is currently in force. This plan is included at the end of this section. It will be the internal tool used by the GMO to fulfil its responsibilities regarding non-discrimination and equal employment opportunities.

Sub-grantees and Contractors

Minnesota Statutes Chapter 363.073 (Minnesota Human Rights Act) states that "no Department or Agency shall award a contract to any firm or person unless such a firm or person has received a certificate of compliance or has pending an application therefore which has not been denied."

The Prime Sponsor intends to stimulate and monitor the EEO activities of sub-grantees and contractors through the Governor's Affirmative Action Office. At the present time a proposal for this relationship is being reviewed by the Governor's Manpower Office. Funds have been earmarked for this purpose under "other Activities" on the P.O.P.

AFFIRMATIVE ACTION POLICY AND PLAN

POLICY

I. Definition

Affirmative Action is not mere passive nondiscrimination. It includes procedures, methods and programs for the indentification, positive recruitment, training and motivation of present and potential minority group employees and the establishment of upward mobility programs to alleviate the underutilization of women and minorities. It is action which will equalize employment opportunities in all aspects of State Government so as to allow full utilization of women and minority group manpower potential. The overall result to be sought is equal opportunity for all individuals participating in or seeking entrance to the State's labor force.

The Governor's Manpower Office is committed to the concept of Affirmative Action and as a result has adopted the Governor's policy of Equal Employment Opportunity.

II. Statement of Policy

With this document, the Governor's Manpower Office reaffirms its established policy of nondiscrimination and promotion of equal opportunity in employment.

We fully support the nondiscriminatory provisions of all State and Federal laws, rules and regulations. This includes, but is not limited to, the Civil Rights Act of 1964 as amended, the Minnesota Human Rights Act, the Governor's Code of Fair Practices, the Federal Age Discrimination in Employment Act of 1967, and the Governor's Executive Order Number 76.

The policy of this office is to assure that qualified applicants are employed and that employees are treated equally without regard to race, religion, color, national origin, sex, age or disability. This policy applies in recruitment, selection, appointment, advancement, transfer, layoffs, downgrading, compensation, selection for training, or any other personnel action.

Any employee whose responsibility involves any personnel transactions shall, in exercising such responsibility, consider only the availability and qualifications of the individuals involved.

All employees shall conduct themselves in accordance with the policy in all day-to-day relationships with their fellow employees and shall not, by word or action, deprecate another or interfere with the performance of work assigned to another because of race, religion, color, national origin, sex, age or disability.

Realizing that achievement of active antidiscrimination involves more than a policy statement, an integral part of this policy is a statement of goals and timetables.

III. Dissemination of Policy

The following methods will be used to assure that all employees are cognizant of the affirmative action policy and plan for equal opportunity in employment.

A. The policy and plan will be distributed to all staff members. The Equal Opportunity Officer will discuss this policy and plan with the present employees.

B. The Affirmative Action Policy will become a permanent part of the GMO Personnel Systems and Procedures and, as such, will be included as part of the orientation of new staff members.

C. The Affirmative Action Plan with its goals and timetables will, periodically be reviewed and updated to reflect accomplishments and the new directions this plan will take. Revisions to these goals and timetables will be distributed to staff member and discussed at a meeting of the entire staff.

D. The policy and plan will also be prominently displayed on the employees' bulletin board.

E. Awareness training sessions shall be arranged for all employees by the Equal Opportunity Officer.

F. The policy will be made known to those involved in recruiting and selecting employees.

PLAN

I. Objectives

The overall purpose of the Affirmative Action Plan is to demonstrate by the strongest and clearest actions possible, the total commitment by the Governor's Manpower Office to a policy of nondiscrimination in employment.

II. Major Objectives are to:

A. Actively recruit, hire and promote minorities and women into job classes where they are not now adequately represented in the professional and supervisory categories.

B. Ensure that no qualified applicants or present employees are denied employment or promotion because of race, religion, color, national origin, sex, age or disability.

C. Utilize present training courses for all employees to promote awareness and further the implementation of the Affirmative Action Policy and Plan.

D. Utilize present training courses directed toward the upgrading of minorities and women.

E. Establish a procedure of continuous monitoring and review of all phases of the Affirmative Action Plan.

F. Incorporate specific goals and timetables for minority hiring and make efforts to achieve the established goals and timetables.

III. Recruitment

Recruitment is the direct responsibility of the Executive Director and the Deputy Director. Some techniques that will be used to attract qualified minority and qomen personnel will be to:

A. See that all staff involved in recruitment are trained in, and sensitive to, the problems and abilities of minorities and women.

B. Contact appropriate community organizations and groups and other resources to explain the objectives and encourage qualified minority group members and women to apply for employment.

C. Encourage all employees to assist in the active recruitment of qualified minorities and women for positions within the GMO.

IV. Selection, Placement and Promotion

Affirmative action in the process of selecting or promoting employees is the direct responsibility of the Executive Director and Deputy Director. Positive action will be taken to hire or promote qualified minority and women candidates.

Affirmative action in the selection and promotional process must begin with the initial interview of the candidates. During interviews with minority or women applicants special efforts will be made to obtain positive information that will increase the chances of these candidates for selection. The candidates will be informed of the specific duties of the position and an extra effort made to determine the related experience, elements of formal training, and special interests that my relate to the position.

Whenever applicants who are minority or women are interviewed and other than a minority or woman is selected, a written report will be filed by the Equal Opportunity Officer. Candidates will be informed of the reason for not being selected.

V. Training

The basic orientation for all employees will include a session devoted to the need for, the purpose and the content of the Affirmative Action Policy and Plan.

Training programs, both in-service and out-service, will be extended to all employees, regardless of educational levels, if such a program is job-related and should result in better work performance. Special efforts will be made to include minorities and women. No employee will be restricted from attending such courses because of race, religion, color, national origin, sex, age or disability.

VI. Administration, Monitoring, and Review

An Equal Opportunity Officer shall be appointed by the Executive Director and shall report to the State Director of Equal Opportunity. The responsibilities of the Equal Opportunity Officer shall include, but not be limited to the following:

A. Maintain continuous review of employment practices of the GMO.

B. Prepare and submit reports to the State Director and the Affirmative Action Council on the progress and status of the Affirmative Action Plan with appropriate recommendations.

C. Assure that, in accordance with the GMO Personnel Procedures, job requirements and classifications are periodically reviewed and revised as necessary.

D. Engage the Affirmative Action Council in continuous review of the policy and plan and make any necessary recommendations for chages to the Executive Director. These recommendations and changes shall be subject to review and approval by the State Director.

E. Investigate and attempt to resolve complaints of violation of Affirmative Action Policy with the State Director's Office.

F. Make quarterly statistical and written reports to the State Director of Equal Opportunity, Office of the Governor, documenting chages in minority employment.

G. Review quarterly the number of minorities or women hired or promoted in each job classification to ensure that goals, timetables and objectives are being met.

H. Assure that periodic interviews of a representative cross-section of minority employees are conducted to indentify any complaints or discriminatory training practices, even though unintentional, which may have occurred. Interview results shall be recorded in quarterly reports and forwarded to the State Director of Equal Opportunity.

I. Assure that exit interviews are conducted with all employees who terminate their employment with the GMO. The results of these interviews will be recorded and analyzed to determine the reasons for departure of minority and women employees.

AFFIRMATIVE ACTION COUNCIL

The State Director of Equal Opportunity has prescribed formation of an Equal Opportunity Council and an Affirmative Action Committee. Because of the small number of staff members in the Governor's Manpower Office, the duties and responsibilities of these two bodies have been conbined under one council, the Affirmantive Action Council. The Council shall consist of 5 members, including the Equal Opportunity Officer, representatives from clerical staff, the professional staff, and at least one minority group member.

The Council shall have the following functions:

1. Internal Compliance Functions;
   - A. Continuously review and amend the policy.
   - B. Ensure that employment practices of the GMO are consistent with its Affirmative Action Policy and Plan.
2. Equal Opportunity Functions;
   - A. Receive and act upon reports and recommendations submitted by the Equal Opportunity Officer.
   - B. Ensure that all complaints and grievances relating to the policy are properly resolved.
   - C. Submit required reports to the appropriate State officials.
   - D. Assist the Equal Opportunity Officer with his/her responsibilities.
3. Internal Grievance Functions
   - A. Establish and implement an internal grievance procedure under the auspices of the State Director of Equal Opportunity.
   - B. Inform prospective, current or former employees that they may file complaints about possible discriminatory actions or noncompliance with this Affirmative Action Council or with the Commissioner of the Minnesota Department of Human Rights.

GOVERNOR'S MANPOWER OFFICE
AFFIRMATIVE ACTION POLICY
GOALS & TIMETABLE
JUNE 10, 1974

The present staff of the GMO consists of 18 staff members in fourteen professional and four clerical positions. All positions are in the unclassified civil service.

Currently there are eight women on the staff, four in clerical positions and four in professional positions. Two of the four clerical positions are filled by members of minority groups (Black). of the ten men on the staff, one is a minority group member (Spanish-American).

Currently there are three vacancies--2 clerical and 1 professional (Management level). In all three cases, we are making every effort to recruit candidates who are members of minority groups or who are women. We hope that we will be able to recruit a graduate of WIN or MDTA programs for at least one of the clerical vacancies.

AFFIRMATIVE ACTION COUNCIL

Members:

David R. Johnston, Equal Opportunity Officer

Sheryle Adams — Julia Palmer

Branch Miller — Victor Perez

I.C.4. Explanation of Selection of Delivery Agents

a., b. and e. (combined) Utilization of Existing Institutions

The delivery system to be utilized in the BOS was described earlier in this Narrative. Briefly stated, this system will integrate authorized manpower service components and focus them on participant needs on an individual basis. This system will be built upon facilities that now exist in the BOS, and does not involve creating a new institutional framework. These existing institutions will be combined to form CETA intake centers, and it is through these centers that virtually all services will be delivered or arranged.

Selection of the existing institutions to be associated with the intake center services - i.e. outreach, counseling, OJT, and work experience - will be made on a region by region basis after consideration of recommendations of the RMAC. The institutions selected will be involved in the intake center operations through a staff member who will be assigned to the center. It is envisioned that the components listed above will, in most cases,be associated with either the Employment Service or Community Action Agencies.

Classroom training will be scheduled at public or private training institutions on an individual basis in accordance with the participant's enrollee plan. A projection of the staffing of an intake center would include a center coordinator and a team of ES and CAA staff members who would work together to develop participant enrollee plans and apply their component services to execute the plan.

As noted above, actual Prime Sponsor selection of the existing institutions to be involved with the component services will be based upon recommendations from the RMACs. The RMACs will be asked to examine existing institutions on the basis of:

1. Past experience with the appropriate service component;
2. Ability to serve the geographic area;
3. Commitment to the integrated/team delivery concept;
4. Elimination of any duplication of services;
5. Ability to enhance coordination of CETA services with other manpower or human services.

c. Coordinative Relationships with Non-CETA Deliverers of Manpower Services

Coordination with non-CETA deliverers of manpower services will be effected by four primary means:

1. The State Manpower (Services) Council will serve to involve those State agencies having manpower or manpower related responsibilities with CETA activities;

2. Members of the Governor's Manpower Office staff will be assigned as liaisons to relevant non-CETA deliverers of services and/or functional areas;

3. Representation on Regional Manpower Advisory Committees will include, to the extent feasible, non-CETA deliverers of manpower services; and

4. BOS intake centers will be required to coordinate CETA activities with other service programs. For example, in WIN areas in the BOS, CETA intake centers will establish direct contact with the WIN program.

One of the reasons behind implementing an integrated delivery system in the BOS is the advantages it offers regarding coordination with non-CETA human services. The integrated system permits non-CETA services to be coordinated with CETA components through a single focal point, the intake center.

d. CETA Section 112 Services

The chart below divides the funds for CETA Section 112 vocational education services the BOS will be receiving from the Special Grant to the Governor into allocations for each of the BOS regions.

ALLOCATION OF SPECIAL VOCATIONAL EDUCATION FUNDS TO BOS REGIONS

REGION	ALLOCATION	PERCENTAGE
1	$ 38,106	9.56
6E	31,290	7.85
6W	21,365	5.36
7E	24,354	7.11
7W	44,803	11.24
8	54,330	13.63
9	69,436	17.42
10	114,916	28.83
TOTAL	$ 398,600	100.0

The allocation method used to make allocations by region is the same as the one used by the State in allocating Section 112 funds among prime sponsors. The method is based on a five-factor formula with all factors weighed equally. The factors were 1973 unemployment, the number of working poor, the number of individuals in

low-pay/low-status occupations, the number of low income adults, and the size of the labor force. The source of all data was the "1970 Census of Population" except the 1973 unemployment factor, which was provided by the Minnesota Department of Employment Services.

A non-financial agreement as required under CETA Section 112 has been signed between the BOS Prime Sponsor and the State Board of Vocational Education. The funds available through the special grant to the Governor will be used to augment institutional training activities within the regular CETA program; to provide continued classroom training to eligible participants in advance of establishment of the intake centers; and to effect the smooth transition from MDTA categorical type programs to an integrated service delivery system under CETA.

Through use of Section 112 funds, the Division of Vocational Education will provide the necessary resources for payment of skill related classroom training as described in Section 1C2b of this narrative, allowances and related costs to train enrollees. The established Minnesota Department of Employment Services MDTA referral and trainee payment procedures will be utilized to initially recruit and process enrollees into training. Responsibility for enrollee supportive services will be assumed by the BOS regional CETA intake centers after their establishment. Trainee allowances will continue to be paid by the MDES payment unit Unemployment Compensation Division through the term of the Special Grant. The Vocational Education Division will also provide the direct payment of training costs to participating training institutions following existing MDTA procedure for the duration of the Special Grant.

The prime sponsor will assure coordination between the Vocational Education Division, MDES and the CETA program. It will be the responsibility of the Center Coordinator to provide continued services and follow-up utilizing both regular CETA programming and special grant resources. It is envisioned that many enrollees participating in the special grant project will be referred to regular program components for needed supportive services, work experience and, ultimately, placement.

I.C.5. CETA Cost Plan

a. and b. (combined)

The CETA cost plan for the BOS takes the following factors into consideration:

1. Project administration
2. Enrollee allowances, wages and fringe benefits
3. Enrollee training costs
4. Services to clients

1. The project administrative costs for the program year will be $660,000 (11 % of program year expenditures). This includes costs for state level contracting and payroll, program agent administration, Governor's Manpower Office planning and evaluation, and BOS intake center administration. A breakdown of these costs follows:

State Level Contracting and Payroll

The Prime Sponsor will provide $165,000 for state level contracting and enrollee pay functions. These costs include, but are not limited to, contract negotiation and finalization, and cost for payment of allowances and wages under the various services.

Program Agent Administration

The Prime Sponsor has determined that the best method for implementation of CETA in the BOS is the integration of a number of services already provided by existing MRS program agents. It is the intent of the Prime Sponsor to utilize existing program agents in the implementation of the new integrated system to reduce start-up costs and to utilize existing manpower expertise. The involvement of current MRS program agents in the new system will require continuance of certain operational and administrative

functions and the program agents will be reimbursed for this participation accordingly. This program agent administration will be provided to institutions involved in the integrated system on an equitable basis and consistent with their involvement in CETA implementation. The Prime Sponsor has provided $125,000 for this category.

Governor's Manpower Office Planning and Evaluation

The Governor's Manpower Office, as the administrator for BOS will provide planning and evaluation services. This cost will be $120,000. Costs include staff salaries, office space, office supplies, communication, printing, travel expenses and support for the Regional Manpower Advisory Committees.

BOS Area Intake Center Administration

The Prime Sponsor plans to provide CETA services in the BOS through use of an intake center operation concept. An estimated thirteen (13) CETA intake center will be located throughout the BOS area. Each will have a center coordinator whose function will be primarily administrative. The centers will also have initial start-up costs, monthly rental, and telephone expenses. The Prime Sponsor has allowed $250,000 for the cost of center administration.

2. Enrollee allowances, wages and fringe benefits will be 64% ($3,918,000) of the funds available during the program year. This includes allowances paid to the enrollee for participation in classroom training, wages paid for participation in work experience, and benefits (F.I.C.A. and Workman's Compensation) paid to the enrollee while on work experience.

3. Enrollee training costs will be 4% ($258,000) of the funds available during the program year. This will include employer reimbursement for training, and books, tuition and fees for vocational education.

4. Provision for services to clients will be 21% ($1,280,000) of the funds available during the program year. This will include costs of intake center staff who provide direct services to participants, and costs for implementation of an affirmative action program in Balance of State, and any additional supportive services to clients.

I.D. & II.A. Geographic Locations to be Served and Arrangements for Complete Service Coverage to All Areas

The Governor is the Prime Sponsor in the Minnesota BOS area -

those areas within the State not under the jurisdiction of any other Federally designated prime sponsor. This area is comprised of 54 counties within the boundaries of Minnesota Economic Development Regions I and VI through X (map following this section). The population and number of counties in each BOS region according to the 1970 census is as follows:

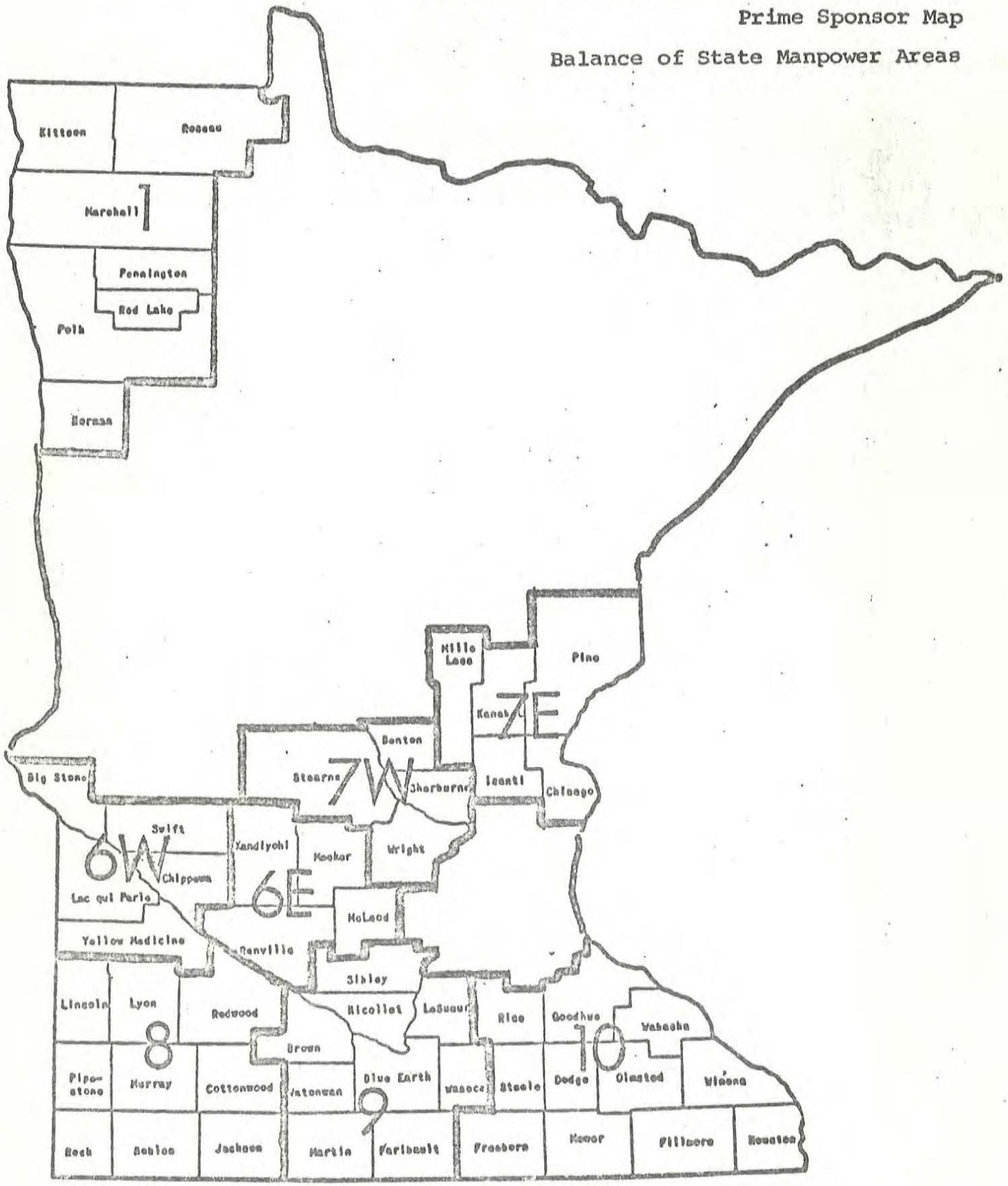
REGION	POPULATION	NO. COUNTIES
Region I	94,579	7
Region VIE	99,900	4
Region VIW	61,700	5
Region VIIE	86,800	5
Region VIIW	188,500	4
Region VIII	141,800	9
Region IX	225,600	9
Region X	396,200	11
TOTAL (Balance-of-State)	1,290,079	54

Because of the large geographic area served and the diversity of manpower needs within the BOS, Regional Manpower Advisory Committees (RMACs) have been established in these eight BOS regions (refer to Section I.C.1. of this application). These regional areas are the focal points for planning and arranging delivery of CETA services. This regional system of local advisory committees facilitates effecting complete geographic coverage of services within the BOS. Each region's program will be tailored to fit the needs of that area and intake centers will be located so that all residents of a region have ready access to an intake point.

Comprehensive Employment and Training Act

Prime Sponsor Map

Balance of State Manpower Areas



II. B. State Manpower (Services) Council Functions

The principal activities of the State Manpower Council (SMC) will be to initiate coordination among prime sponsors and State agencies, to develop monitoring systems and standards for purposes of evaluation and making recommendations, and to familiarize the general public with the current issues in manpower training and employment. The functions of the Council are:

1. Facilitating initial liaisons among prime sponsors and State agencies;

2. Development and initial testing of alternative systems for monitoring prime sponsor and relevant State services operations;

3. Identifying general criteria for evaluating prime sponsor and State agency operations and for promoting coordination in planning among prime sponsors, State agencies and the comprehensive planning and development commissions in Minnesota's Economic Development Regions;

4. Identifying manpower issues and making recommendations for State-wide manpower policy, especially as relevant to the new systems under CETA.

The SMC will make an annual report to the Governor which will include recommendations for improving manpower services, for needed State and Federal legislation, and for improving coordination of manpower with other State and Federal human service programs. However, throughout the year, the Council will make recommendations to the Governor, prime sponsors, State agencies, the Regional Manpower Administration and other Federal agencies, and to the general public for more effective coordination of manpower systems in order to meet the overall needs of the State.

An additional function of the Council will be an educational one. The SMC will conduct programs to familiarize themselves and the general public with manpower services, programs and operations in the State and to promote public awareness of new employment and training opportunities.

II. C. Statewide Services

The following Statewide services will be undertaken under Section 106 of the Comprehensive Employment and Training Act of 1973:

I. Statewide services by State agencies
Planned allocation $154,081

II. Special services for rural areas outside major labor market areas
Planned allocation $190,335

III. Development of a labor market information system
Planned allocation $181,271

IV. Technical assistance to prime sponsors
Planned allocation $163,144

V. Special model programs
Planned allocation $217,526

Determination of Statewide services to be provided and their planned allocation is based on a needs analysis conducted by the Governor's Manpower Office (GMO) and recommendations submitted to the GMO as a result of the June 19th meeting of the State Manpower Council. The planned cost is based on a total allocation figure of $906,357.

Emphasis will be placed on the following Statewide services: integration of human services delivery, coordination with State-Federal-local agencies, development of management information systems, affirmative action program assistance, development of labor market information, and development of model programs for special target groups in need of manpower services.

M I N N E S O T A

OCCUPATIONAL - INDUSTRIAL EMPLOYMENT

STATE PROFILE 1950-1970

Governor's Manpower Office
15 Capitol Square Building
St. Paul, Minnesota
(612) 296-6909

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

ERRATA PAGE

Page 7 Region IX - An increase in Industrial Employment occurred in Government rather than Medical & Other Health Services.

Page 23 The first sentence in the third paragraph should read "From 1950 to 1970 major industrial employment gains occured in Finance - Insurance - Real Estate and Government (gains of 7,037 and 3,679).

Page 23 The last paragraph on the page should read:

Occupational Employment-

Major occupational employment groups in 1970 were Operatives and Kindred Workers (11,846) and Farm Laborers and Foremen (10,313). These two groups constituted 27% of the total occupational employment of the area. From 1950 to 1970 major declines occurred in Farmers and Farm Managers (loss of 16,870). Major gains took place in Service Workers; Operatives and Kindred Workers; and Clerical and Kindred Workers (gains of 5,640, 5,519, and 5,137 respectively). From 1960 to 1970 major gains occurred in Farm Laborers and Foremen (gain of 5,732) and Clerical and Kindred Workers (gain of 3,804) while declines took place in Farmers and Farm Managers (loss of 14,081) and Private Household Workers (loss of 481). Total Employment increased by 10,995 from 1960 to 1970.

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TABLES*

State Industrial and Occupational Employment: 1950, 1960 and 1970	Table 4
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Changes in State Occupational Employment: 1950 - 1970 and 1960 - 1970	Table 11

* Regional Tables are available upon request.

MINNESOTA

OCCUPATIONAL - INDUSTRIAL EMPLOYMENT ANALYSIS

1950 - 1970

INTRODUCTION

The following occupational and industrial employment analysis was prepared from data collected through the 1950, 1960, and 1970 national censuses of population and housing. The information is presented in an effort to assist planners in identifying growth and decline trends in occupational and industrial employment in the state of Minnesota and its twelve manpower planning regions.

For economy two editions have been published: One for the State as a whole and a regional edition for each of the Economic Development regions. The State Edition contains a State Summary along with 12 regional reports. Three tables of generated data are included in this edition: State Industrial and Occupational Employment: 1950, 1960 and 1970 (Table 4); changes in State Industrial Employment: 1950 - 1970 and 1960 - 1970 (Table 10); and changes in State Occupational Employment: 1950 - 1970 and 1960 - 1970 (Table II).

Regional editions include the State Summary and the region's report. Five regional tables present data on Industrial and Occupational Employment: 1950, 1960 and 1970 (Ranked with 1950 as base year) (Table 4); Industrial and Occupational Employment: 1950, 1960 and 1970 (Ranked with 1960 as base year) (Table 5); Industrial and Occupational Employment: 1950, 1960 and 1970 (Ranked with 1970 as base year) (Table 6); Distribution of Industrial Employment: 1950, 1960 and 1970 and changes in employment 1950 - 1970, 1960 - 1970 (Table 10); Distribution of Occupational Employment: 1950, 1960 and 1970 and changes in employment: 1950 - 1970, 1960 - 1970 (Table II).

Unpublished but available tables (from the Governor's Manpower Office) include: Number and percent of State and Regional Industrial Employment - 1950 (Table I); Number and Percent of State and Regional Industrial Employment - 1960 (Table 2); Number and Percent of State and Regional Industrial Employment - 1970 (Table 3). Tables 7, 8 and 9 present Number and Percent of State and Regional Occupational Employment for 1950, 1960 and 1970.

In order to make the data from 1950 and 1960 comparable to 1970 some categories have been aggregated in both the industrial and occupational employment components. The Appendix presents the component categories of groups presented in this report. For additional information on the composition of the detailed categories please consult the "1970 Census of Population Classified Index of Industries and Occupations," U.S. Government Printing Office, Washington, D.C., 1971.

STATE

The population of the State of Minnesota according to the 1970 Census[2] was 3,804,971. July 1972[3] estimates place the population at 3,896,000, a gain of 91,000 or 2.4%. Industrial employment in Minnesota has increased from 1,128,376 in 1950 to 1,211,520 in 1960 and 1,552,123 in 1970. These gains are 7.36% from 1950 to 1960 and 28.1% from 1960 to 1970. The overall increase since 1950 was 423,747, a 37.5% gain. Occupational employment in the State increased from 1,143,972 in 1950 to 1,229,737 in 1960 and 1,488,919 in 1970. The gains are 7.49% from 1950 to 1960 and 21.0% from 1960 to 1970. The overall increase from 1950 to 1970 was 344,947.

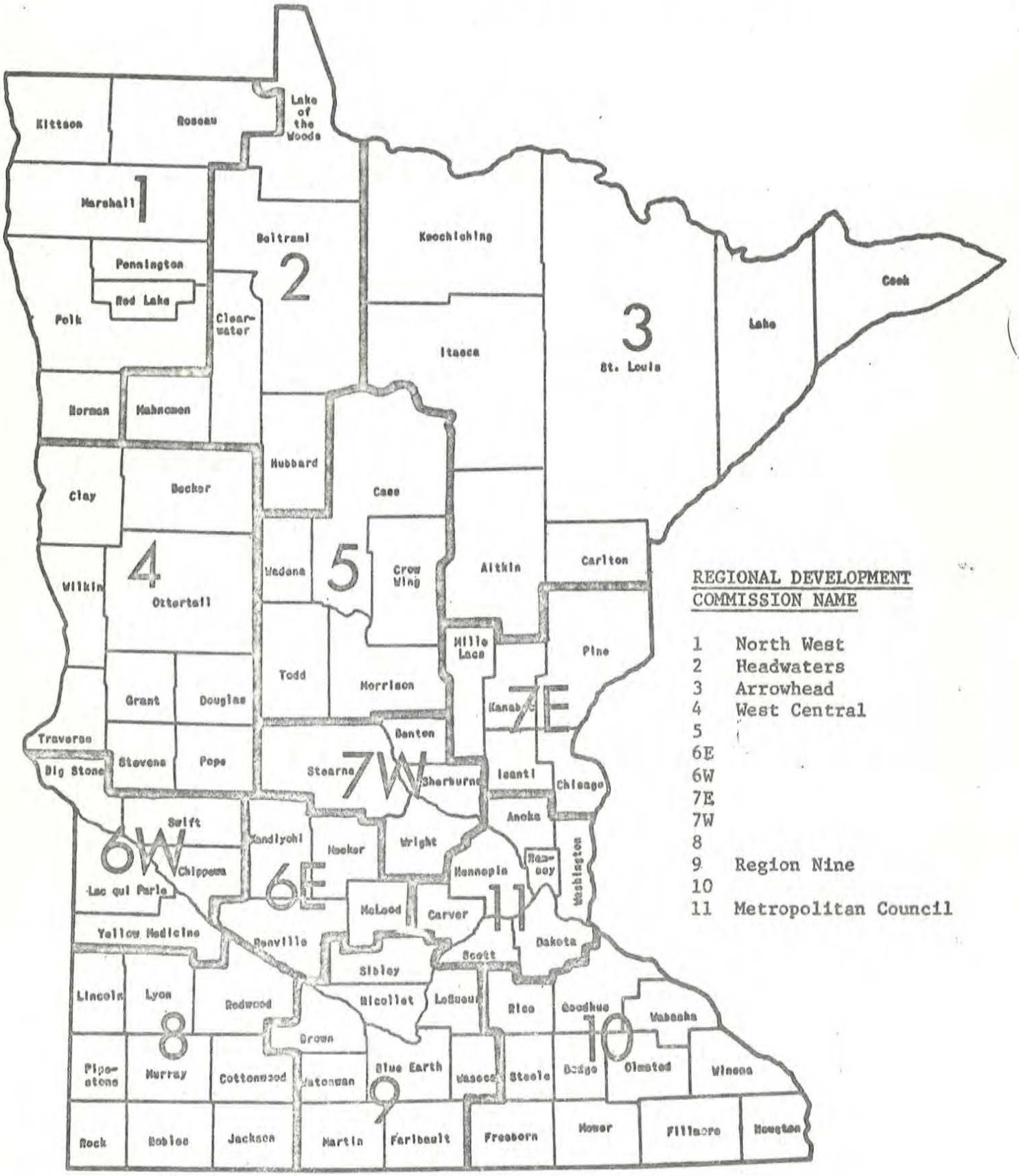
From 1950 to 1970 major occupational employment* gains in Minnesota occurred in the Professional-Technical and Kindred Services group and the Clerical and Kindred Workers group with increases of 123,915 and 107,119 respectively. The only major loss in industrial employment took place in the Farmers and Farm Managers. This group declined by 147,753 workers, an 86% loss.

The major occupational employment group in Minnesota in 1970 were the Clerical and Kindred Workers, the Professional-Technical and Kindred Services and the Operatives and Kindred Workers. These groups accounted for over 44% of the State's total industrial employment.

The major industrial employment group in 1970 were the Other Retail Trade and Finance-Insurance-Real Estate groups which accounted for 10.63 and 10.04% of total State industrial employment. (1,552,123). Major industrial employment gains from 1950 to 1970 occurred in the Finance-Insurance-Real Estate, Medical and Other Health Services and Government groups, with increases of 118,501 (F-I-R-E), 63,991 (Med) and 60,097 (Government). Major losses occurred in Agriculture-Forestry-Fisheries (loss of 149,801) and Railroads and Railway Services (loss of 21,579).

* See Appendix for composition of the detailed categories.

Minnesota Development Regions



REGIONAL DEVELOPMENT COMMISSION NAME

1	North West
2	Headwaters
3	Arrowhead
4	West Central
5	
6E	
6W	
7E	
7W	
8	
9	Region Nine
10	
11	Metropolitan Council

State Planning Agency/
Office of Local & Urban Affairs
8-27-73.

MAJOR CHANGES IN INDUSTRIAL AND OCCUPATIONAL EMPLOYMENT: 1950-1970

REGION	INDUSTRIAL EMPLOYMENT		OCCUPATIONAL EMPLOYMENT	
	INCREASE	DECREASE	INCREASE	DECREASE
STATE	Finance - Insurance - Real Estate (FIRE) Medical & Other Health Services Government	Agriculture - Forestry & Fisheries Railroad & Railway Services	Professional - Technical & Kindred Services Clerical & Kindred Workers	Farmers & Farm Managers
REGION I	FIRE Medical & Other Health Services Motor Vehicles & Other Transportation Equipment Government	Agriculture - Forestry & Fisheries	Service Workers Clerical & Kindred Workers Operatives & Kindred	Farmers & Farm Managers Farm Laborers & Foremen
REGION II	Government FIRE	Agriculture - Forestry & Fisheries Railroad & Railway Services	Service Workers Clerical & Kindred Workers Professional - Technical & Kindred Services	Farmers & Farm Managers

MAJOR CHANGES IN INDUSTRIAL AND OCCUPATIONAL EMPLOYMENT: 1950-1970 (cont.)

REGION	INDUSTRIAL EMPLOYMENT		OCCUPATIONAL EMPLOYMENT	
	INCREASE	DECREASE	INCREASE	DECREASE
REGION III	FIRE Medical & Other Health Services Government Other Professional & Related Services	Agriculture - Forestry & Fisheries Railroads & Railway Service	Service Workers Professional - Technical & Kindred Services	Farmers & Farm Managers Operatives & Kindred Workers
REGION IV	FIRE Medical & Other Health Services Government	Agriculture - Forestry & Fisheries Railroads & Railway Service	Professional - Technical & Kindred Services Clerical & Kindred Workers Service Workers	Farmers & FArm Managers
REGION V	FIRE Medical & Other Health Services	Agriculture - Forestry & Fisheries Railroad & Railway Services	Service Workers Clerical & Kindred Workers	Farmers & Farm Managers Farm Laborers & Foremen
REGION VI E	FIRE Other Non-Durable Goods Industries	Agriculture - Forestry & Fisheries Repair Services Railroad & Railway Services	Operatives & Kindred Workers Service Workers	Farmers & Farm Managers

MAJOR CHANGES IN INDUSTRIAL AND OCCUPATIONAL EMPLOYMENT: 1950-1970 (cont.)

REGION	INDUSTRIAL EMPLOYMENT		OCCUPATIONAL EMPLOYMENT	
	INCREASE	DECREASE	INCREASE	DECREASE
REGION VI W	FIRE Medical & Other Health Services Government	Agriculture - Forestry & Fisheries	Farm Laborers & Foremen	Farmers & Farm Managers
REGION VII	FIRE Other Retail Trade Medical and Other Health Services	Agriculture - Forestry & Fisheries	Operatives & Kindred Clerical & Kindred Workers Service Workers	Farmers & Farm Managers Farm Laborers & Foremen
REGION VIII	FIRE	Agriculture - Forestry & Fisheries	Farm Laborers Service Workers	Farmers & Farm Managers
REGION IX	FIRE Medical & Other Health Services	Agriculture - Forestry & Fisheries	Service Workers Professional - Technical Services	Farmers & Farm Managers Operatives & Kindred Workers

REGION 1:

Minnesota's planning Region 1 is composed of 7 counties located in the northwestern part of the State: Kittson, Marshall, Norman, Polk, Pennington, Red Lake and Roseau. The total population of the area determined by the 1970 Census[2] is 94,579. Provisional estimates for July 1, 1972 list the area population as 98,300[3] a 3.9% increase since 1970.

Industrial Employment -

1970 data shows the Agriculture-Forestry-Fisheries group to be the dominant industrial employer in the area with 6,552 workers in this category or 19.37% of the area's total industrial employment. Other Retail Trade is the second largest industrial employment group with 3,715 workers or 10.98% of the total, followed by Finance-Insurance-Real Estate and Government with 2,936 and 2,371 workers respectively (8.68 and 7.01%). Together these four groups accounted for 46.04% of the total industry employment in the area. Analysis of the data shows that although Agriculture-Forestry and Fisheries still is the dominant industrial employer group in the area this group declined by 13,978 workers from 1950 to 1970 or a 68% decrease. Conversely groups showing the largest increases (1950 to 1970) were in Finance-Insurance-Real Estate with 2,452 workers or a 506% increase (largest absolute increase), the Medical and Health Services, 1,497 increase (185%) Motor Vehicles and Other Transportation Equipment (snowmobiles included) 1,186 and Government with 1,129 increase. In total employment the region decreased by 13% for the period (1950 to 1970) or a loss of 5,059 workers. For the period of 1960 to 1970 the data reflects the following changes: Largest decrease in industrial employment also occurred in the Agriculture-Forestry and Fisheries component which lost 7,280 workers (52.6% decrease), while largest increases took place in Finance-Insurance-Real Estate with a gain of 2,327, Government which gained 2,113 workers and Motor Vehicles and Other Equipment which gained 1,138 workers.

Medical and Health Services which showed considerable gain from 1950 to 1970 showed a slight loss with a decline of 197 workers for the 1960 - 1970 period.

Occupational Employment -

In 1970 the dominant occupational employment group for Region I was Farm Laborers and Foremen with 4,901 workers or 15.21% of the total occupational employment. This group was followed by Service Workers[7] with 4,231 (13.11%). Operatives and Kindred Workers 3,983 (12.34%), Craftsmen, Foremenaand Kindred Workers 3,517 (10.90%), Professional, Technical and Kindred Services 3,276 (10.15%) and Clerical and Kindred Workers with 3,251 or 10.08% of the total occupational employment.

From 1950 to 1970 the largest occupational employment growth occurred in the Service Workers group with a gain of 2,012 (90.6%) and the Clerical and Kindred and Operatives and Kindred groups with gains of 1,228 (60.7%) and 1,336 (50.4%) respectively. Largest decline for this period occurred in the Farmers and Farm Managers group which declined from 14,304 to 1,445 or a 90% loss in this group. The Farm Laborers and Foremen group also shows significant decline with a loss of 1,166 workers (19%). During the 1960 to 1970 period Farmers and Farm Managers also shows the largest decline with a loss of 8,913 workers, while largest occupational employment gains took place in Farm Laborers and Foremen up 1,631 (49.7%) and Service Workers up 1,514 (55.7%). In terms of total occupational employment, the region lost 6,914 workers from 1950 to 1970, a 17.6% loss and lost 2,182 workers from 1960 to 1970 or a 6.3% loss. The total occupational employment for 1970 was 32,267.

REGION II:

Region II is composed of 5 counties in the northcentral portion of the State. Included in this area are Beltrami, Clearwater, Hubbard, Lake of the Woods and Mahnomen counties. The population of the area in 1970 was 54,594.[2] The estimated population as of July 1, 1972 is 58,800[3] a 7.7% increase.

Industrial Employment -

Census data (1970) indicates Agriculture-Forestry-Fisheries to be the dominant industrial employment group in the area, with 2,681 workers or 14.4% of the total industrial employment in the region, followed by Government with 2,492 (13.4%), Other Retail Trade with 2,121 (11.4%) and Finance-Insurance-RealEstate with 1,658 (8.91%).

1950 to 1970 changes indicate that the Agriculture-Forestry-Fisheries group experimented the largest decline in the number of workers, reflecting a loss of 5,577 workers or 67% for the period. The Railroads and Railway Services industry also showed a significant loss with a decline of 67% and a loss of 190 workers followed by the Entertainment and Recreation Services which lost 81 workers or 59%. Major employment gains occurred in the Government sector 1,658 workers (96%) and Finance-Insurance-Real Estate with a gain of 1,440 or 60%. During the period from 1960 to 1970 large employment gains also occurred in the Government and Finance-Insurance-Real Estate Services with increases of 2,339 and 1,391 respectively, while decline took place in the Agriculture-Forestry-Fisheries 42% (loss of 1,938 workers) and Railroads and Railway Services 55% (loss of 113 workers).

Occupational Employment -

The 1970 Census indicates the Service Workers group the largest occupational employment group in Region II with 2,648 workers or 15% of total occupational employment. This group was followed by Professional-Technical and Kindred Services with 2,420 workers (13.7%), Clerical and Kindred Workers 2,084 (11,8%) and Farm Laborers

and Foremen 1,916 (10.8%). The study reflects the following changes from 1950 to 1970. Largest decline occurred in the Farmers and Farm Managers group which lost 5,286 workers. Largest gains occurred in Service Workers 1,389 (110%), Clerical and Kindred Workers 1,082 (108%) and Professional-Technical and Kindred Services group 1,092 (82%). From 1960 to 1970 largest gains occurred in Farm Laborers and Foremen, 1,023 workers (114%) and Service Workers, 1,184 (81%), while major losses occurred in Farm and Farm Managers 2,991 (86%).

REGION III:

Minnesota's planning Region III, the Arrowhead region comprises 7 counties in northeastern Minnesota. (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis). The 1970 Census population figures show the population of the area as 329,603[2]. Late updates place the area population[3] at 334,700 (July 1972), a gain of 5097 persons (1.5%).

Industrial Employment -

1970 Census data shows the following industries to be the primary industrial employers for the region: Mining accounts for 10.5% of the total with 12,234 workers, followed by Other Retail Trade 11,742 (10.1%), Finance-Insurance-Real Estate 9,844 (8.4%), and Medical and Other Health Services with 8,580 (7.4%). Together these four industries account for over 36% of the total industrial employment of the area.

Industrial employment change between 1950 and 1970 reflect the following gain and losses. Largest decline occurred in the Agriculture-Forestry-Fisheries group which lost 9,531 workers and the Railroad and Railway Services which declined by 4,886 workers, (78% and 63% respectively). Largest gains during the period occurred in Finance-Insurance-Real Estate (7,466), Medical and Health Services (4,995), Government (3,802) and Other Professional and Related Services (2,814).

From 1960 to 1970 major industrial employment gains occurred in Finance-Insurance-Real Estate 6,842, Government 7,214 and Other Retail Trade, while major losses occurred in Mining with a loss of 3,335 workers, a decline of 21% and Railroads and Railway Services (2,729), Agriculture-Forestry-Fisheries (2,360) and Medical and Other Health Services (1,379).

Total industrial employment increased 3.4% from 1950 to 1970 and increased by 7.4% from 1960 to 1970 or gains of 3,856 and 8,077 workers. (Although changes from 1950 to 1970 and 1960 to 1970 reflect gains, the region's industrial employment declined by 4,221 from 1950 to 1960.)

Occupational Employment -

Occupational employment data from 1950 and 1970 shows the Farmers and Farm Managers group and the Operatives and Kindred Workers group to have the largest losses in employment with declines of 6,942 and 5,525 workers. For the same period major employment gains occurred in Service Workers (5,462) and Professional, Technical and Kindred Services (5,294). From 1960 to 1970 the census data indicates Services Workers again as noting the largest occupational employment gain for the period (4,303) while Operatives and Kindred Workers shows the largest decline with a loss of 3,085 or 14%. The region's total employment declined from 1950 to 1970 by 2,113 workers, although it showed an increase from 1960 to 1970 of 2,181 workers. The Arrowhead area major occupational employment groups for 1970 were Craftsmen-Firemen and Kindred Workers with 18,782 (16.8%), Operatives and Kindred 18,706 (16.7%), Professional, Technical and Kindred Workers 14,914 (13.3%) and Service Workers 14,881 (13.3%).

REGION IV:

Minnesota's planning Region IV is located in the western part of the State. Region IV is composed of the following counties: Becker, Clay, Douglas, Grant, Ottertail, Pope, Stevens, Traverse and Wilkin. The 1970 population of the region[2] was 185,376. Estimates for July 1972[3] place the number of inhabitants at 191,000 a gain of 5,624 or 3%.

Industrial Employment -

1970 Census data shows the Agriculture-Forestry-Fisheries group to be the largest industrial employment group in the region with 18.8% of total industrial employment. Other Retail Trade and Finance-Insurance-Real Esaate are the second and third largest industrial employment groups with 11.8 and 9.8% respectively. Together these groups constituted over 40% of the area's industrial employment in 1970. Major changes between 1950 and 1970 are the following: Largest decline in industrial employment occurred in Agriculture-Forestry-Fisheries with a loss of 17,592 workers (57%) and Railroad and Railway Services which lost 977 workers (55%). Major gains occurred in Finance-Insurance-Real Estate gaining 5910 workers, Medical and Other Health Services gaining 3,337 workers and Government gaining 3,064 workers. The total change in industrial employment for the period resulted in a net gain of 5,230 workers.

From 1960 to 1970 major gains occured also in Finance-Insurance-Real Estate, up 5,384 workers and Government up 4,561 workers. Major employment losses occurred in Agriculture-Forestry-Fisheries with a loss of 7,977 and Private Household workers with a loss of 930 workers. The net change for this period shows a gain of 8,515 workers or 13.0%.

Occupational Employment -

In 1970, the major occupational employment groups for the region were the Farm Laborer and Foremen, the Service Workers and Clerical and Kindred Workers. These groups

accounted for 14.7, 12.6 and 12.1% of total occupational employment in the region. Major gains from 1950 to 1970 took place in the Professional-Technical and Kindred group with a gain of 4,008 and the Clerical and Service Workers with gains of 4,243 and 4,765 workers each. Major losses occurred in Farmers and Farm Managers which declined by 18,168 or a loss of 87%.

Total employment for the period shows a gain of 886 workers from 1950 to 1970. From 1960 to 1970 major gains occurred in Farm Laborers and Foremen (5,648) and Service Workers (3,447) while losses occurred in Farmers and Farm Managers which declined by 13,897 workers. The region gained 4,554 workers from 1960 to 1970. (Compared to a loss of 3,668 from 1950 to 1960).

REGION V:

Minnesota's planning Region V is located in the central part of the State and is composed of Cass, Crow Wing, Morrison, Todd and Wadena counties. The total population for the area in 1970[2] was 113,624, while 1972 estimates[3] place the population at 119,500, a gain of 5,876 persons or 5.2%.

Industrial Employment -

Major industrial employment groups in Region V in 1970 were the Agriculture-Forestry-Fisheries with 5,862 workers. Other Retail Trade 4,190 and Finance-Insurance-Real Estate 3,332.

The region's employment pattern from 1950 to 1970 show the following industrial employment group changes: Major losses occurred in Agriculture-Forestry-Fisheries (decline of 9,880) and Railroads and Railway Services (loss of 1,322), major gains took place in Finance-Insurance-Real Estate (2,858) and Medical and Other Health Services (1,933). Total employment change between 1950 and 1970 shows a loss of 455 workers for the region.

Between 1960 and 1970 major gains took place in Finance-Insurance-Real Estate and in Government with increases of 2,622 and 2,208 respectively, while loss occurred in Agriculture-Forestry-Fisheries which declined by 4,652 during this period. Total employment for the period shows an increase of 1,475 workers but still 455 less than 1950.

Occupational Employment -

Major occupational employment groups in 1970 were the Operatives and Kindred with 4,855 or 13.5% of total occupational employment and the Service Workers and Craftsmen and Foremen with 4,534 and 4,436 (12.6 and 12.3%). Changes from 1950 to 1970 indicate a major decline in Farmers and Farm Managers (loss of 9,147) and in Farm Laborers and Foremen (loss of 964). Increases occurred in Service Workers (gain of 2,307 workers) and Clerical and Kindred with a gain of 1,780 workers.

From 1960 to 1970 major gains took place in the Professional-Technical group and in the Clerical and the Service groups. Major losses for the period occurred in Farmer and Farm Managers with a loss of 5,967 workers. Total employment from 1960 to 1970 declined by 472 or 1%.

REGION VI EAST AND VI WEST:

Region VI has been split into east and west components. Region VI East is composed of Kandiyohi, McLeod, Meeker and Renville counties, while Region VI West comprises Big Stone, Chippewa, Lac Qui Parle, Swift and Yellow Medicine counties. Region VI East had a population in 1970[2] of 97,736, while later estimates[3] place the population of the area at 99,800. Region VI West 1970 population[2] was 61,914 with later estimates (July 1972) indicate a population of 61,700.

Industrial Employment -

Region VI East:

In 1970 the Region's major industrial employment groups were the Agriculture-Forestry-Fisheries (7,836 workers 20.5%), Other Retail Trade (3,928 workers 10.5%) and Finance-Insurance-Real Estate (3,394 workers 8.9%). Together these groups constituted approximately 40% of total industrial employment in the area. From 1950 to 1970 major employment group changes occurred in the Agriculture-Forestry-Fisheries, Repair Services, and Railroad and Railway Services. (With losses of 8,821, 539, and 415 respectively.) Major gains occurred in Finance-Insurance-Real Estate (gain of 2,883 workers) and Other Non-Durable Goods Industries (gain of 1,886). Total industrial employment increased by 3,837 from 1950 to 1970.

From 1960 to 1970 the changes were similar with major gains taking place also in Finance-Insurance-Real Estate (2,612 gain) and Other Non-Durable Goods (1,433 gain) with Government also showing a significant gain (1,473). Losses for this period occurred in Agriculture-Forestry-Fisheries and Private Households (4,623 loss and 431 loss).

Region VI West:

In 1970, Region VI West had the following major industrial employment groups: Agriculture-Forestry-Fisheries 6,285 workers 27.4% of total employment and Other Retail Trade with 2,586 and 11.3%.

From 1950 to 1970 major gains occurred in Finance-Insurance-Real Estate (gain of 1,853), Medical and Other Health Services (gain of 692) and Government (gain of 686). Major losses took place in Agriculture-Forestry-Fisheries which declined by 6,407 workers. From 1960 to 1970 major gains took place in Finance-Insurance-Real Estate and Government with gains of 1,837 and 1,375 respectively. Total employment declined by 730 workers from 1960 to 1970.

Occupational Employment -

Region VI East:

The major occupational employment groups for this area in 1970 were the Farm Laborers and Foremen and the Operatives and Kindred Workers group with 16.08 and 15.99% of total occupational employment in the area.

Between 1950 and 1970 major gains occurred in Operatives and Kindred Workers and Service Workers which increased by 2,867 and 2,184. Declines took place only in Farm and Farm Managers which lost 9,287 workers or an 85% loss.

From 1960 to 1970 gains occurred also in Farm Laborers and Foremen and Operative and Kindred, while loss occurred also in Farmers and Farm Managers with a decline of 7,853. Total employment increased by 2,496 for the period.

Region VI West:

The dominant occupational employment group in this area in 1970 was the Farm Laborers and Foremen group which accounted for 23.4% of total occupational employment in Region VI West. For the period 1950 to 1970 the most significant gain was in this group of Farm Laborers and Foremen which increased by 1,953 workers. The most significant loss took place in Farmers and Farm Managers with a decline of 8,416 workers.

From 1960 to 1970 the trend is the same, with Farm Laborers showing a gain of 3,694 workers and Farmers and Farm Managers losing 7,042. Total occupational employment for this period declined by 1,912 persons in the region.

REGION VII:

Planning Region VII is composed of 9 counties located in east central Minnesota. The following counties constitute Region VII: Benton, Chisago, Isanti, Kanabec, Mille Lacs, Pine, Sherburne, Stearns, and Wright. The total area population in 1970[2] was 249,869. July 1972 estimates place the population of the area as 270,300, a gain of 20,431 or 8.2%. Isanti county during this period (1970 - 1972) gained 5,300 residents or over 32% increase in population.

Industrial Employment -

The largest industrial employment group in 1970 was the Agriculture-Forestry-Fisheries group with 11,398 workers or 12.5% of the total area industrial employment. Following this group was Other Retail Trade with 9,833 workers or 10.8% of total industrial employment. The 1950 to 1970 changes indicate the following industrial groups as having major gains for the period. Finance-Insurance-Real Estate gained 6,544 workers, Other Retail Trade gained 4,761, and Medical and Other Health Services gained 4,469 workers. Losses occurred primarily in Agriculture-Forestry-Fisheries with a decline of 18,466 or 62%. From 1960 to 1970 major industrial employment gains took place also in Finance-Insurance-Real Estate (gain of 6,139) and Government (gain of 5,134), while major losses took place in Agriculture-Forestry-Fisheries and Private Household workers (declines of 7,610 and 708).

Total employment in the region shows an increase of 22,273 between 1960 and 1970 or a gain of 33.5% for the period.

Occupational Employment -

In 1970 the Operatives and Kindred Workers group constituted 15.6% of the total occupational employment of the region. Other major occupational groups were the Craftsmen, Foremen and Kindred and the Service Workers with 13.4 and 12.3% of total employment in the area.

Major changes form 1950 to 1960 occurred in Farmers and Farm Managers (loss of 16,814 workers). Farm Laborers and Foremen (loss of 1,743), Operatives and Kindred (gain of 7,033), Clerical and Kindred (gain of 6,957) and Service Workers (gain of 6,667). From 1950 to 1970 total occupational employment increased by 20,111 or a 29.6% gain, although most of the gain occurred from 1960 to 1970 when the region gained 18,970 workers.

Major gains during the 1960 to 1970 period took place in Clerical and Kindred Workers, Service Workers, and Professional and Technical.

REGION VIII:

Minnesota's planning Region VIII is located in the southwestern part of the Atate and includes the following counties: Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood and Rock. The population of the area in 1970[2] was 141,532. Estimates for July 1972[3] place the population of Region VIII at 141,800, showing no significant gain for the period.

Industrial Employment -

According to 1970 Census data the major industrial groups in the area are the Agriculture-Forestry-Fisheries with 13,722 (25.6%) and the Other Retail Trade group with 6,66 workers (11.5%). From 1950 to 1970 major industrial employment changes took place in Agriculture-Forestry-Fisheries which declined by 12,755 (48% loss) and in Finance-Insurance-Real Estate which increased by 4,393 workers.

From 1960 to 1970 the data shows similar trends with Agriculture-Forestry-Fisheries again having the greatest decline in employment (loss of 6,727 workers) and Finance-Insurance-Real Estate showing the greatest increase (4,213). Total Industrial employment in the area increased by only 2,590 workers from 1960 to 1970.

Occupational Employment -

Major occupational employment groups in 1970 in the area were the Farm Laborers and Foremen (10,603 workers 20.9%). Service Workers (5,704 workers 11.2%) and Operatives and Kindred Workers (5,460 or 10.7%). Total occupational employment in 1970 in Region VIII was 50,828. Region VIII shows a loss in total employment from 1950 to 1970 of 3,795 workers and a loss of 727 from 1960 to 1970.

The major occupational employment loss from 1950 to 1970 occurred in Farmers and Farm Managers. This group declined by 15,791 workers, a decrease of 85%. Major gains occurred in the Farm Laborers and Service Workers group (increases of 3,051 and 3,018). From 1960 to 1970 the pattern is similar, with major decline taking place in Farmers and Farm Managers (loss of 13,583) and major gains occurring in Farm Laborers and Foremen (gain of 6,748) and Service Workers (gain of 2,077).

REGION IX:

Region IX is located in the south central part of Minnesota and is composed of Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan counties. The population of Region IX in 1970[2] was 218,077. July 1972 estimates place the area's population at 225,600 a 3.4% gain.

Industrial Employment -

The 1970 Census information indicates Agriculture-Forestry-Fisheries and Other Retail Trade to be the major industrial employment group in the area, accounting for 13,159 and 9,736 workers. Together these two groups make over one-fourth of the area's industrial employment.

From 1950 to 1970 major industrial employment gains occurred in Finance-Insurance-Real Estate and Medical and Other Health Services (gains of 7,037 and 3,679). The major loss for this period took place in Agriculture-Forestry-Fisheries group with a decline of 16,870 workers, a loss of 55%. From 1960 to 1970 the region also showed major increases in Finance-Insurance-Real Estate (gain of 6,655) and Medical and Other Health Services (gain of 4,503), while losses occurred in Agriculture-Forestry-Fisheries (loss of 8,207) and Food and Kindred Products (loss of 496). Total industrial employment in Region IX increased from 71,893 to 86,456 for the twenty year period. A gain of 20%.

Occupational Employment -

Major occupational employment groups in 1970 were the Craftsmen-Firemen and Kindred Workers (18,782) and the Operatives and Kindred Workers (18,706). These two groups constituted 33% of the total occupational employment of the area. From 1950 to 1970 major declines occurred in Farm and Farm Managers (loss of 6,942) and Operatives and Kindred Workers (loss of 5,525). Major gains took place in Service Workers and Professional-Technical Services (gains of 5,462 and 5,294). From 1960 to 1970 major gains occurred in Service Workers (4,303) and Professional-Technical Services (2,546) while declines took place in Operatives and in Farmers and Farm Managers (2,707). Total employment increased by 2,181 workers from 1960 to 1970.

REGION X:

Minnesota's planning Region X is located in the southeastern part of the State. The region consists of the following counties: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmstead, Rice, Steele, Wabasha and Winona. The population in 1970[2] estimates place the number of inhabitants at 396,200, an increase of 12,831 (3.3%).

Industrial Employment -

Agriculture-Forestry-Fisheries and Other Retail Trade were the major industrial employers in the area during 1970, with 19,110 and 16,065 workers (12.13 and 10.20%), followed by Medical and Other Health Services group (15,076). From 1950 to 1970 major gains took place in Finance-Insurance-Real Estate (gains of 11,259). Medical and Other Health Services (gain of 8,497) and Non-Electrical Machinery (gain of 7,182). The major decline in industrial employment occurred in Agriculture-Forestry-Fisheries with a loss of 20,721 workers during this period. From 1960 to 1970 the pattern is somewhat similar with large increases in Finance-Insurance-Real Estate and Government (gains of 10,183 and 5,173) and the major loss taking place in Agriculture-Forestry-Fisheries (9,057). Total employment increased by 35,568 workers from 1950 to 1970, a gain of 29%.

Occupational Employment -

In 1970, the major occupational group in Region X were the Professional-Technical, the Operatives and Kindred and the Service Workers with 14.3, 13.6 and 13.3% of the total occupational employment for the area. The total occupational employment for Region X in 1970 was 151,311 or an increase of 27,245 from 1950.

From 1950 to 1970 major gains took place in the Professional-Technical and the Service Workers. These groups had increases of 11,494 and 10, 750 workersdduring the period. The major loss in occupational employment for the period occurred in Farm and Farm Managers with a decline of 19,859 workers (a loss of 79%).

From 1960 to 1970 the major loss was also in this group (15,646) while major gains occurred in Service Workers (7,704) and Farm Laborers (6,595).

REGION XI:

Region XI is composed of 7 counties around the Minneapolis - St. Paul Metropolitan area. The combined population of the region in 1970[2] was 1,874,380 (Anoka, Dakota, Carver, Hennepin, Ramsey, Scott and Washington counties). 1972 estimates[3] place the population of the area at 1,898,500 a gain of 24,120 or 1.3%. The 1972 estimate represents 48.7% of the total State population.

Industrial Employment -

In 1970, Finance-Insurance-Real Estate and Other Retail Trade were the dominant industrial employment groups for the area with 90,609 and 86,584 workers respectively (10.9 and 10.5%). Total industrial employment from 1950 to 1970 increased by 247,383 from 480,775 to 825,010. Major industrial employment gains from 1950 to 1970 occurred in Finance-Insurance-Real Estate (gain of 64,406) and Government (gain of 33,056), while major losses occurred in the Railroad-Railway Services (loss of 10,081) and Agriculture-Forestry-Fisheries (loss of 9,203). From 1960 to 1970 major gains again took place in Finance-Insurance-Real Estate and Government with increases of 55,395 and 38,192 workers for this period. The largest industrial employment decline occurred in Food and Kindred Products which decreased by 7,860 workers.

Total industrial employment from 1950 to 1960 increased by 96,852 and from 1960 to 1970 by 247,383.

Occupational Employment -

The dominant occupational employment groups in 1970 were the Clerical and Kindred Workers and the Professional, Technical and Kindred Services with 161,521 and 137,386 persons employed. Together these two groups accounted for 37.6% of Region XI total occupational employment. From 1950 to 1970 major occupational employment gains took place in these groups with increases of 84,065 (Professional-Technical) and 70,399 (Clerical and Kindred), while major losses occurred only in the Farm and Farm Managers group which declined by 8,314 workers.

From 1960 to 1970 major gains occurred in Professional-Technical and Kindred Services (gain of 56,613), Clerical and Kindred (gain of 47,508) and Service Workers (gain of 34,726). Losses took place in Farmers and Farm Managers and Private Household Workers with declines of 4,744 and 3,472.

Region XI occupational employment increased by 104,633 from 1950 to 1960 and by 203,143 from 1960 to 1970.

APPENDIX

Industries - Industrial employment groups are defined in Standard Industrial Classification (SIC) terms. The SIC provides for different levels of aggregation. The broadest level divides the economy into 10 Dividions: A. Agriculture forestry and fisheries; B. Minning; C. Contract construction; D. Manufacturing; Transportation, communication, electric, gas and sanitary services; F. Wholesale and retail trade; G. Finance, insurance and real estate (FIRE); H. Services; I. Government; J. Non-classifiable establishments. At the 2-digit level all products and services are combined into 99 "major groups." Thus, in the Manufacturing Division, establishments engaged in manufacturing machinery, apparatus and supplies for the generation, storage, transmission, transformation and utilization of electrical energy are combined in Major Groups 36, "Electrical machinery, equipment and supplies"

The 3-digit level provides several hundred categories. In the electrical machinery major group the SIC provides 8 groups of industries: 361. Electrical industrial apparatus; 363 House hold appliances; 364. Electrical lighting and wiring equipment; 365. Radio and television receiving sets, except communication types; 366. Communication equipment; 367. Electronic components and accessories; 369. Miscellaneous electrical machinery, equipment and supplies. Further differentration of product output is achieved at the 4-digit level.

- Agriculture-Forestry-Fisheries [01, 07 (except 0713), 08,09].
- Mining (10-14). Includes quarrying and petroleum and gas extraction as well as mining.

- Construction (15-17).
- Trucking Service and Warehousing (42).
- Railroads and Railway Express Service (40).
- Other Transportation (41,44,45,46,47). Includes urban transit, bus, water, and air transportation services.
- Communications (48). Includes radio, television, telephone, and telegraph communication services.
- Utilities and Sanitary Services (49). Includes electric, gas, water, and sanitary services.
- Wholesale Trade (50).
- Food, Bakery, and Dairy Stores (54).
- Eating and Drinking Places (58).
- Other Retail Trade (52,53,55,56,57,59).
- Finance, Insurance, Real Estate (60-67).
- Business Services (73). Includes advertising, research labs, employment agencies, consulting services, and computer programming services.
- Repair Services (75,76). In addition to repair shops, includes automobile rental, parking and washing services.
- Medical and Other Health Services (806, 80).
- Other Professional and Related Services (81-87,89).
- Private Households (88).
- Other Personal Services (70,72). Includes hotels, garment services, beauty, barber, dressmaking, and shoe repair shops.
- Entertainment and Recreation Services (78,79). Includes theaters, motion pictures, bowling alleys, and billiard parlors.
- Government (Public Administration) (9120,9290,9390,9490). Includes postal service, and Federal, State and Local public administration.

Physicians, Dentists, and Related Practitioners -

Includes chiropractors, dentists, optometrists, pharmacists, medical and osteopathic physicians, pediatrists, and veterinarians.

Health Workers, except Practitioners -

Includes dietitians, registered nurses, therapists, clinical laboratory technologists and technicians, dental hygienists, health record technologists and technicians, radiologic technologists and technicians, and therapy assistants.

Teachers - elementary and secondary schools -

Includes prekindergarten, kindergarten, elementary, and secondary school teachers, but excludes principals and supervisors.

Technicians - except health -

Includes agricultural, biological, chemical, electrical and electronic, and industrial engineering; mathematical, and mechanical engineering technicians; draftsmen; surveyors; airplane pilots; air traffic controllers; embalmers; flight engineers; radio operators; and tool programmers, numerical control.

- Other Professional Workers:

Includes accountants, architects, computer programmers, computer systems analysis, farm management advisors, foresters and conservationists, home management advisors, judges, lawyers, librarians, archivists and curators, actuaries, mathematicians, statisticians, agricultural scientists, atmospherical and space scientists, biological scientists, chemists, geologists, marine scientists, physicists and astronomers, operations and systems researchers and analysis, personnel and labor relations workers, clergymen and other religious workers, economists, political scientists, psychologists, sociologists, urban and regional planners, social workers, recreation workers, teachers except elementary and secondary, vocational and educational counselors, actors, athletes, authors, dancers, designers, editors and reporters, musicians and composers, painters and sculptors, photographers, public relations men and publicity writers, radio and television announcers, and research workers not specifying subject.

• Service Workers - except private household:

Cleaning Service Workers -

Includes chambermaids and maids, cleaners and charwomen, janitors and sextons.

Food Service Workers -

Includes bartenders, busboys, cooks, dishwashers, food counter and fountain workers, and waiters.

Health Service Workers -

Includes nursing and other health aides, health trainees, orderlies and attendants, practical nurses, dental assistants, and lay midwives.

Personal Service Workers -

Includes airline stewardesses, recreation and amusement attendants, baggage porters, bellhops, barbers, boardinghouse and lodginghouse keepers, bootblacks, child care workers, elevator operators, hairdressers and cosmetologists, housekeepers, school monitors, recreation and amusement ushers, and welfare service aides.

Protective Service Workers -

Includes firemen (fire protection), guards and watchmen, policemen and detectives, crossing guards and bridge tenders, marshals and constables, sheriffs and bailiffs.

• Farm Laborers and Farm Foremen:

Includes farm foremen; farm laborers, wage workers; farm laborers, unpaid family workers; and self employed farm service laborers.

• Craftsmen, Foremen, and Kindred Workers:[2]

Automobile Mechanics - including body repairmen.

Mechanics and Repairmen - except auto -

Includes mechanics and repairmen of: air conditioning, heating and refrigeration;

aircraft; data processing machines; farm implements; heavy equipment; household appliances; looms; office machines; radios and televisions; and railroad cars.

Machinists -

Metal craftsmen, except mechanics and machinists.

Includes blacksmiths; boilermakers; forgemen and hammermen; heat treaters, annealers, and temperers; job and die setters, metal; millwrights; metal molders; pattern and model makers; rollers and finishers, metal; sheet metal workers and tinsmiths; shipfitters; and tool and die makers.

Carpenters -

Construction craftsmen, except carpenters.

Includes brickmasons and stonemasons; cement and concrete finishers; electricians; excavating, grading, and road machine operators; floor layers; painters, construction and maintenance; paperhangers; plasterers; plumbers and pipe fitters; roofers and slaters; structural metal craftsmen; and tile setters.

Other Craftsmen.

Includes automobile accessories installers; bakers; bookbinders; cabinetmakers; carpet installers; compositors and typesetters; cranemen, derrickmen, and hoistmen; decorators and window dressers; dental laboratory technicians; electric power linemen and cablemen; electrotypers and stereotypers; engravers; photoengravers and lithographers; printing pressmen and plate printers; foremen,[3] furniture and wood finishers; furriers; glaziers; log and lumber inspectors, scalers, and graders; inspectors, n.e.c.; jewelers and watchmakers; locomotive engineers and firemen; grain, flour, and feed millers; motion picture projectionists; opticians and lens grinders and polishers; piano and organ tuners and repairmen; power station operators; shoe repairmen, sign painters and letterers; stationary engineers; stone cutters and stone carvers; tailors; telephone installers and repairmen, linemen and splicers; and upholsters.

• Clerical and Kindred Workers:

Bookkeepers -

Secretaries, stenographers, and typists.

Other Clerical Workers -

Includes bank tellers; billing clerks; cashiers; clerical assistants, social welfare; bill and account collectors; counter clerks, except food; vehicle dispatchers and starters; enumerators and interviewers; clerical estimators and investigators; expediters and production controllers; file clerks; insurance adjusters, examiners and investigators; library attendants; mail carriers and mail handlers; messenger and office boys; utility meter readers; operators of: bookkeeping and billing machines, computer and peripheral equipment, key punch, tabulating machines, and other office machines; payroll and time keeping clerks; postal clerks; proofreaders; real estate appraisers; receptionists; shipping and receiving clerks; statistical clerks; stock clerks and store keepers; teacher aides; telegraph messengers; telegraph operators; telephone operators; ticket, station, and express agents; and weighers.

• Operatives and Kindred:

Includes asbestos and insulation worker; assemblers; blasters and powermen; bottling and canning operatives; surveying chainmen, rodmen, and axmen; manufacturing checkers, examiners, and inspectors; clothing ironers and pressers; cutting operatives, n.e.c.; dressmakers and seamstresses, except factory; earth drillers; dry wall installers and lathers; dyers; filers, polishers, sanders, and buffers; furnacemen, smeltermen, and pourers, garage workers and gas station attendants; graders and sorters, manufacturing; produce graders and packers; except factory and farm; metal heaters; laundry and dry cleaning operatives, n.e.c.; meat cutters and butchers; meat wrappers, retail trade, metal platers; milliners; mine operatives, n.e.c.; mixing operatives; oilers and greasers, except auto; packers and wrappers, n.e.c.; painters, manufactured

articles; photographic process workers; drill press operatives; grinding machine operatives; lathe and milling machine operatives; punch and stamping press operatives; riveters and fasteners; sailors and deckhands; sawers; sewers and stitchers; shoe-making machine operatives; solderers; stationary firemen; carding, lapping, and combing operatives; knitters, loopers, and toppers; spinners, twisters, and winders; weavers; welders and flame-cutters; winding operatives, n.e.c.; and miscellaneous and not specified operatives.

- Transport Equipment Operatives:

Truck Drivers.

Other Transport Equipment Operatives -

Includes boatmen, and canalmen, bus drivers, urban rail transit conductors and motormen, deliverymen, and routemen, forklift and tow motor operatives, motormen, parking attendants, railroad brakemen, railroad switchmen, taxicab drivers and chauffeurs.

- Managers and Administrators - except Farm:

Includes assessors, controllers and treasurers in local public administration; bank officers and financial managers; buyers and shippers of farm products; wholesale and retail trade buyers; credit men; funeral directors; health administrators, inspectors in public administration; building managers and superintendents; ship officers, pilots, and pursers; officials of lodges, societies, and unions; postmasters and mail superintendents; railroad conductors; restaurant, cafeteria, and bar managers; sales managers and retail trade department heads; and school administrators.

- Sales Workers:

Includes advertising agents and salesmen; auctioneers; demonstrators; hucksters and

and peddlers; insurance agents, brokers, and underwriters; newsboys; real estate agents and brokers; stock and bond salesmen; sales representatives; sales clerks; and salesmen.

- Private Household Workers:

Includes child care workers, cooks, housekeepers, laundresses, and maids and servants.

- Laborers - except Farm:

Construction Laborers -

Includes laborers in the construction industry and all others who specified helping construction craftsmen.

Freight, Stock, and Material Handlers -

Includes freight and material handlers, garbage collectors, longshoremen, stevedores, and stockhandlers.

Other Laborers except farm -

Includes animal caretakers, except farm; fishermen and oystermen; gardeners and groundskeepers, except farm; lumbermen, raftsmen, and woodchoppers; teamsters; vehicle washers and equipment cleaners; warehousemen, n.e.c.; and miscellaneous and not specified laborers.

FOOTNOTES:

1. At the time the study was developed there were eleven planning or economic development regions in the State with Region 6 being split into regions 6E (east) and 6W (west). Since then Region 7 has also been split into east and west components. For a list of county composition of each region see appendix.
2. 1970 U.S. Census of Population and Housing. 1st Count & 4th Count.
3. Current Population Report, U. S. Department of Commerce, June, 1973.

STATE PLANNING COUNCIL
MINNESOTA STATE
RANK OF INDUSTRY • OCCUPATIONAL EMPLOYMENT 1950-1970

Table 4

INDUSTRY

	1950			1960			1970		
	NUMBER	PCT	RANK	NUMBER	PCT	RANK	NUMBER	PCT	RANK
AG•FORESTRY•FISHERIES	260831	23.12	1	178365	14.72	1	111030	7.15	3
OTHER RETAIL TRADE	110734	9.81	2	122186	10.09	2	164958	10.63	1
CONSTRUCTION	63235	5.60	3	67870	5.60	4	82759	5.33	6
WHOLESALE TRADE	49712	4.41	4	52041	4.30	6	70525	4.54	7
FOOD • KINDRED PRODUCTS	46151	4.09	5	57499	4.75	5	45575	2.94	12
RAILROADS • RAILWAY SERVICES	40324	3.57	6	29206	2.41	15	19745	1.21	25
MEDICAL • OTHR HEALTH SERVICE	40169	3.56	7	96197	7.94	3	104160	6.71	4
PUBLIC ADMINISTRATION	39689	3.52	8	46128	3.81	9	55541	3.58	10
FINANCE,INS• • REAL ESTATE	37326	3.31	9	50227	4.15	7	155827	10.04	2
EATING • DRINKING PLACES	35840	3.18	10	36183	2.99	10	50906	3.28	11
GOVERNMENT	35186	3.12	11	18189	1.50	22	95283	6.14	5
FOOD • DAIRY PRODUCT STORES	31922	2.83	12	29700	2.45	14	36190	2.33	15
OTHER PERSONAL SERVICES	31379	2.78	13	31617	2.61	12	39082	2.52	14
MACHINERY• EXCEPT ELECTRICAL	23937	2.12	14	30247	2.50	13	63279	4.08	9
REPAIR SERVICES	23561	2.09	15	16622	1.37	24	20351	1.31	23
OTHR PROFESSIONL • REL SERVICE	20434	1.81	16	49822	4.11	8	63493	4.09	8
PRIVATE HOUSEHOLDS	19943	1.77	17	28642	2.36	16	15660	1.01	28
OTHER DURABLE GOODS	19805	1.76	18	34491	2.85	11	33835	2.18	16
PRINTG•PUBLISHG• • ALLIED IND.	18024	1.60	19	25210	2.08	17	26709	1.72	20
MINING	15803	1.40	20	17549	1.45	23	14008	.90	29
OTHR NON-DURABLE GOODS	15673	1.39	21	19700	1.63	19	41541	2.68	13
TRUCKING SERVICE • WAREHOUSING	15657	1.39	22	18208	1.50	21	22270	1.43	21
OTHER TRANSPORTATION	13971	1.24	23	13732	1.13	27	18503	1.19	26
UTILITIES • SANITARY SERVICES	13713	1.22	24	15092	1.25	25	20030	1.29	24
TEX MILL • OTHR FAB TEX PROD.	13574	1.20	25	10756	.89	30	10376	.67	33
FURNITURE• LUMBER AND WOOD	12778	1.13	26	10659	.88	31	10761	.69	31
COMMUNICATIONS	11588	1.03	27	13362	1.10	28	16456	1.06	27
PRIVATE	11367	1.01	28	20607	1.70	18	28901	1.86	17
ENTERTAINMT • RECREATION SERV.	9955	.88	29	8808	.73	32	10586	.68	32
FABRICATED METAL INDUSTRIES	9871	.87	30	18675	1.54	20	27372	1.76	19
ELECTRIC MACH. EQUIP. • SUPPL.	9405	.83	31	13748	1.13	26	21687	1.40	22
BUSINESS SERVICES	9134	.81	32	11841	.98	29	27637	1.78	18
PRIMARY METAL INDUSTRIES	7253	.64	33	6143	.51	34	7731	.50	35
CHEMICAL • ALLIED PRODUCTS	5741	.51	34	5597	.46	35	7985	.51	34
MOTR VEHCL • OTHR TRANS EQUIP.	4693	.42	35	6601	.54	33	12371	.80	30

MAJOR OCCUPATION

	1950			1960			1970		
	NUMBER	PCT	RANK	NUMBER	PCT	RANK	NUMBER	PCT	RANK
FARMERS • FARM MANAGERS	171970	15.03	1	133444	10.85	5	24217	1.63	11
OPERATIVES • KINDRED WORKERS	158350	13.84	2	174216	14.17	1	202006	13.57	3
CRAFTSMEN•FOREMAN•• KIN WORKER	141905	12.40	3	148950	12.11	3	176377	11.85	4
CLERICAL • KINDRED WORKERS	136156	11.90	4	170285	13.85	2	243275	16.34	1
MANGR•OFFCL• • PROPS•EXC.FARM	100086	8.75	5	102461	8.33	7	122746	8.24	6
PROF• TECH• • KINDRED SERVICES	98769	8.63	6	140888	11.46	4	222684	14.96	2
SERVICE WORKERS•EXC PRV HSHLD	85390	7.46	7	108806	8.85	6	175500	11.79	5
FARM LABORERS • FOREMEN	84213	7.36	8	40036	3.26	11	79937	5.37	8
SALES WORKERS	81213	7.10	9	90286	7.34	8	102413	6.88	7
LABORS•EXCEPT FARM	54982	4.81	10	47351	3.85	9	57039	3.83	10
PRIVATE HOUSEHOLD WORKERS	17592	1.54	11	26890	2.19	12	19155	1.22	12
OCCUPATION NOT REPORTED	13346	1.17	12	46124	3.75	10	64570	4.34	9

STATE MANPOWER _ANNING COUNCIL

MINNESOTA - STATE INDUSTRY EMPLOYMENT 1950-1970

TOTALS + PERCENT DISTRIBUTION

Table 10

INDUSTRY	1950 NUMBER	1950 PCT	1960 NUMBER	1960 PCT	1970 NUMBER	1970 PCT	1950-1970 CHANGE NUMBER	1960-1970 CHANGE NUMBER
AG.FORESTRY.FISHERIES	260831	23.12	178365	14.72	111030	7.15	-149801	-67335
MINING	15803	1.40	17549	1.45	14008	.90	-1795	-3541
CONSTRUCTION	63233	5.60	67870	5.60	82759	5.33	19526	14889
FURNITURE. LUMBER AND WOOD	12778	1.13	10659	.88	10761	.69	-2017	102
PRIMARY METAL INDUSTRIES	7253	.64	6143	.51	7731	.50	478	1588
FABRICATED METAL INDUSTRIES	9871	.87	18675	1.54	27372	1.76	17501	8697
MACHINERY. EXCEPT ELECTRICAL	23937	2.12	30247	2.50	63279	4.08	39342	33032
ELECTRIC MACH. EQUIP. + SUPPL.	9485	.83	13748	1.13	21687	1.40	12202	7939
MOTR VEHCL + OTHR TRANS EQUIP.	4693	.42	6601	.54	12371	.80	7678	5770
OTHER DURABLE GOODS	19835	1.76	34491	2.85	33835	2.18	14000	-656
FOOD + KINDRED PRODUCTS	46151	4.09	57499	4.75	45575	2.94	-576	-11924
TEX MILL + OTHR FAB TEX PROD.	13574	1.20	10756	.89	10376	.67	-3198	-380
PRINTG.PUBLISHG. + ALLIED IND.	18024	1.60	25210	2.08	26709	1.72	8685	1499
CHEMICAL + ALLIED PRODUCTS	5741	.51	5597	.46	7985	.51	2244	2388
OTHR NON-DURABLE GOODS	15673	1.39	19700	1.63	41541	2.68	25868	21841
RAILROADS + RAILWAY SERVICES	40324	3.57	29206	2.41	18745	1.21	-21579	-10461
TRUCKING SERVICE + WAREHOUSING	15657	1.39	18208	1.50	22270	1.43	6613	4062
OTHER TRANSPORTATION	13971	1.24	13732	1.13	18503	1.19	4532	4771
COMMUNICATIONS	11588	1.03	13362	1.10	16456	1.06	4868	3094
UTILITIES + SANITARY SERVICES	13713	1.22	15092	1.25	20030	1.29	6317	4938
WHOLESALE TRADE	49712	4.41	52041	4.30	70525	4.54	20813	18484
FOOD + DAIRY PRODUCT STORES	31922	2.83	29700	2.45	36190	2.33	4268	6490
EATING + DRINKING PLACES	35840	3.18	36183	2.99	50906	3.28	15066	14723
OTHER RETAIL TRADE	110734	9.81	122186	10.09	164958	10.63	54224	42772
FINANCE.INS. + REAL ESTATE	37326	3.31	50227	4.15	155827	10.04	118501	105600
BUSINESS SERVICES	9134	.81	11841	.98	27637	1.78	18503	15796
REPAIR SERVICES	23591	2.09	16622	1.37	20351	1.31	-3210	3729
PRIVATE HOUSEHOLDS	19943	1.77	28642	2.36	15460	1.01	-4283	-12982
OTHER PERSONAL SERVICES	31379	2.78	31617	2.61	39082	2.52	7703	7465
ENTERTAINMT + RECREATION SERV.	9955	.88	8808	.73	10586	.68	631	1778
MEDICAL + OTHR HEALTH SERVICE	40169	3.56	96197	7.94	104160	6.71	63991	7963
GOVERNMENT	35186	3.12	18189	1.50	95283	6.14	60097	77094
PRIVATE	11267	1.01	20607	1.70	28901	1.86	17534	8294
OTHR PROFESSIONL + REL SERVICE	20434	1.81	49822	4.11	63493	4.09	43059	13671
PUBLIC ADMINISTRATION	39689	3.52	46128	3.81	55541	3.58	15852	9413
TOTAL EMPLOYMENT ALL INDUSTRIES	1128376	100.00	1211520	100.00	1552123	100.00	423747	340603

MINNESOTA - STATE

STATE MANPOWER PLANNING COUNCIL
MAJOR CATEGORY OCCUPATIONAL EMPLOYMENT 1950-1970
TOTALS + PERCENT DISTRIBUTION

Table 11

MAJOR OCCUPATION	1950 NUMBER	1950 PCT	1960 NUMBER	1960 PCT	1970 NUMBER	1970 PCT	1950-1970 CHANGE NUMBER	1960-1970 CHANGE NUMBER
PROF, TECH, + KINDRED SERVICES	98769	8.63	140888	11.46	222684	14.96	123915	81796
FARMERS + FARM MANAGERS	171970	15.03	133444	10.85	24217	1.63	-147753	-109227
MANGR,OFFCL, + PROPS,EXC,FARM	100066	8.75	102461	8.33	122746	8.24	22660	20285
CLERICAL + KINDRED WORKERS	136156	11.90	170285	13.85	243275	16.34	107119	72990
SALES WORKERS	81213	7.10	90286	7.34	102413	6.88	21200	12127
CRAFTSMEN,FOREMAN, + KIN WORKER	141905	12.40	148950	12.11	176377	11.85	34472	27427
OPERATIVES + KINDRED WORKERS	158350	13.84	174216	14.17	202006	13.57	43656	27790
PRIVATE HOUSEHOLD WORKERS	17592	1.54	26690	2.19	18155	1.22	563	-8735
SERVICE WORKERS,EXC PRV HSHLD	85390	7.46	108806	8.85	175500	11.79	90110	66694
FARM LABORERS + FOREMEN	84213	7.36	40036	3.26	79937	5.37	-4276	39901
LABORS,EXCEPT FARM	54982	4.81	47351	3.85	57039	3.83	2057	9688
OCCUPATION NOT REPORTED	13346	1.17	46124	3.75	64570	4.34	51224	18446
TOTAL EMPLOYMENT ALL OCCUPATIONS	1143972	100.00	1229737	100.00	1488919	100.00	344947	259182

State of Minnesota
Governor's Manpower Office
15 Capitol Square Building
St. Paul, Minnesota 55101

27-5064-10

c. PROGRAM YEAR COVERED BY THIS GRANT (Month, Day, Year)
From 09-01-74 To 06-30-75

d. TYPE OF PROGRAM
☒ 1-Title I ☐ 2- Title II
☐ 3-Other Specify .....

I. ENROLLMENT AND TERMINATION SUMMARY

Original
Revised

	PROGRAM YEAR-TO-DATE PLAN			
	9/30 (a)	12/31 (b)	3/31 (c)	6/30 (d)
A. INDIVIDUALS TO BE SERVED (Sum of A.1 and A.2)	912	1569	1911	3993
1. Individuals Entering This Program Year	912	1569	1911	3993
2. Individuals Carried Over From Previous Program Year				
B. INDIVIDUALS TO BE TERMINATED DURING PROGRAM YEAR (Sum of B.1 through B.3)	17	115	225	970
1. Total Entering Employment	0	50	90	300
a. Direct Placements, No CETA Training or Employment	0	5	10	20
b. Indirect Placements Following CETA Training/Employment	0	35	70	265
c. Self Placement	0	10	10	15
2. Other Positive Terminations	0	26	65	270
3. Non-Positive Terminations	17	39	70	400
C. INDIVIDUALS PLANNED TO BE ENROLLED AT THE END OF EACH QUARTER (A minus B)	895	1454	1686	3023

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

Enter below (a) The number of individuals to be served in each program activity cumulatively through the program year; (b) The number of individuals planned to be enrolled in each program activity at the end of each quarter; an individual who is concurrently enrolled in more than one activity should be counted in each activity in which he or she is enrolled.

PROGRAM ACTIVITY	9/30 Total Served (a)	9/30 Currently Enrolled (b)	12/31 Total Served (a)	12/31 Currently Enrolled (b)	3/31 Total Served (a)	3/31 Currently Enrolled (b)	6/30 Total Served (a)	6/30 Currently Enrolled (b)
A. Classroom Trng., Prime Sponsor			200	190	291	266	304	100
B. Classroom Trng., Voc. Ed.	120	120	145	124	145	117	145	27
C. On-the-Job Training			33	31	120	100	260	143
D. Public Service Employment								
E. Work Experience	912	895	1507	1291	1959	1373	4116	2486
F. Other Activities							360	360

III. SUMMARY FINANCIAL PLAN

Total CETA funds available during this program year (Sum of A.1 and A.2)	7422
1. Funds carried in from previous program year or other grants	0
2. New Funding	7422
Total projected expenditures for this program yr. (Sum of B.1 thru B.6)	6116
1. Administration	660
2. Allowances	423
3. Wages	3297
4. Fringe Benefits	198
5. Training	258
6. Services	1280
Total CETA funds to be carried over into next grant program year (Sum of A and B)	1306

IV. CUMULATIVE PROJECTIONS BY QUARTER OF FINANCIAL PLAN

	9/30 (a)	12/31 (b)	3/31 (c)	6/30 (d)
A. Prime Sponsor Obligations	897	2137	4045	6660
B. Total Projected Expenditures by Program Activity: (See III.B); (Sum of B.1 through B.6)	270	1490	3378	6116
1. Classroom Trng., Prime Sponsor	0	149	474	737
2. On-the-Job Training	0	22	111	295
3. Public Service Employment				
4. Work Experience	267	1310	2776	4859
5. Services to Clients				
6. Other Activities	3	9	17	225
C. Projected expenditures for Voc. Ed. in Special Grants to Governor	42	180	307	399
D. Projected expenditures of non-Fed. funds				
E. Other Fed. funds not in Prime Sponsor's Grant				
F. GRAND TOTAL Projected Expenditures (Sum of B, C, D, and E)	312	1670	3685	6515

SIGNIFICANT SEGMENTS. Indicate the number of individuals in each segment to be served cumulatively during the program year. Significant segments may be specified by the Manpower Administration or the Prime Sponsor.

SIGNIFICANT SEGMENTS	PROGRAM YEAR-TO-DATE PLAN 9/30 (a)	12/31 (b)	3/31 (c)	6/30 (d)	SIGNIFICANT SEGMENTS	PROGRAM YEAR-TO-DATE PLAN 9/30 (a)	12/31 (b)	3/31 (c)	6/30 (d)
Detroit, Plandy.	730	1260	1530	3200	f. Migrant (Sp. Am.)	40	68	92	520
b. Detroit	730	1260	1530	3200	g. Veterans	150	257	310	655
c. Unemployed	182	309	381	793	h. Indians	225	250	280	300
(the Narrative Description lists Target					i.				
groups by Ec. Devel. Region).					j.				

VI. ACTIVITIES (References II.C; IV.B.6)
Describe other activities or special programs on attached sheets. Describe their objectives and list milestones for goal achievement in a quantitative or narrative

VII. A. SIGNATURE

B. DATE SIGNED

Attachment to Project Operating Plan

Explanation: migrant programming

The P.O.P. includes $200,000 for migrant programming. At present, 10% ($20,000) is planned for and reflected in Administration; 90% ($180,000) is planned for and reflected under the Services category in Section III of the P.O.P. Activity is projected to take place during the 4th quarter of FY '75 serving 360 migrants.

The migrant program money was placed in "Services to Clients" under Section III of the P.O.P. because "Services to Clients" definition in 95.33 of the Regulations most accurately reflects the expected broad nature of the BOS migrant program. In the other P.O.P. sections, the funds/persons served are reflected in "other activities" because a "Services to Clients" section is not provided.

This planning is tentative in that actual migrant programming in BOS will take place after allocation of Title III funds for migrants to designated program sponsors. It is envisioned that training services for the actual migrant program will be provided through the BOS CETA intake centers.

Modifications will be made to reflect these changes as necessary.

Explanation: Part III, Summary Financial Plan

The Title I Balance of State allocation is $7,568,000. Part III reflects only $7,422,000.

This difference is due to a request by the Prime Sponsor for DOL extension of certain current categorical programming in BOS through October 31, 1974. This request is per letter dated July 31, 1974, from the Prime Sponsor to DOL Chicago. The request provides for the use of $145,600 of new FY '75 CETA funds to extend the contracts.

The $145,600 is not shown as a part of the total funds available on the P.O.P. The Prime Sponsor plans to utilize any monies from that amount which are not necessary to extend programming to October 31, 1974. It is anticipated that $30,570 of the amount set aside will not be used for extending the contracts.

The Prime Sponsor will modify the P.O.P. when the exact cost of this extension request is known.

US DEPARTMENT OF LABOR
Manpower Administration

PROGRAM TRANSITION SCHEDULE

1. PRIME SPONSOR
State of Minnesota
Governor's Manpower Office
15 Capitol Square Building
St. Paul, Minnesota 55101

2. METHOD OF PHASE-IN (Enter appropriate code in Column E)
1 - Normal Contract Termination
2 - Special Contract Clause
3 - Bilateral Negotiated Termination
4 - Other (Explain on back of form)
5 - Not Applicable, Program to be discontinued

MDTA-EOA-EEA CATEGORICAL PROGRAMS	ESTIMATED CARRY-IN FUNDS	CURRENT ENROLLMENT	NO. OF INDIVIDUALS TO BE TRANSFERRED	PHASE IN CODE (From Item 2 Above)	DATE OF PHASE IN	CETA PROGRAM ACTIVITY INCORPORATING CATEGORICAL PROGRAM ENROLLEES
A	B	C	D	E	F	G
OPERATION MAINSTREAM						
Southeastern Mn. CAC (3323-27)	0	35	35	4	11-1-74	Work Experience
Western CAC (3313-27)	0	36	36	4	10-15-74	
G-R-W CAC(3320-27)	0	36	36	4	11-1-74	
Lakes & Pines CAC (3315-27)	0	17	17	4	11-1-74	
Tri-Valley CAC (3311-27)	0	40	40	4	11-1-74	
Inter-Co. CAC (3312-27)	0	109	109	4	11-1-74	
Northwest CAC (3316-27)	0	17	17	4	11-1-74	
Western Tri Co. (2331-27)	0	29	29	1	12-3-4	
Little Crow CAC (3309-27)	0	35	35	4	11-1-74	
Tri-Co. CAP (3326-27)	0	32	32	4	11-1-74	
NYC OUT-OF-SCHOOL						
Arrowhead EOA (3303-27)	0	7	7	4	11-1-74	Work Experience
Western CAC (3304-27)	0	11	11	1	12-1-4	
Tri-Co. CAP (4300-27)	0	27	27	4	10-15-74	
PUBLIC SERVICE CAREERS						
(New Careers Southwestern Mn. OC	0	77	77	4	11-1-74	Work Experience Classroom Training

U.S. DEPARTMENT OF LABOR
Manpower Administration

PROGRAM TRANSITION SCHEDULE

1. PRIME SPONSOR

State of Minnesota
Governor's Manpower Office
15 Capitol Square Building
St. Paul, Minnesota 55101

2. METHOD OF PHASE-IN (Enter appropriate code in Column E)
1 - Normal Contract Termination
2 - Special Contract Clause
3 - Bilateral Negotiated Termination
4 - Other (Explain on back of form)
5 - Not Applicable, Program to be discontinued

MDTA-EOA-EEA CATEGORICAL PROGRAMS	ESTIMATED CARRY-IN FUNDS	CURRENT ENROLLMENT	NO. OF INDIVIDUALS TO BE TRANSFERRED	PHASE IN CODE (From Item 2 Above)	DATE OF PHASE IN	CETA PROGRAM ACTIVITY INCORPORATING CATEGORICAL PROGRAM ENROLLEES
A	B	C	D	E	F	G
MDTA Institutional (Individual Referral)						Classroom Training
Project No.						
#4001	0	117	117	1	11-2-4	
#3401	0	2	2	1	11-2-4	
#3001	0	1	1	1	11-2-4	
#2010	0	2	2	1	11-2-4	
#3014	0	3	3	1	11-2-4	

METHODOLOGY OF PHASE-IN

CATEGORY 4: Arrangements have been made between the Manpower Administration, the Prime Sponsor, and the Contractors to extend current categorical contracts to October 31, 1974, to allow for proper transition to CETA. At the termination of the extended contracts, enrollees will be phased into the CETA program.

Assurances and Certifications

A. General Assurances

1. The applicant assures and certifies that:

   a. It will comply with the requirements of the Comprehensive Employment and Training Act of 1973 (P.L. 93-203, 87 Stat. 839), hereafter referred to as the Act, and with the regulations and policies promulgated thereunder; and

   b. It will comply with OMB Circulars numbered A-87, A-95, and A-102, as those circulars relate to the utilization of funds, the operation of programs, and the maintenance of records, books, accounts, and other documents under the Comprehensive Employment and Training Act.

2. The applicant further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them or will notify the Assistant Regional Director for Manpower (ARDM) within 30 days after promulgation of the amendments or revision that it cannot so conform, so that the ARDM may terminate the grant.

3. In addition to the requirements of 1. and 2. above, and consistent with the regulations issued pursuant to the Act, all applicants make the following further assurances and certifications:

   a. It possesses legal authority to apply for the grant; a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required;

   b. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-354) and be in accordance with Title VI of the Act. No person in the United States shall on the ground of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement

   c. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

d. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.

e. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

f. The program under the Act does not involve political activities.

g. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

h. It will give the Department of Labor and the Comptroller General, through any authorized representative, the access to and the right to examine all records, books, papers or documents related to the grant.

i. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program participant or any applicant for participation in such program because of race, creed, color, national origin, sex, political affiliation or beliefs. (Sec. 603(1), 612)

j. Participants in the program will not be employed on the construction, operation or maintenance of that part of any facility which is used for religious instruction or worship. (Sec. 603(3))

k. Appropriate standards for health and safety in work and training situations will be maintained. (Sec. 603(5))

l. Conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the applicant. (Sec. 603(4))

m. Appropriate workman's compensation protection will be provided to all participants. (Sec. 603(6))

n. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed. (Sec. 603(7))

o. Training will not be for any occupations which require less than two weeks of pre-employment training, unless immediate employment opportunities are available in that occupation. (Sec. 603(8))

p. Training and related services will, to the maximum extent practicable, be consistent with every individual's fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient. (Sec. 603(9), 105(a)(6))

q. Institutional skill training and training on the job shall only be for occupations in which the Secretary or the prime sponsor has determined there is reasonable expectation for employment. (Sec. 603 (10))

r. CETA funds will, to the extent practicable, be used to supplement, rather than supplant, the level of funds that would otherwise be available for the planning and administration of programs under the prime sponsor's grant. (Sec. 603(11))

s. It will submit reports as required by the Secretary and will maintain records and provide access to them as necessary for the Secretary's review to assure that funds are being expended in accordance with the purposes and provisions of the Act, including the maintenance of records to assist the Secretary in determining the extent to which the program meets the special needs of disadvantaged, chronically unemployed, and low income persons for meaningful employment opportunities. (Sec. 603(12), 311(c))

t. The program will, to the maximum extent feasible, contribute to the occupational development or upward mobility of individual participants. (Sec. 603(13))

u. The program has adequate administrative and accounting controls, personnel standards, evaluation procedures, availability of in-service training and technical assistance programs, and other policies as may be necessary to promote the effective use of funds. (Sec. 603 (14))

v. The program makes appropriate provision for the manpower needs of youth in the area served (Sec. 603(15)), and will assure that:

(1) Individuals receiving training on the job shall be compensated by the employer at such rates, including periodic increases, as may be deemed reasonable under regulations prescribed by the Secretary, but in no event at a rate less than that specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 or, if higher, under the applicable State or local minimum wage law. (Sec. 111(b))

(2) Persons employed in public service jobs under this Act shall be paid wages which shall not be lower than whichever is the highest (a) the minimum wage which would be applicable to the employee under the Fair Labor Standards Act of 1938, if section 6(a)(1) of such title applies to the participant and if he were not exempt under section 13 thereof, (b) the State or local minimum wage for the most nearly comparable covered employment, or (c) the prevailing rates of pay for persons employed in similar public occupations by the same employer. (Sec. 208(a)(2))

w. It will comply with the labor standards requirements set out in section 606 of the Act.

x. It will comply with all requirements imposed by the Department of Labor concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.

y. Services and activities provided under this title will be administered by or under the supervision of the applicant. (Sec. 105(a)(1)(B))

4. The Applicant further assures and certifies that neither it nor any other units planned for participation in the project are listed on a debarred list due to violations of Titles VI or VII of the Civil Rights Act of 1964, nor are any proposed parties to the contract aware of any pending action which might result in such debarment.

B. Additional Assurances for Title I Programs

In carrying out programs under Title I of the Act, the applicant assures and certifies that:

1. Manpower services, including job development, will be provided to those most in need of them including low income persons and persons of limited English-speaking ability, and that the need for continued funding of programs of demonstrated effectiveness is considered in serving such persons. (Sec. 105(a)(1)(D))

2. Programs of institutional skill training will be designed for occupations in which skill shortages exist. (Sec. 105(a)(6))

3. The plan meets all the requirements of section 105(a) and that the applicant will comply with all provisions of the Act. (Sec. 105(b))

4. It will make such arrangements as are prescribed by regulation to assist the Secretary in carrying out his responsibilities under sections 105 and 108 of the Act. (Sec. 105(a)(7))

C. Additional Assurances Relating to Public Service Employment Programs and All Activities Funded Under Title II

The grantee also will:

1. assure, for programs under Title II of the Act, that only persons residing within the areas of substantial unemployment qualifying for assistance will be hired to fill jobs created under Title II of the Act, and that the public services provided by such jobs shall, to the extent feasible, be designed to benefit the residents of such areas; (Sec. 205(c)(3))

2. assure that special consideration will be given to the filling of jobs which provide sufficient prospects for advancement or suitable continued employment by providing complementary training and manpower services designated to (1) promote the advancement of participants to employment or training opportunities suitable to the individuals involved, whether in the public or private sector of the economy, (2) provide participants with skills for which there is an anticipated high demand, or (3) provide participants with self-development skills; provided however that nothing contained in this paragraph shall be construed to preclude persons or programs for whom the foregoing goals are not feasible or appropriate; (Sec. 205(c)(4)

3. assure (1) that special consideration in filling jobs will be given to unemployed persons who served in the armed forces in Indochina or Korea on or after August 5, 1964, in accordance with criteria established by the Secretary (and who have received other than dishonorable discharges), and (2) that it shall (i) make special efforts to acquaint such veterans with the program and the public service jobs available to veterans under the Act, and (ii) coordinate efforts in behalf of such veterans with those activities authorized by chapter 41 of Title 38, United States Code (relating to Job Counseling and Employment Services for Veterans), or carried out by other public or private organizations or agencies; (Sec. 205(c)(5))

4. assure that, to the extent feasible, public service jobs shall be provided in occupational fields which are most likely to expand within the public or private sector as the unemployment rate recedes; (Sec. 205(c)(6))

5. assure that special consideration in filling transitional public service jobs will be given to unemployed persons who are the most severely disadvantaged in terms of the length of time they have been unemployed and their prospects for finding employment without assistance; but such special consideration shall not authorize the hiring of any person when any other person is on lay-off from the same or any substantially equivalent job; (Sec. 205 (c)(7))

6. assure that no funds will be used to hire any person to fill a job opening created by the action of an employer in laying off or terminating the employment of any other regular employee not supported under the Act in anticipation of filling the vacancy so created by hiring an employee to be supported under the Act; (Sec. 205 (c)(8))

7. assure that due consideration be given to persons who have participated in manpower training programs for whom employment opportunities would not be otherwise immediately available;

8. assure that periodic review procedures established pursuant to section 207(a) of the Act will be complied with; (Sec. 205(c)(17))

9. assure that agencies and institutions to whom financial assistance is made available under this title have undertaken or will undertake, analyses of job descriptions and reevaluations and, where shown necessary, revisions of qualification requirements at all levels of employment, including civil service requirements and practices relating thereto, in accordance with regulations prescribed by the Secretary, with a view toward removing artificial barriers to public employment of those whom it is the purpose of Title II to assist; (Sec. 205(c)(18))

10. assure that, where appropriate, it will maintain or provide linkages with upgrading and other manpower programs for the purpose of (1) providing those persons employed in public service jobs who want to pursue work with the employer, in the same or similar work, with opportunities to do so and to find permanent, upwardly mobile careers in that field, and (2) providing those persons so employed who do not wish to pursue permanent careers in such field, and (3)providing those persons so employed who do not wish to pursue permanent careers in such field, with opportunities to seek, prepare for, and obtain work in other fields; (Sec. 205 (c)(19))

11. assure that all persons employed under any program, other than necessary technical, supervisory, and administrative personnel, will be selected from among unemployed and underemployed persons; (Sec. 205(c)(20))

12. assure that the program will, to the maximum extent feasible, contribute to the elimination of artificial barriers to employment and occupational advancement, including civil service requirements which restrict employment opportunities for the disadvantaged; (Sec. 205(c)(21))

13. assure that not more than one-third of the participants in the program will be employed in a bona fide professional capacity (as such term is used in section 13(a)(1) of the Fair Labor Standards Act of 1938), except that this paragraph shall not be applicable in the case of participants employed as classroom teachers, and the Secretary may waive this limitation in exceptional circumstances; (Sec. 205(c)(22))

14. assure that jobs will be allocated equitably to local governments and agencies taking into account the number of unemployed persons within their jurisdictions and the needs of the agencies; (Sec. 205 (c)(23))

15. assure that the jobs in each job category in no way infringe upon the promotional opportunities which would otherwise be available to persons currently employed in public service jobs not subsidized under the Act, and assure that no job will be filled in other than an entry level position in each job category until applicable personnel procedures and collective bargaining agreements have been complied with; (Sec. 205(c)(24))

16. assure that jobs are in addition to those that would be funded by the sponsor in the absence of assistance under this Act.

C. Special Certification for State Grantees

A State grantee further assures and certifies that it will comply with the requirements and provisions of section 106 and section 107 of the Act.

The applicant also certifies that the information in this application is correct to the best of its knowledge and belief and the filing of this application has been fully authorized.

State of Minnesota	Governor's Manpower Office 15 Capitol Square St. Paul, MN 55101
(Legal Name of Applicant)	(Address)
(Signature of Authorized Officer)	
W. Dennis Pederson Ass't to Governor for Manpower & Executive Director Governor's Manpower Office	
(Typed Name & Title of Authorized Officer)	July 19, 1974 (Date of Application)

NEWSPAPER SUMMARY

Summary of the State of Minnesota's Application for Federal Funds, Title I of the Comprehensive Employment and Training Act of 1973 (CETA).

The Governor, as CETA Prime Sponsor for Minnesota's Economic Development Regions 1, 6E, 6W, 7E, 7W, 8, 9 and 10 has applied for Federal funding of $7,567,748 for a CETA manpower program. The program purpose is "to provide job training and employment opportunities for economically disadvantaged, unemployed and underemployed persons, and to assure that training and other services lead to maximum employment opportunities and enhance self-sufficiency" of the individuals served. Programs designed to reach this goal will be structured to promote the integration of human services at all levels of delivery within the boundaries of the above Economic Development Regions.

Funding covers the period of 8/1/74 to 7/1/75. It is planned to serve 4,443 individuals during this period. 1,603 are expected to leave the program during the first year (515 to enter employment through the CETA program and 1,088 to enter school, military service or for personal reasons). 2,840 participants, approximately 2,000 of which will be youth employed in summer jobs, will be carried into the next program year.

Population groups most in need of services were identified in each region. The program is designed to serve 3,554 economically

disadvantaged, 3,554 unemployed, 889 underemployed, 552 migrant/ Spanish Americans, 770 veterans and 238 American Indians. (These totals include some double counting - an individual counted in more than one group.) Special provisions are made for Indians and migrants in addition to regular service: 1) Migrants - The Prime Sponsor has allocated $200,000 for a special program and will seek additional CETA Title III funds. 2) Indians - After final CETA Title III Indian funding is determined, the Prime Sponsor will examine the level of funding in relation to need, and will then act to raise Indian funding to at least 90% of last year's level if the Title III allocation is low by comparison.

Services available to participants and the funds reserved for them follows: (a) Classroom training - $1,290,000 (b) On the job training - $189,000 (c) Work experience training - $4,745,000 and (d) Other activities-$225,000.

The projected expenditures for fiscal year 1975 are expected to be $6,449,000; of this $915,000 is administrative costs, $730,000 is allowances to participants, $2,927,000 is wages to participants, $259,000 is fringe benefits to participants, $257,000 is participant training, and $1,361,000 is services to participants. Funds of $1,119,000 will be carried into the following program year.

A complete copy of the grant application is available for public review between the hours of 8 - 5, Monday thru Friday, at:

Governor's Manpower Office
15 Capitol Square Building
St. Paul, Minnesota 55101

Call 612/296-6909 to make arrangements for review at other locations. Comments regarding the grant application should be made in writing to the above address.

LISTS OF ENTITIES RECEIVING COPIES OF GRANT

Entire Grant Package

A-95 Clearinghouse
State of Minnesota

A-95 Clearinghouse
Region Nine Development Commission

Department of Labor
Chicago Regional Office

State Manpower (Services) Council

Summary of Grant

Indian Tribes and Reservations

Minnesota Chippewa Tribe

White Earth Reservation Business Committee

Red Lake Tribal Council

Upper Sioux Indian Community

Lower Sioux Community Council

Prairie Island Community Council

Regional Manpower Advisory Committees

Regions 1, 6E, 6W, 7E, 7W, 8, 9 and 10

Regional Development Commissions

Regions 1, 6E, 6W, 7E, 6W, 8, 9 and 10

Labor Union

Council Numbers 6, AFSCME, AFL-CIO