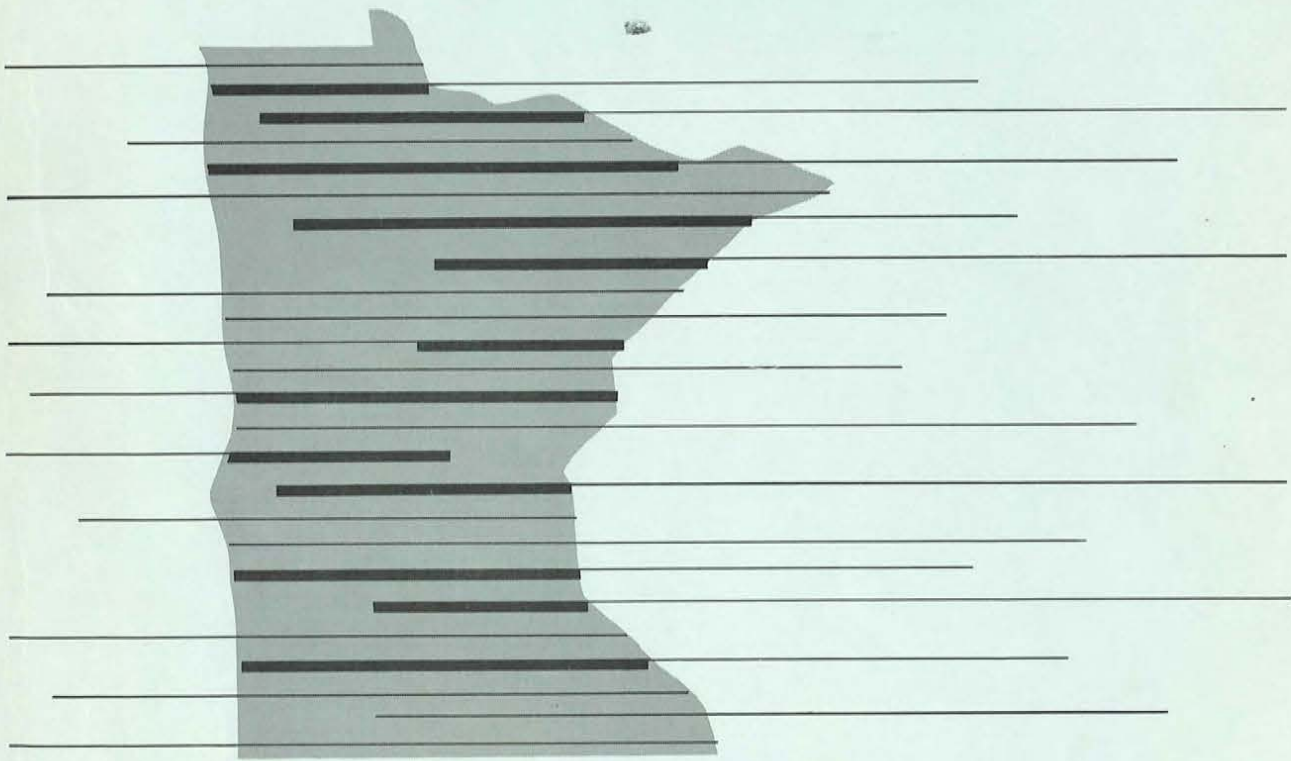


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PROGRAM YEAR 1988-1989

STATE PLAN FOR EMPLOYMENT



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State of Minnesota

**Governor's Coordination
and
Special Services Plan**

Program Years 1988-1989

State Job Training Office
Division Of Jobs, Opportunities & Insurance
Minnesota Department Of Jobs & Training
690 American Center Building
150 E. Kellogg Blvd.
St. Paul, MN 55101
Phone: 612/296-8008

May, 1988

STATE PLAN FOR EMPLOYMENT

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Certification

I hereby certify:

1. That this State of Minnesota Governor's Coordination and Special Services Plan is being submitted by the Minnesota Department of Jobs and Training to fulfill the requirements of both Sec. 8 of the Wagner-Peyser Act and Sec. 121(a)(2) of the Job Training Partnership Act (JTPA) for programs to be operated in program years 1988-1989;
2. That the Minnesota Department of Jobs and Training has established requisite fiscal and fund accounting procedures necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under the Wagner-Peyser Act and Titles II and III of JTPA;
3. That the provisions of this plan are consistent with the Minnesota Jobs Act;
4. That the Minnesota Department of Jobs and Training has established procedures to prohibit discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of handicap under Sec. 504 Of the Rehabilitation Act, on the basis of sex under Title IX of the Education amendments of 1972, or on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964;
5. That the Commissioner, as the Executive Officer of the Minnesota Department of Jobs and Training, and in consultation with the Governor's Job Training Council, is authorized to represent the Minnesota Department of Jobs and Training in all matters pertaining to this State of Minnesota Governor's Coordination and Special Services Plan.


RUDY PERPICH

Governor

May 13, 1988
Date

Introduction

The purpose of this plan is to describe the priorities, utilization and coordination of Minnesota's employment and training resources. It is designed to meet the federal requirements for State plans under both the Job Training Partnership Act (JTPA) and Wagner-Peyser (Job Service). It is also intended to serve as a useful reference to all of the State's other employment and training programs.

In 1985 the Legislature enacted the Jobs Bill which made key structural changes in how the State coordinated and administered these programs and set priorities for them. Specifically, the bill:

1. established the **Office of Full Productivity & Opportunity** which became the **Governor's Council on Jobs Policy Coordination** in 1987 to coordinate State employment policy;
2. consolidated the State's programs under the administration of a new **Minnesota Department of Jobs & Training**; and
3. gave top priority for services to **public assistance recipients** and those who are **unemployed**.

In 1986 the Governor appointed a new Governor's Job Training Council to fulfill the federal requirements for State councils under both JTPA and Wagner-Peyser. The new council also provides policy guidance to the State's UI programs.

This plan was prepared by the Minnesota Department of Jobs and Training. It will be updated, at least annually, to reflect the current scope and funding of Minnesota's programs.

Minnesota Department of Jobs & Training
Joe Samargia, Commissioner
May, 1988

I. P O L I C Y

A. Minnesota Jobs Act

The 1985 Minnesota Jobs Act as ammended in 1987 provides the basis for a comprehensive employment and training policy. The focus of the legislation is to coordinate the State's employment, training and income maintenance resources toward full employment. Key components of the Act and their intended purposes include:

1. **Reorganization** - to increase the efficiency of employment and training program administration and policy development by consolidating authority within a new Minnesota Department of Jobs and Training (MDJT) and increasing the commissioner's responsibility over employment and training programs for public assistance recipients;
2. **Programs** - to coordinate job placement, job training, job search assistance and wage subsidies to assist clients to achieve their full potential and attain permanent employment;
3. **Service Delivery** - to give local service units support in their responsibilities for delivering employment and training programs and managing reduced unemployment and decreased income maintenance caseloads; and
4. **Co-Location** - MDJT has taken measures to provide comprehensive services to clients through co-location of local offices. In providing "one-stop" service to clients we also achieve coordination of data collection and thereby reduce duplication.

B. Governor's Annual Statement of Goals & Objectives for PY 88

In accordance with the Job Training Partnership Act (JTPA) Sec. 121 (a)(1) the Governor has prepared a statement of goals and objectives for program year 1988. It served as a guide in the preparation of **Local Plans for Employment and Training** for program years 1988-1989 which describe the utilization of local resources available under both JTPA and Wagner-Peyser (Job Service). A copy is found in Attachment 1.

C. Governor's Job Training Council (GJTC)

In 1986 the Governor appointed members to a single council designed to provide oversight for MDJT's responsibilities for JTPA, Wagner-Peyser and unemployment insurance. To assist the council and to prepare policy recommendations for them, the Governor appointed four committees, as follows:

1. **Job Service/Employment Committee;**
2. **Planning & Evaluation Committee;**
3. **State Programs Committee; and**
4. **Unemployment Insurance Committee.**

Rosters of current members are found at Attachment 2.

D. Minnesota Department of Jobs and Training (MDJT)

As mentioned above, the Minnesota Jobs Act consolidated the administration of all employment and training programs within a "new" Minnesota Department of Jobs and Training. The department has developed the comprehensive statement which follows to guide it in carrying out its responsibilities with regard to policy development and the administration of the State's employment and training programs.

An overview of the Department and the State Job Training Office's Organizational Chart is provided as Attachment 3.

WHY A MISSION?

The Department of Jobs and Training recognizes the need for the State of Minnesota to be directed by a strong and cohesive employment mission in order to meet the employment needs of its citizens.

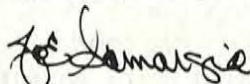
Further, a clear statement of mission provides us with a framework on which to build statewide employment policies as required by the 1985 State Jobs Act.

The term "employment" includes a broad range of programs and services, all of which relate to moving people toward their maximum potential. The scope of our efforts must cover all services and resources in the employment system to maximize the delivery of assistance to the unemployed, underemployed, those needing training and to Minnesota employers.

Given rapidly declining federal and state resources, we cannot afford to ignore the inefficiencies of redundant services, useless competition for resources, time-consuming conflicts between state and local authorities and required yet ineffective bureaucratic planning. The adoption of a strong employment policy is a key step toward meeting these challenges.

These efforts also must support, encourage and give incentive to those who provide daily services on the local level.

Our mission should give us vision and motivation to succeed.

 Commissioner

MISSION

The mission of the Minnesota Department of Jobs and Training is to bring people and jobs together in Minnesota by helping business meet labor force needs, and to eliminate financial, physical and social barriers faced by the unemployed and underemployed in their quest for productive employment and economic self-sufficiency.

STRATEGIC GOALS

1. Ensure that the employment system is coordinated and cost effective while meeting employer and worker needs in a changing economy and labor market
2. Enables persons with disabilities to increase significantly their vocational and personal independence, with special attention to individuals with severe handicapping situations
3. Maximize state-level leadership and coordination activities which support the locally based employment and training system
4. Significantly decrease unemployment insurance claims and public assistance payments by reducing unemployment and underemployment
5. Increase employer and public use of employment services
6. Ensure equity of access to employment programs
7. Collect, analyze, distribute and apply labor market and occupational information which support service delivery planning and analysis
8. Identify and address barriers which impede low-income people from gaining economic independence and self-sufficiency
9. Improve performance of staff and programs by providing an organizational structure and environment which promotes professional excellence, productivity and job satisfaction

PRINCIPLES OF EMPLOYMENT POLICY

- I. **Employment and training are key components of sound economic policy**
Our employment system must continue to be directed toward reducing unemployment and underemployment, and helping public assistance recipients become self-supporting. A trained work force also is a crucial factor influencing economic growth and must become an integral part of Minnesota's economic development strategy.

- II. **Minnesota's employment programs must be flexible to respond to the changing state, federal and local priorities and needs**
The allocation of our employment resources must be responsive to changing local economic conditions. Our system must be more open and flexible, offering expanded access to those who need training and a broader range of worker and employer services.

- III. **Minnesota's employment policies and programs must be built on an integrated delivery structure with the full support and participation of the local community and a clearly defined leadership role for the State**

- IV. **The State must provide clear policy direction, leadership, coordination and evaluation of the employment system so that goals are achieved and resources are efficiently used**
The State will provide labor and occupational information, technical assistance, monitoring and evaluation to ensure that services are effective. The State must assure equal access to services and provide emergency resources for areas, industries or population groups in particular distress.

- V. **Minnesota's employment policies and programs must be responsive to employers and workers**
Our policies and plans must define the labor exchange function, promoting a productive approach toward competition between providers and easy, one-stop access for all people. At the same time the State must reduce legislative and regulatory barriers which hinder efficient service delivery.

Minnesota's Employment, Training and Related Programs

Program	Est. Ann. Funding	Contact/Phone
A. Federal Programs		
1. Job Training Partnership Act (JTPA)		
a. Block Grant (II-A)	\$21,024,858	Don Mohawk/296-8008
1) State Programs (22%)	4,625,469	Don Mohawk/296-8008
a) Administration (5%)	1,051,243	Don Mohawk/296-8008
b) Incentive Grants (6%)	1,261,491	Jim Erchul/297-4572
c) Education Coordination & Grants (8%)	1,681,989	Charlie Robinson/297-1054
d) Older Worker Grants (3%)	630,746	Charlie Robinson/297-1054
2) Service Delivery Area (SDA) Programs (78%)	16,399,389	Jim Erchul/297-4572
b. Summer Youth Employment & Training Program (SYETP) (II-B)	8,302,582	Kay Tracy/296-6064
c. Dislocated Worker Program (III)	2,310,087	Ed Retka/296-7918
2. Job Service		
a. Labor Exchange	11,162,113	Karen Karkula/296-8748
b. Targeted Jobs Tax Credit (TJTC)		Norm McGraw/296-6732
c. Trade Adjustment Assistance (TAA)	1,500,000	Norm McGraw/296-6732
d. Veterans Job Placement Program	2,409,873	Dick Reinhart/297-4338
3. Other Federal Programs		
a. MN Occupational Information Coordinating Committee (MOICC)	102,000	John Cosgrove/296-2072
b. Juvenile Justice Grant Program	674,000	Jerry Ascher/296-8601
c. Senior Community Service Employment Program (SCSEP)	1,557,513	Charlie Robinson/297-1054
B. State Programs		
1. Minnesota Conservation Corps (MCC)	1,300,000	Larry Fonnest/296-6195
2. Minnesota Employment & Economic Development Program (MEED)	9,000,000	Peggy Jackson/297-2437
3. Minnesota Youth Program	2,350,000	Kay Tracy/296-6064
4. Opportunities Industrialization Centers (OICs)	150,000	Benjamin Wright/296-6174
5. Work Readiness	4,667,000	David Berry/297-4841
6. Youth Intervention Program	225,000	Kay Tracy/296-6064
C. Other Programs (Mixed Fund Sources)		
1. Aid To Families w/Dependent Children (AFDC) Work Programs		
a. Community Work Experience Program (CWEP)	120,000	David Berry/297-4841
b. Grant Diversion	275,361	Mamie Wertz/297-1373
c. Supported Work	183,574	Mamie Wertz/297-1373
d. PATHS	13,740,000	Karen Wagner/296-2460
e. Work Incentive Program (WIN)	2,080,000	David Berry/297-4841
2. Apprenticeship	408,000	Bob Wickland/296-2371
3. Community Colleges	95,770,400	Glenn Wood/297-7426
4. Displaced Homemaker Program	1,000,000	Laura Turner/296-5325
5. Food Stamp Employment & Training Program	1,284,000	David Berry/297-4841
6. General Assistance/Work Readiness Grant Diversion		Mamie Wertz/297-1373
7. Vocational Rehabilitation Services	20,000,000	Cathy Carlson/296-0535
8. Services For the Blind & Visually Handicapped (SSB)	6,000,000	Karl Nitardy/642-0522
9. Vocational Education	250,000,000	Bob Bocklund/296-2421

II. PROGRAMS

A. Federal

1. Job Training Partnership Act (JTPA)

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a. Resource Utilization

This part gives an overview of the funding available to the State for Program Year 1988 (PY 88) under JTPA and surveys the utilization plans for both State and sub-State Service Delivery Areas (SDAs).

1) Overview: The amounts which follow are based on the State's PY 88 federal formula allotments under Titles II-A, II-B and III of the Act.

a) State Resources **\$6,935,556**

Adult & Youth Programs \$4,625,469
(22% of II-A)

- Administration (5%) \$1,051,243
- Incentive Grants & TA 1,261,491
- Education Coord. Grants 1,681,989
- Older Worker Programs 630,746

Dislocated Worker Programs \$2,310,087
(100% of Title III)

b) SDA Resources **\$24,701,971**

- Adult & Youth Programs \$16,399,389
(78% of Title II-A)
- Summer Youth E & T Programs \$ 8,302,582
(100% of Title II-B)

TOTAL: \$31,637,527

2) State Programs: The State's share (22%) of Title II-A will be used as follows:

a) Administration and Oversight: (5% of Title II-A - \$1,051,243): These funds will support State JTPA administration and oversight. This includes the Governor's Job Training Council (GJTC), its committees and the administrative and staff services of the State Job Training Office (SJTO).

i) Administration: Activities include, but are not limited to, the following:

- developing and administering JTPA policies and procedures consistent with the Act;
- preparing technical assistance guides, reports and reviews as requested by the GJTC, the Governor or the legislature;
- establishing and implementing specific monitoring activities for the SDAs to assure compliance with federal and State requirements;

- coordinating JTPA activities with those of related programs and services; and
- ensuring that each SDA is audited on either a one or two year basis, as required.

ii) Oversight: The State has overall responsibility for management and administration of the job training system within the State, including oversight. State-level responsibilities for oversight are assigned to the Governor and the GJTC. Section 122 gives the Council broad authority to review operations in each SDA and to review State services making recommendations to appropriate officials and the general public on ways to improve program effectiveness.

The Council carries out its responsibilities for oversight through the staff of the State Job Training Office in recognition of the multi-level oversight environment provided for in the Act.

The State Job Training Office, through its Monitoring and Management Unit, provides oversight of all activities, services, program administration and management practices supported with JTPA funds. Information gathered in such activities are supplied to the GJTC.

b) Incentive Grants and Technical Assistance: (6% of Title II-A - \$1,261,491) - 85% of these funds will be distributed to the SDAs based on their PY 1987 performance. The remaining 15% will be reserved to fund post-program evaluation and to provide technical assistance (TA) to the service delivery areas. The need for TA as well as the subject matter offered will be determined by MIS analysis, State monitoring reports, SDA requests, or Statewide needs analysis. TA will be provided by State or local staff or through the procurement of outside expertise.

c) Education Coordination and Grants: (8% of Title II-A - \$1,681,989):

- i) **20%** of these funds (\$336,398) will be used to:
- administer the 8% program;
 - facilitate coordination among education and employment and training agencies; and
 - provide technical assistance to agencies interested in developing cooperative programs.

These activities will be conducted jointly by the State Job Training Office (SJTO) and the State Board Of Vocational Technical Education (SBVTE). The funds available are divided between SJTO and SBVTE.

ii) **80%** of the funds (\$1,345,591) will be used to provide services to clients. These services will include literacy training. The key aspects of planned utilization are as follows:

Priorities - Programs that provide quality services to clients, collaboration with other agencies and programs consistent with SDA plans. The Request-For-Proposals for special needs populations must target one specific group such as handicapped, minorities or public assistance recipients. The majority of the funds will be targeted to public assistance recipients.

Funds Distribution Methodology - 60% will be distributed via formula to SDAs. All of these funds must be used to serve public assistance recipients. 20% will be distributed via a competitive RFP process for programs that serve specified target groups. Proposals to serve public assistance recipients will receive priority.

Criteria: Evaluation criteria for the 20% RFP include, but are not limited to:

- Documented need
- Effective goals
- Measurable outcomes
- Focus on special needs of target groups
- 100% non-JTPA match
- Targets public assistance recipients

Oversight: Client services programs will be monitored by both the SJTO and the SBVTE. The SJTO will conduct on-site reviews with attention to:

- Allowable Costs
- Equal Opportunity
- Eligibility

The SBVTE's reviews will attend to:

- Planned vs. Actual Services Provided
- Quality Of Services
- Documentation Of Match

Performance Goals: Goals will be negotiated individually between the State and the local program operators.

d) **Older Workers:** (3% Title II-A - \$630,746) - These funds will be used for services to individuals 55 years or older. The key aspects of planned utilization include:

Priorities: Programs that provide job training and placement with private businesses. Consideration will be given to jobs in high-tech and growth industries.

Funds Distribution Methodology: Funds will be distributed using a Request For Proposal (RFP) process, however, existing programs that meet their performance goals will have the opportunity to receive continued funding.

Criteria: The criteria for selecting service providers will include:

- Identified need
- Effective and measurable outcomes and objectives
- Administrative capability
- Cost effectiveness
- Evidence of coordination
- Revenue contributed by participating entities

Programs requesting continued funding will also be reviewed for extension based upon these criterion and their past performance.

Performance Goals: Goals will be negotiated between the State and local program operators.

Oversight: Oversight will be conducted by the SJTO and the Governor's Job Training Council as described in Part a.2.a.) above.

e) **Dislocated Workers:** (Title III, \$2,310,887) - These funds will be used to help dislocated workers return to the labor force. The key aspects of planned utilization include:

Priorities: Programs that target the most critical plant-specific or industry-specific dislocated worker situations. \$310,087 will be reserved for emergencies. If unused, these funds will be made available 4-1-89.

Funds Distribution Methodology: A Request For Proposal (RFP) process will be used. Public notice and wide distribution will be made of the RFP process to assure that all interested parties have equal access to the funds.

Criteria: Proposals will be selected using the following criteria:

- Clear statement of the severity of the need;
- Clear identification of targeted workers, focusing on the hardest-to-serve;
- Practicality, creativity & probable effectiveness;
- Budget, planned performance and cost;
- Coordination and community involvement

Performance Goals: The basic performance goals include:

- | | |
|------------------------------------|--------------|
| - Entered Employment Rate | 64% (min.) |
| - Average Wage At Placement | \$6.00/hr. |
| - Average Cost Per Participant | \$200-\$2000 |
| - Ave. Cost Per Entered Employment | \$500-2,500 |

In economically depressed regions of the State, the Average Wage At Placement may be set at \$5.00 per hour if justification is provided. The Average Cost Per Participant and the Average Cost per Entered Employment depends upon the mix of services provided.

Oversight: The State Programs Committee of the GJTC has oversight responsibility for these projects. Client and financial data will be reviewed on a routine basis to assure effective fund utilization and service delivery. The means for review will include desk audits of monthly narrative and Financial Status Reports (FSRs) and on-site visits by SJTO staff.

3) SDA Programs: The SDAs receive, by formula, 78% of the State's Title II-A funds (\$16,399,389) to use for year-round Adult and Youth Programs and 100% of the State's Title II-B funds (\$8,302,582) to use for a Summer Youth Employment and Training Program (SYETP). Summaries of the utilization plans for both programs are at Attachment 4.

b. Performance Standards

The Secretary's performance standards will be adjusted using the regression analysis model developed by DOL. The methodology planned to adjust the standards for individual SDAs is outlined in the US DOL Training and Employment Information Notice No. 27-87 titled, " Title II-A Worksheets and Instructions for Setting Service Delivery Area (SDA Performance Standards for PY '88." and in the draft "Technical Assistance Guide for Setting JTPA Title II-A Performance Standards for PY 1988." A description of the methodology is found at Attachment 5. For planning purposes, the SDAs must plan to meet or exceed any six of the eight measures selected by the Governor. To receive an Incentive Grant an SDA must exceed any six out of the eight performance standards selected by the Governor based on a full program year of activity.

c. Special Services

To the extent that funds are available, and based on GJTC recommendations, the following special services are planned:

- 1) Providing information and technical assistance in developing and implementing plans and programs;
- 2) Developing and providing economic, industrial, labor market, and demographic information for planning; and
- 3) Providing pre-service and in-service training for planning, management and delivery staff of administrative entities and PICs as well as other operators of State-supported programs.

d. Equal Opportunity/Affirmative Action

The Minnesota Department Of Jobs and Training Equal Opportunity/Affirmative Action/Civil Rights Plan, applicable to JTPA, is in compliance with the requirements of the U.S. DOL Office of Civil Rights. Copies are available upon request. -

e) Selected Statewide Program Characteristics and Outcomes

<u>CHARACTERISTIC</u>	<u>PY 85</u>	<u>PY 86</u>	<u>PY 87</u> 6/30/87-12/31/87 (2 Quarters)
Total Participants	23,694	21,154	14,204
Adults	15,788 (66.6%)	14,609 (69.1%)	9,688 (68.2%)
- Welfare	7,214 (23.3%)	6,772 (32.0%)	4,828 (34.0%)
Youth	7,906 (33.4%)	6,545 (30.9%)	4,516 (31.8%)
Total Placements	10,810	10,417	4,696
Adults	7,380 (68.3%)	7,359 (70.6%)	3,314 (70.6%)
- Welfare	2,739 (25.3%)	2,940 (28.2%)	1,399 (29.8%)
Youth	3,430 (31.7%)	3,058 (29.4%)	1,382 (29.4%)
Placement Rate - Total	(64.3%)	(71.7%)	(77.7%)
Adult	(69.5%)	(76.0%)	(78.6%)
- Welfare	(59.3%)	(69.1%)	(73.9%)
Youth	(55.4%)	(63.2%)	(75.5%)
Youth Terminations - Total	6,192	4,840	1,830
Positive Terms	5,119 (82.7%)	4,090 (84.5%)	1,599 (87.4%)
Average Weeks Participated			
Adult	24.7	26.5	26.3
- Welfare	27.8	30.4	30.5
Youth	22.7	22.1	19.3
Average Hourly Wage			
Adult	\$5.42	\$5.56	\$5.66
- Welfare	\$5.34	\$5.37	\$5.56
Youth	\$4.39	\$4.46	\$4.55
Cost Per Participant	\$ 950	\$ 947	\$ 679
Adult	\$ 909	\$ 935	\$ 687
Youth	\$1,031	\$ 975	\$ 662
Cost Per Placement	\$2,082	\$1,923	\$2,054
Adult	\$1,945	\$1,855	\$2,009
Youth	\$2,377	\$2,086	\$2,164

f) **Modifications**

As it becomes necessary, the information in the JTPA part of this plan will be modified in accordance with the procedures established by the Secretary.

g) JTPA Funding Analysis

Job Training Partnership Act

FUNDING ANALYSIS

Program Year 1988

TOTAL AVAILABLE

\$31,637,527

A. <u>State Resources</u>	\$ 6,935,556
1. Title II-A (22%)	\$ 4,625,469
a. Administration	\$1,051,243 (5%)
b. Incentives	\$1,261,491 (6%)
c. Education Coordination and Grants	\$1,681,989 (8%)
d. Older Workers	\$ 630,746 (3%)
2. Title III Dislocated Workers	\$ 2,310,087
B. <u>Service Delivery Area (SDA Resources)</u>	\$24,701,971
1. Title II-A (75%)	\$16,399,389
2. Title II-B (100%)	\$ 8,302,582

SDA	Title II-A	Title II-B	Total
1. Northwest	\$ 744,203	\$ 361,161	\$1,105,364
2. *Rural CEP, Inc.	3,059,142	1,484,336	4,543,478
3. Northeast	2,189,974	1,062,647	3,252,621
4. Duluth	451,803	219,188	670,991
5. PIC 5	1,700,617	825,194	2,525,811
6. Southwest	867,364	416,624	1,283,988
7. South Central	807,834	391,965	1,199,799
8. Southeast	1,173,048	526,716	1,699,764
9. Hennepin/Scott/Carver	890,979	587,491	1,478,470
10. Minneapolis	1,395,588	825,360	2,220,948
11. St. Paul	1,099,415	533,524	1,632,934
12. Anoka	439,996	224,834	664,830
13. Dakota	407,853	197,851	605,704
14. Ramsey	207,616	161,983	369,599
15. Washington	147,103	100,378	247,481
16. Stearns & Benton	629,409	295,489	924,898
17. Winona	187,445	87,841	275,286
TOTAL	\$16,399,389	\$8,302,582	\$24,701,971

Funding levels are for new obligational authority only.

*Funding shown for Rural CEP, Inc. does not include federal supplement.

2. Job Service

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Wagner Peyser Act Executive Summary

The Job Service under the Wagner Peyser Act is a labor exchange whose purpose is to bring together employers who need workers with workers who are qualified for such employment. These services are funded by a tax on employers through the Federal Unemployment Tax Act; all services are provided to both parties for no fee.

The specific goals for Program Year 1988 are to place 4980 unemployment insurance claimants in jobs, to receive at least 60,605 job orders statewide, to receive at least 129,348 job openings statewide, to fill at least 87,278 job openings statewide, and to assist at least 8,649 persons to obtain employment (without selection and referral as required for placement) after receiving services from Job Service offices.

The Wagner-Peyser grant to the states has been reduced by the Federal Government in each of the last five years. To continue to deliver services effectively, it has been necessary to strive for ever increasing efficiency. Technological advances have contributed to the job service's efficient operation: a computer assisted aptitude testing program will be used statewide to increase the probabilities of worker success on the job; a computer assisted resume system will enable employers to expand their search for professional, technical and sales workers in a six state area; an on-line self-service listing of all jobs available in the Job Service network will be available to all applicants statewide.

Job Service Employer Committees (JSEC) will continue to increase in members and sites. JSECs are an advisory body of users of the Job Service who meet regularly to work with the Job Service so as to provide the most efficient services possible from a user perspective. The Job Service/Employment committee of the Governor's Job Training Council is another advisory group which studies Job Service and offers guidance in operating programs from a state government services perspective.

In order to ensure compliance with policies and to develop corrective action plans to eliminate any deficiencies an on-site review program for monitoring and evaluating offices will be implemented. This process will support the Job Service's return to a management by objectives approach.

SPECIAL CONDITIONS

As a condition to receiving funds under the Wagner-Peyser Act, as amended, the Minnesota Department of Jobs and Training assures:

- 1) The Agency will comply with the Wagner-Peyser Act, as amended, and all applicable rules and regulations;
- 2) The Agency will promote and develop employment opportunities for handicapped persons and provide job counseling and placement of handicapped persons;
- 3) The State will designate at least one person in each State Job Service office whose duties will include providing services/activities for handicapped persons described above;
- 4) As a State where a board, department, or agency is charged with administering State laws for vocational rehabilitation of physically-handicapped persons, the Agency shall cooperate with such board, department, or agency in providing services/activities to handicapped persons under the State plan;
- 5) For costs incurred under the State plan, as approved by the Regional Administrator of the Employment and Training Administration, the Agency will comply with principles found in 41 CFR Part 29-70 and 41 CFR 1-15.7, except as may be waived by the Regional Administrator;
- 6) The Agency will comply with the non-discrimination and equal opportunity requirements and procedures, including complaint processing and compliance review, as provided by 29 CFR 31 and 32;
- 7) The Agency will not exclude any individual from participation in, deny benefits of, subject to discrimination under, or deny employment in the administration of or in connection with, any services or activities authorized under the Act because of age, race, sex, color, religion, national origin, handicap, political affiliation or belief. All complaints alleging discrimination shall be filed and processed according to procedures in 29 CFR 31;
- 8) The Agency will ensure that all job order activities and services will comply with provisions of affirmative action in 29 CFR 1604, 1605, 1608, and 1627;
- 9) The employment testing program will comply with 41 CFR 60-3, 29 CFR 1627, and 29 CFR.

PROGRAM EMPHASIS

This statement has been developed to set the overall framework for Job Service planning for Program Year 1988. Planning will be based upon mandated Wagner-Peyser Act requirements and the increased responsibility of the Governor relative to labor exchange services in Minnesota.

In Program Year 1988 the Minnesota Job Service will initiate and intensify actions to promote and strengthen its role as the State's basic labor exchange by an increased emphasis on placement. Placement, once referred to as "the name of the game" for the Job Service, will be a primary concern. Quantitative objectives will be established for each district, office, and individual. Superior performance in certain categories will be formally recognized.

Resources and attention will be devoted to implementing new strategies and programs to optimize services and staff time available to serve applicants and employers to counter decreasing budgets. Job Service offices will plan to meet any unique needs of the communities they serve. The local Job Service offices will work and plan cooperatively with other local employment and training deliverers to leverage resources available to both in order to provide overall maximum service to the communities within total resources available. The direction of the Job Service will be to continue to help Minnesotans to reduce their dependency on unemployment insurance and public assistance.

Specific objectives for Program Year 1988 are to:

- 1) Place Unemployment Insurance claimants in jobs in a proportion of at least 10% of total statewide placements. For the purpose of this calculation we exclude youth under the age of 22 who are not eligible for unemployment insurance compensation. Utilize priority procedures and incentive programs such as Project Jobs and the Targeted Jobs Tax Credit.
- 2) Receive at least 60,605 job orders statewide. Strengthen awareness and utilization of local Job Service Employer Committees.
- 3) Receive at least 129,348 job openings statewide.
- 4) Fill at least 87,278 job openings statewide. Maximize use of the Job Matching system and Test Match selections.
- 5) Assist at least an additional 8,649 persons to obtain employment (without selection and referral as required for placement) after receiving services from Job Service offices.
- 6) Continue to give preference to Veterans, especially Vietnam-era Veterans.
- 7) Intensify marketing of incentives available to employers through Project Jobs program to hire and train structurally unemployed individuals.
- 8) Help reduce the number of Minnesota residents dependent upon public assistance through targeted referral of recipients to existing job openings.
- 9) Promote implementation of an integrated "one-stop" employment and training system where service providers have a clear division of roles and responsibilities.

- 10) Maintain an effective labor exchange throughout Minnesota providing "no fee" placement services to all job seekers, recruitment and referral services to all employers, and such other activities as outlined in Section 7a of the Wagner-Peyser Act as amended.
- 11) Develop closer working relationships with employers through use of media, public relations and Job Service Employer Committees to improve employer service and expand job opportunities for applicants.
- 12) Improve effectiveness and cost efficiency of applicant services through statewide utilization of group intake procedures coupled with expansion and coordination of computer assisted systems such as Job Match, Test Match and the Job Service Resume System.
- 13) Continue Minnesota's leadership in the development and refinement of computer assisted systems aiding in the matching of jobs and job seekers.
- 14) Provide specialized and customized service to clients within available resources through employment counseling, testing, assessment and employability development planning.
- 15) Increase coordination interrelationships of Wagner-Peyser programs and services with other employment programs and services administered both within the Department and by outside organizations. The Job Service will network with these organizations to better serve the targeted population and provide maximum exposure of job seekers to employment opportunities.
- 16) For job seekers who do not possess adequate skills or experience to compete in the local labor market, or those who cannot be served adequately through the labor exchange function the Job Service will provide referrals to those agencies having programs or resources to meet the individuals special needs or address the specific employment barriers.
- 17) Promote and secure referral of job ready individuals being served by other employment and training agencies to Job Service offices in an effort to increase applicant exposure to job opportunities and provide employer access to the maximum pool of job ready workers.
- 18) Seek additional funding sources to leverage existing programs and already developed systems and the expertise of the Job Service staff.
- 19) Reduce the number of Minnesotans who are structurally unemployed due to job obsolescence, plant shutdown, regional decline in an individuals customary occupation or industry shutdown.
- 20) Support local and State economic development programs.

c. LABOR EXCHANGE MISSION

1) Programs

a) Job Placement:

The Job Service through its role as a labor exchange offers employment opportunities on a no-fee basis to all Minnesotans and provides employers an effective method of recruitment and other services such as testing and large-scale screening which are underwritten by employer contributions under the Federal Unemployment Tax Act (FUTA).

The Job Service has continued to maintain its excellent "fill rate" of job orders at 72%. This is the ratio of job placements to job openings. This high rate was maintained even with the reduction of resources within the department.

The most recent First Response Study indicates that for 53.9% of job orders, the first referral was made within two days and within ten days for 78.8% of job orders. This means several responses have been made on the first day on orders. This does provide a base measure for improving services.

Job Service is continually seeking ways of improving services consistent with the Wagner-Peyser and Governor's plan to increase job orders and placements.

Some of the changes Job Service is implementing are:

- i) The Job Service is continuing the implementation of the Job Service Resume System. The resume system was developed independent of the Department of Labor (DOL), although there was approval for doing it. The resume system was the product of the operating staff of the six States in DOL Region V in cooperation with the Regional and State Employer Advisory groups and the U.S. Department of Labor, Region V Employment and Training Administration. The work on the system began because the employers felt that such a system was necessary to recruit applicants ordinarily searched for on a national basis. The employer committees on a regional, state, and local level felt this was a worthwhile payback from the payment of their FUTA tax. Employers find this system a convenient method of expanding their search for professional, technical, managerial and high-level salespersons to a six-state market. Applicants benefit because of their wide exposure to jobs in other states.

The Job Search System provides one additional tool for jobseekers to review job openings on a statewide basis in a fast and efficient manner. The key feature of the system is the on-line feature assuring up-to-date information and is of considerable advantage over the microfiche used previously to display job orders. This system, combined with the Job Matching and Resume System, offers Minnesota applicants a highly automated and efficient job search program.

ii) Test Match (validity generalization) implementation will continue with statewide completion by the end of the calendar year.

b) Job Service Employer Committees (JSECs)

Job Service Employer Committees offer employers an opportunity to advise the department on issues of concern to them, to offer suggestions on improving services, and to improve their knowledge of how to use services.

The number of local committees will be expanded from thirty-one with 352 members to include all area offices. The State Steering Committee will become more active in supporting the activities of the local committees. All JSEC committees will more actively educate legislative and congressional representatives on the effects that Job Service budget cuts have on the Minnesota economy.

JSECs will be asked for assistance in helping the department to adjust services in response to budget cuts. JSEC members will be asked to help increase employer market penetration through personal invitations to other employers.

JSECs will be asked to help increase inter-agency cooperation through increasing the number of members serving on Private Industry Councils (PICs). JSEC will maintain a seat on the Governor's Job Training Council. The JSEC State Steering Committee will develop communication linkages with significant other employer groups in the state.

c) Unemployment Insurance Work Test

Job Service is required to administer the work test by Wagner-Peyser legislation. Job Service staff will prepare form MJT-88, "Report on Failure to Apply for or Accept Work" on claimants who do not apply for or accept suitable employment. UI staff then act upon the form.

Registration with Job Service is required of all UI claimants by state rules as a condition of eligibility, although the initial claim may constitute the work registration under certain circumstances.

The agency policy is that all UI claimants shall register with the Job Service except those on short-term layoff who expect to return to the same job and also those who have a job attachment and hiring rights through a union. Union members in good standing must accept work offered through the union or be disqualified from receipt of UI benefits.

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The goal for PY88 is to place UI claimants in a proportion of at least 10% of total statewide placements above 22 years of age. This priority of placements will be ensured through the use of programs such as the state-sponsored Project Jobs. Project Jobs targets the structurally unemployed and provides an employer with a worker whose wage is supplemented by his/her unemployment compensation benefits.

The Eligibility Review and Reemployment Assistance Program (ERP) provides for the selection of UI claimants for special interviews to explain their eligibility for unemployment compensation and to provide intensive reemployment assistance through job search and training. This program will continue to be emphasized.

d) National Job Bank

Minnesota will continue to participate in the National Job Bank network. The NJB can be of special value to employers seeking certain professional and technical employees who are in short supply in Minnesota. An employer can request that an opening be placed on the NJB right away or, if it meets certain salary and other criteria, it will automatically be selected for submission. The selected orders are sent on computer tape to the Interstate Job Bank (IJB) in Albany, NY which converts them to microfiche and distributes them to Job Service offices throughout the U.S. Minnesota currently receives NJB fiche at seventy-one placement offices.

Job Service offices in other States can refer applicants to Minnesota employers by contacting the Minnesota Job Service office holding the NJB opening. Minnesota applicants can be referred to openings in other States by reversing the process.

e) Services To The Handicapped

Job Service offices will extend their full range of services, including job referral, job development, counseling, supportive service referrals, and testing to handicapped applicants. The qualifications and abilities of disabled workers are evaluated and the effort is made to place them at the highest appropriate level of employment.

A specialist in the central office provides staff support to the field offices. There is central coordination with other agencies and organizations that serve handicapped workers. There is a designated handicap specialist in each area office. Among the special activities in which Job Service offices participate is the annual National Employ Persons with Disabilities Week.

f) Services To Youth

The Job Service will continue to be involved in a number of programs which are designed for youth. Responsibilities include screening, referring and placing youth into programs which are available through public and private employers. The Job Service coordinates its youth employment efforts with other agencies such as Private Industry Councils, Community Action Agencies and state, local and federal units of government.

The mini-office program is operated by the Job Service during the summer months. In this program, youth hired with funds from the Minnesota Youth Program are trained to operate a mini Job Service office for youth under the supervision of a professional Job Service staff person. Most of these mini-offices are located in rural Minnesota communities which are too small to have a full-time Job Service Office. Mini-offices concentrate on referring young people to farmers who need help during the summer for various agricultural activities such as bean weeding, corn detasseling and rock picking. This year, the agency expects to operate about 100 mini-offices. These offices should make approximately 15,000 job placements primarily in the private sector.

g) Counseling

There will be some increase in counseling activity as an outgrowth of the expansion of the Test Match program. Some of the people who take the GATB for job placement want to see a counselor for a full discussion of the test results. This often leads to subsequent interviews to discuss employment problems and formulate occupational plans.

Although staffing for counseling continues to be at a lower level than in previous years, many offices do have a counselor. Applicants are referred to other community resources if intensive services are needed or if there is limited counseling time available in the office.

h) Testing

Implementation of the Test Match program will be completed by the end of the calendar year. At that point, the GATB can be used to aid in selection and referral in all the offices throughout the state. Any employer who wishes to have referrals screened on the basis of aptitude will have that service available. The GATB will also be used for vocational assessment in counseling.

The clerical proficiency tests (typing, dictation, spelling) will continue to be used to determine if applicants meet the skill levels required by employers.

i) United States Employment Service Test Release Program

The Employment Programs Section of the Office of Job Service and Unemployment Insurance Operations provides the opportunity for non-Wagner-Peyser agencies, organizations, schools, public and private, to enter into a contractual agreement for use of United States Employment Service tests - particularly the General Aptitude Test Battery (GATB). This offers these groups a range of standardized, reliable and validated vocational tests to use in developing employability plans with their clients. Under the contract, these tests can be used only for counseling purposes.

Most of the clients receiving testing are in the category of "special needs", being individuals on Workers' Compensation, handicapped, dislocated workers and students developing career plans. In this way the Job Service promotes the coordination of program services with other agencies and organizations throughout the Minnesota community. With the client's consent, test information can be shared between contracting groups and the Job Service, thereby facilitating an individual's counseling, helping to limit duplication of services and providing an effective network for the exchange of information.

Many of the clients served are offered a range of services not normally provided them by the Job Service; as they largely represent applicants unqualified for most Job Service programs, requiring services elsewhere, more appropriate to their needs.

j) Veterans

Each year the Job Service contracts with the federal government to provide special services to veterans. Each year the federal funding received has been less than the previous year. For example, this year it is proposed that Job Service receive \$2,409,873. Last year we received \$2,542,187 for a decrease of 5.2%. This cut in funding has decreased our local Veterans Employment Representatives (LVER) staff from 31 last year to 22.8 positions this year.

Our Veterans Employment Representative Disabled Veterans Outreach Program (DVOP) staff remains the same at 35. Of the DVOP staff, Job Service outstations 25% at non-Job Service locations such as the veterans Administration or other locations where veterans are in need of services.

Job Service, in cooperation with the Veterans Administration, operates an on-the-job training program called the Veterans Job Training Act. This program has recently open extended to June 30, 1988 and it is expected that it will be extended past that date. Job Service has placed over 1,000 veterans through this program and the state ranks very high nationally in performance.

All Job Service staff, not just those specifically funded for veterans activities, are required by Federal law to give preference and priority of service to veterans.

2) Supplemental Grant Applications (SGAs)

a) Local Veterans Employment Representatives (LVERs) and Disabled Veteran Outreach Program (DVOP)

Supplemental grants are used to fund the veterans programs, in part, as previously described.

b) Trade Adjustment Assistance (TAA)

The Trade Adjustment Assistance program provides dislocated workers, who became unemployed due to increased imports, with readjustment allowances, job search and relocation allowances, and training. These reemployment services will increase the workers employment opportunities and meet the employers' requirements for skills and training. The current TAA law terminates on September 30, 1991.

In the program year ending September 30, 1988, the number of individuals receiving TAA services were: 706-training; 344-relocation allowances; 427-job search allowances. The amount obligated for the clients was 1.4 million, excluding readjustment allowances.

c) Targeted Jobs Tax Credit (TJTC)

The Targeted Jobs Tax Credit (TJTC) program provides incentives for employers to hire members of targeted groups who traditionally have difficulty finding employment. Employers receive a federal tax credit for hiring targeted members. Job Service determines the eligibility of targeted members and issues certifications to employers to obtain tax credit. The department received \$535,460 in FY 85, the last complete fiscal year, to administer the program. In that period, 24,776 eligibility determination (vouchers) were made and 13,208 persons were certified to receive federal tax credit. The program will be continued in the absence of administrative funding albeit at the expense of other Wagner-Peyser activities.

The TJTC program was reenacted on October 22, 1986 and is in effect retroactively from January 1, 1986 through December 31, 1988.

d) Alien Labor Certification

Employers having difficulty finding qualified U.S. workers may apply for certification by the Secretary of Labor that such workers are not available locally at the prevailing wage. Job service accepts applications for alien employment certification, provides instructions, helps employers recruit U.S. workers and monitors the process. Certifications or denials are issued by the Regional Certifying Officer of the U.S. Department of Labor in Chicago. Employers receiving labor certification may go to the Immigration and Naturalization Service to get permission for the alien to enter the country. Alien certification has been consolidated in the State office in order to achieve consistency and cut processing time. In FFY 88, Minnesota received \$194,939.00 for labor certification activities. Most applications are for professional and highly-skilled technical positions such as faculty members, electrical engineers, EDP analysts/programmers/technicians and scientific researchers. Specialty or ethnic chefs and cooks comprise about ten per cent of the 175 applications processed each year. This supplemental grant has also been used to fund developmental work associated with the Job Service Resume System.

3) Management Information Systems

a) Background

The Department of Labor, through its State Employment Security agencies has during recent years made a strong effort to automate labor exchange services provided by the Job Service. The Minnesota agency took advantage of this opportunity to automate its programs and enhance its ability to provide services to employers and applicants. The first step was to establish a Statewide job bank in which job openings were displayed on microfiche and distributed daily throughout the network of Job Service offices. At about the same time, the Job Service installed a management information system to collect data automatically as the service is being performed. Soon Minnesota began preparation for the installation of a telecommunications network linking all of the Job Service offices. After this was installed, it was possible to input and retrieve data at each of our Job Service offices. The possibility of automated job matching then became a reality. The agency then began to plan for the present automated job matching system, which is discussed below.

b) New Systems

In order to prepare for the Job Matching system a new internal processing system had to be installed. The system, called the Enhanced National Data system, not only prepared the agency for the implementation of the job matching system, but improved the quality of the statistical data needed by this agency and others using labor market information. In the Fall of 1985, the Job Service installed the On-line Data and Display system, calling it JOBS. The system is a completely automated job matching system allowing staff to search out and match jobs on behalf of both the applicant and the employer. The primary match is done on the basis of a Dictionary of Occupational Titles Code, with the possibility of explaining or narrowing the search based on other factors such as education, wage or location. It also means that no matter where an individual may be applying for a job in the Minnesota Job Service system, the qualifications can be matched against an order. This same thing can be said for the employer seeking workers. This new system offers the employers greater possibilities to obtain qualified workers and job applicants a quicker and more efficient manner of matching their qualifications to employment opportunities. The matching system then made it possible for the agency to enter a mode of operation eliminating cumbersome paper files. All records of applicants and job orders were stored on-line in the computer. The "paperless" mode of operation will be installed in all Job Service offices by late Spring, 1987.

The Job Service Resume System was described earlier in this document. This is also a new system designed to increase the opportunities for employers to recruit professional and technical staff and provide wider opportunities for applicants. It operates on a six-State basis and was implemented in January of 1988.

The development of improved Job Service automated matching system enhances opportunities to increase both job openings and placement of applicants, which is a stated objective of the Governor and also is outlined in the Wagner-Peyser goals.

c) Interface of Automated Systems

The JOBS data entry and job matching system has several interfaces. One of the most critical is the role the new system plays in the group intake and application taking concept used by many of the Job Service offices. In this concept the interviewer is provided with the time to search out and find applicants for employer job orders and also to find appropriate matches on behalf of applicants. The system matches people and jobs on behalf of both the employer and applicant. The search is accelerated because the interviewers conduct the file search on the machine having both applicants and jobs accessible to them on the CRT. While the search is done automatically, the final judgment of the referral is up to the interviewer, so there is not a loss of human accountability and judgment. All placements and other services such as testing, counseling and job development are entered on the system, providing the necessary activity reporting. This data then becomes primary in the development of planning, for accountability, and for research. The continued development of automated systems to increase the productivity levels called for in the Governor's plans are a high priority for the Job Service. The employer community expects this and the agency must provide an updated placement service for all of our applicants.

4) Staff Training

a) On-going Training

The Training Section responds to Job Service training needs by developing, scheduling, conducting and evaluating course and self-study user materials. Resources outside the Job Service are explored for availability and capability when appropriate. The annual training needs survey continues to serve as an important vehicle for field staff to make known their perceived training needs. Self-study training units are created when feasible and practical in order to avoid the expense and disruption of formal classroom-style methods.

A one-week program is provided to all new interviewers, counselors, LVERs and DVOPs. Every effort is made to provide this within the first three months of employment. This training is designed to provide understanding of and basic skills in using Job Service programs. In addition, new counselors receive one week of counselor basic training. Outservice and Minnesota Department of Employee Relations (DOER) training requests are reviewed and authorized when appropriate.

The Training Section works cooperatively with the Office of Training and Development in coordinating training efforts. In addition, the Minnesota Department of Employee Relations offers a wide variety of training opportunities that many staff take advantage of. The Training Section negotiates and works closely with hotel/motel management when it becomes necessary to secure outside training sites and with private consultants when staff training resources are not available.

b) Proposed Training

Front Line Leadership training for managers and supervisors will continue and be completed. Make-up sessions for each of the 20 modules will be offered. Following its completion, a thorough evaluation of the program will be made and necessary changes will be incorporated. A plan will be developed to continue to offer this training on an ongoing basis to new managers and supervisors as needed. Also:

- A DOT training package will be developed and presented to field staff working with the Automated Resume System.
- Conversion of all employee training records to the Department's new automated system will continue.
- Individual Development and Planning Worksheets will be reviewed to determine additional training needs.
- Customer Relations training will be provided to all managerial, professional and clerical staff. The goal of this training is to ensure a positive experience for every "customer" contact with our agency.
- Feasibility of putting selected programmatic training on video tape will be explored and such video tapes will be produced as indicated.

d. SERVICES TO MIGRANT AND SEASONAL FARMWORKERS

Federal regulations (20 CFR 653.107) require the Job Service to operate an outreach program to contact all Migrant and Seasonal Farmworkers (MSFWs) who pass through the State, whether they use Job Service services or not. The purpose of the program is to make MSFWs aware of the full range of services available to them as well as provide direct services such as counseling, job development and placement.

As a first step, each state is to assess the needs for outreach services and the resources available and develop a plan to operate an effective program.

There are standards of performance which must be met by the program. As a "significant" (see the cited Federal Regulations) MSFW state, Minnesota must meet at least four of the following seven minimum service level indicators:

1. Place at least 42.5% of all MSFWs registered.
2. Place at least 14% of the MSFWs in jobs paying at least 50¢ per hour over the minimum wage.
3. Place 4.7% of MSFW applicants in long-term (over 150 days), non-agricultural jobs.
4. Make a central office preview of the outreach program of all four of Minnesota's significant area offices: Moorhead, East Grand Forks, Crookston and Willmar.
5. Conduct field checks on 25% of clearance orders.
6. Contact 5 MSFWs per staff day.
7. Resolve 90% of complaints in 45 days (with certain exceptions).

In addition, four of the five following equity indicators must be met:

1. Ratio of MSFWs to non-MSFWs referred to jobs.
2. Ratio of MSFWs to non-MSFWs for whom some service is provided.
3. Ratio of MSFWs to non-MSFWs referred to supportive services.
4. Ratio of MSFWs to non-MSFWs counseled.
5. Ratio of MSFWs to non-MSFWs for whom a job development contact was made.

In the past, Minnesota Job Service has met these standards.

Assessment of Needs

The vast majority of MSFWs (8700 est. in 1988) visit Minnesota looking for work in weeding and thinning of sugarbeets. Except for a few (200-300) staying on for the beat, cucumber and potato harvest, all return to their home states when the weeding and thinning activities have ceased. Most travel in family groups and have school-age children.

Services provided by Job Service depends on the makeup of the MSFW work force. Considerable employer contact and job development is required before and during the season including massive referral and placement activity. In addition, a substantial amount of referral to supportive agencies and resources is required with a constant readiness to resolve complaints and problems as they arise.

Assessment of Resources

Job Service grants fund this program in its entirety and are not dedicated.

Staffing during the 1988 season will consist of three permanent full-time bilingual migrant labor counselors (MLC) in Willmar, Moorhead and Crookston/East Grand Forks. If other Job Service funding becomes available, several seasonal MLCs will be employed on a full-time basis to assist in the program.

Proposed Outreach Activities

The Job Service shall operate an outreach program in order to locate and contact MSFWs not reached by the normal intake activity of the Area Offices. The Job Service will follow-up on services to MSFWs. It is the policy of the Job Service to ensure that MSFWs receive services at least equal to services received by non-MSFWs.

Three permanent, and if funding is made available, up to seven seasonal outreach staff (classified as Migrant Labor Counselors) will serve MSFWs during the 1988 agricultural season. The permanent migrant Labor Counselors are bilingual in English and Spanish. It is anticipated that outreach staff will contact up to 4800 MSFWs during the 1988 season. Tasks related to outreach will include employer contacts, job development and arranging and coordinating services with other agencies serving the MSFW.

Outreach staff are stationed in "significant" MSFW offices (Crookston, East Grand Forks, Moorhead and Willmar), and in Renville and Breckenridge where a large number of MSFWs are located.

Outreached contacts are made at the migrants living and work sites, social service agencies, schools, and other gathering places. Such activity will be logged daily and the number of contacts and services provided will be maintained for reporting and record-keeping purposes.

Outreach staff will explain verbally, and through use of brochures and other materials, the farmworkers' rights and the full range of services available from Job Service offices. They will also make referrals to agricultural and

non-agricultural jobs, training opportunities, supportive services, testing, counseling, unemployment insurance, the complaint system and conduct job development contacts.

Services to MSFWs provided by outreach and regular Job Service staff are:

1. Assistance in preparation and distribution of employment bulletins;
2. Referrals to agricultural and non-agricultural job openings;
3. Job development;
4. Preparation and resolution of Job Service related complaints, and referrals of complaints involving wage-hour and OSHA employment related laws;
5. Counseling and testing;
6. Referrals to other supportive services;
7. Application for unemployment insurance;
8. Distribution of Migrant and Seasonal Agricultural Workers Protection Act registration materials;
9. Labor market information;
10. Targeted Jobs Tax Credit Information and certification;
11. Work Incentive information and referral.

U.S. DEPARTMENT OF LABOR Employment and Training Administration ES SERVICES PROVIDED TO MIGRANTS and SEASONAL FARMWORKERS (All Sources of Funds)	STATE >>		PY >> 1988		
	DATE	INITIAL	REVISIONS		
			No. 1	No. 2	No. 3
	Submitted				
Approved					

PART I. EQUITY RATIO INDICATORS

INDIVIDUALS	MIGRANTS AND SEASONAL FARM WORKERS		NON-MSFWs		EQUITY $\sqrt{}$
	Individuals Recd. Service	% of Appl. Recd. Service	Individuals Recd. Service	% of Appl. Recd. Service	Col. b \div Col. d
	(a)	(b)	(c)	(e)	(e)
TOTAL NEW APPLICANTS AND RENEWALS	3,100		317,500		
1. Referred to jobs (ES controlled)	1,890	62%	131,000	41%	1.51
2. For whom some service is provided (ES controlled)	2,180	70%	160,000	50%	1.40
3. Referred to Supportive Services (ES controlled)	650	21%	26,000	8%	2.6
COMPLETE APPLICATIONS NEW APPLICANTS AND RENEWALS	2,675		294,000		
4. Counseled (ES controlled)	35	1.1%	6,750	2.1%	.52
5. For whom a Job Development Contact was made (ES controlled)	225	7.3%	9,000	2.8%	2.6

PART IIA. MINIMUM SERVICE LEVEL INDICATORS

ESARS DATA ITEMS	INDICATOR (Min. %)	NUMBER	PERCENT
	(a)	(b)	(c)
1. MSFWs Placed	42.75%	1,750	56.5%
2. Placed on job with wage at least 80% above hourly minimum	14.0%	1,025	33.1%
3. MSFWs placed on long-term non-agricultural jobs (150 + days)	6.0%	55	1.8%

PART IIB. MINIMUM SERVICE LEVEL INDICATORS

NON-ESARS ITEMS (ETA 8148D, Part II)	CRITERIA	UNIVERSE	NUMBER	PERCENT Col. e \div Col. d	PRODUCTIVITY (No. per SDW*)
	(a)	(b)	(c)	(d)	(e)
4. Significant MSFW Local Offices	100%		Reviewed		
	4	4	4	100%	
5. Agricultural - CLEARANCE ORDERS	% Checked		Checked		
	-	-	-	-	
6. Complaints	% Unresolved		Unresolved		
	0	0	0	100%	
7. Outreach Contacts	Productivity		Staffyears		
	4500	4500	2.0		10.2

$\sqrt{}$ Result of 1.0 or greater than 1.0 in Column (e) indicates equity of service to MSFWs.

*SDW - Staff Days Worked



MINNESOTA DEPARTMENT OF
Jobs and Training

Office of Job Service and Unemployment Insurance Operations
390 North Robert St., 1st Floor
St. Paul, MN 55101
Phone 612.296-3627 • Teletypewriter 612 297 3944

March 23, 1988

Mr. Heladio Zavala
Executive Director
Minnesota Migrant Council
35 NE Wilson Avenue, Box 1231
St. Cloud, MN 56301

Dear Mr. Zavala:

Federal regulations at 20 CFR 653, subpart B requires Job Service to submit its annual Outreach Plan to JTPA section 402 Grantees for review and comment.

Attached is the draft Outreach Plan for program year 1988 for your consideration. Please direct any comments directly to me within 30 days. Please call me at (612)296-8746 if you have any questions.

Yours truly,

Lee Fossen
Monitor/Advocate

LF/sa

Attachment

e. GOVERNOR'S 10 PERCENT SET-ASIDE

Wagner-Peyser Section 7(b) funding was last allocated within Minnesota on the basis of the disproportionate unemployment being experienced by local Service Delivery Areas (SDAs). The mathematical process was based upon the quotient resulting when the SDA's share of the State's unemployed divided by the SDA's share of the State's Civilian Labor Force (CLF).

Our rationale was based on the idea that such funding (in combination with Section 7(a) funding) could be used on behalf of a special applicant group (the unemployed). In effect, the same methodology will be followed during program year (PY) 1988. Districts (rather than SDAs) will receive the same relative share of 7(b) funding in PY 88 as they received in PY 87. The base is smaller due to the reduced Wagner-Peyser funding received by Minnesota.

The PY 88 funding cut is being taken across the board based on relative share which in turn was based on calendar year 1983 data for CLF and unemployed. Department of Labor's switch from a resource allocation formula based on performance (placement) to a formula based on demographics (CLF and unemployed) found Minnesota losing ground to the other States in Region V and, in fact, to the majority of the other States in the nation. That circumstance has severely limited the actual choices open to us for use of 7(b) funding if we are to maintain the present area office network.

Local plans for 7(b) funding find expression for the most part in services to migrants and to in-school youth. In-school youth services are further characterized by out-stationing staff at Area Vocational Technical Institutes (AVTIs) and community colleges. Also planned are special placement services for unemployment insurance claimants and support for local Job Service Employer Committee (JSEC) activities.

A small portion of 7(b) funding will be reserved for performance incentives for Job Service area offices.

3. Other Federal Programs

- a. **Minnesota Occupational Information Coordinating Committee (MOICC)**: (John Cosgrove, 612/296-2072): This is an inter-agency board established by federal law to develop and implement an occupational information system (OIS). The OIS includes occupational supply and demand data as well as related information for educators and program planners.
- b. **Juvenile Justice Grant Program**: (Jerry Ascher, 612/296-8601): Grants are made to advance delinquency prevention and to improve the juvenile justice system.
- c. **Senior Community Service Employment Program**: (Charlie Robinson, 612/297-1054): Provides part-time work in community service, counseling/assessment, job seeking skills, etc. to workers 55 or older.

B. STATE PROGRAMS

1. **Minnesota Conservation Corps (MCC):** (Larry Fonest: 612/296-6195) Provides year-round and summer jobs for youth and young adults in the State's wildlife refuges and other public lands.
2. **Minnesota Employment and Economic Development Program (MEED)/Wage Subsidy:** (Peggie Jackson: 612/297-2437): A State program to reimburse employers up to \$4.00 per hr. in wages and \$1.00 per hr. in fringes for up to 26 weeks for hiring persons without a source of income, persons eligible for AFDC or GA, persons who have exhausted their unemployment or workers' compensation benefits and members of distressed farm families.
3. **Minnesota Youth Program (MYP):** (Kay Tracy, 612/296-6064): A State program to provide summer jobs for youth. It is coordinated with the JTPA Title II-B Summer Youth Employment and Training Program (SYETP).
4. **Opportunities Industrialization Centers (OICs):** (Benjamin C. Wright: 612/296-6174): Provide comprehensive job training, placement and related services to targeted economically-disadvantaged, unemployed and underemployed individuals.
5. **Work Readiness:** (David Berry, 612/297-4841): A program for Work Readiness recipients and non-exempt GA recipients to receive employability planning, job search assistance and referral.
6. **Youth Intervention Program:** (Kay Tracy, 612/296-6064): A nonresidential community-based program providing advocacy, education, counseling and referral services to youth and their families experiencing personal, family, school, legal or chemical problems with the goal of preventing involvement in the juvenile justice system.

C. OTHER PROGRAMS (MIXED FUNDING SOURCES)

1. **Aid To Families With Dependent Children (AFDC):**
 - a. **Community Work Experience Program (CWEP):** (David Berry: 612/297-4841): A demonstration project in 7 counties that is mandatory for non-exempt AFDC recipients and voluntary for others. ESP provides job search training and assistance. CWEP assigns participants to work experience positions with public and private non-profit agencies.
 - b. **Grant Diversion:** (Mamie Wertz, 612/297-1373): A program to provide wage subsidies for employers who hire AFDC recipients. The grant payment is diverted to a wage pool and comes back to the individual as a part of his or her wages.
 - c. **Supported Work** (Mamie Wertz: 612/297-1373): A program model designed to develop entry-level, permanent jobs in the private sector for long-term AFDC recipients.

- d. **PATHS** (Karen Wagner, 612/296-2460): A voluntary program to help three priority groups of AFDC recipients get the special help they need so that they can work and provide for their families. These priority groups consist of: caretakers under the age of 21; caretakers without a high school diploma or General Equivalency Diploma (GED); or caretakers who have been on assistance for 24 or more of the last 36 months. Services provided include: case management; employment and training; child care; health care and others.
2. **Apprenticeship**: (Bob Wickland: 612/296-2371): A program combining on-the-job training and related instruction in a skilled occupation, craft or trade.
3. **Community College System**: (Doug Easterling, 612/297-4684): A system of post-secondary educational institutions throughout the State providing pre-baccalaureate and vocational training.
4. **Community Investment Program**: (Karen Wagner, 612/296-2460): programs designed by counties and cities of the first class to be available as work sites for individuals such as those receiving AFDC or Work Readiness Assistance.
5. **Displaced Homemaker Program**: (Laura Turner, 612/296-5325): Programs to assist homemakers who have lost their primary means of support through services such as job development and support groups.
6. **Food Stamp Employment & Training Program**: (David Berry, 612/297-4841): Provides job search assistance and related services to Food Stamp recipients in 24 counties. Mandatory for non-exempt individuals. Replaces the former Food Stamp Job Search program.
7. **General Assistance/Work Readiness Grant Diversion** (Mamie Wertz, 612/296-3340): Provides wage subsidies to employers who hire GA or WR recipients. The grant payment is diverted into a wage pool and comes back to the individual as part of his/her wages.
8. **Rehabilitation Services**: (Cathy Carlson, 612/296-0535): Programs for individuals whose disabilities limit their ability to seek, obtain or maintain employment. It includes long-term sheltered employment/work activity for the severely disabled and services for the industrially-injured.
9. **Services For The Blind And Visually-Handicapped**: (Karl Nitardy, 612/642-0522): Provides vocational and independent living services for blind and visually-handicapped persons of all ages. It includes information, radio and library services and training and placement in small businesses.
10. **Vocational Education**: (Robert Bocklund, 612/296-2421): A system of secondary and post-secondary educational institutions located throughout the State primarily providing occupational skills training.

III. COORDINATION

The Governor requires all programs funded under JTPA to be coordinated with related programs at the State and local level. The following sections describe the arrangements made to improve coordination at the State and local level.

A. State Level

1. **Minnesota Jobs Act**

Referred to earlier in Part I. Policy, the 1985 Minnesota Jobs Act requires the coordination of the State's employment, training and related services provided by State agencies and local jurisdictions. In addition to the components of the Act described in Part I. Policy, the legislation also included two significant new elements designed to assist the State in achieving the full coordination of State and local programs. First it mandated the co-location of program facilities wherever feasible and secondly it created a new Office of Full Productivity and Opportunity, which became the Governor's Council on Jobs Policy Coordination in 1987.

a. **Co-location**

The Act requires that the Minnesota Department of Jobs and Training (MDJT) oversee the co-location of not only its own programs such as Job Service, Unemployment Insurance (UI) and Rehabilitation Services but also income maintenance and social services such as General Assistance (GA) and Aid To Families with Dependent Children (AFDC). The primary aim of co-location is to save money and to make it more convenient for clients to obtain services offered by governmental programs.

MDJT has already co-located services of the Job Service and UI operations in most areas of the State. It has also brought Job Service staff on-site to many of the State's Area Vocational Technical Institutes (AVTIs). It is also planning to provide AVTI access to the Job Service's computerized Job Match system.

In addition to physical co-location, the Act also emphasizes staff and information exchange, wherever feasible, to further the realization of "one-stop" service. Cross-training MDJT, county and JTPA staff to help clients with each other's program applications or combining such applications into one are also under consideration.

Finally, as leases expire, MDJT will assure that a genuine co-location effort has been made.

b. **Governor's Council on Jobs Policy Coordination**

The council was established to develop and coordinate a comprehensive interagency strategy to reduce unemployment and public assistance dependency. It provides a statewide focus for the transformation of traditional income maintenance programs, which are state supervised and county administered, into a system that is designed to assist citizens

to enter or reenter the workplace. The council consists of the commissioners of the departments of education, jobs and training, trade and economic development, human services, health, agriculture, finance and labor and industry; the chancellors of the community college and state university systems; the directors of the state planning agency and the vocational technical education system, the executive director of the Higher Education Coordinating Board; the president of the University of Minnesota or the president's designee; and a representative of the governor who serves as the council's chair.

The council is responsible for coordinating and assuring implementation of the 1987 Welfare Reform legislation consistent with the 1985 Jobs Act. It is also responsible for coordinating the development of a comprehensive strategy to serve the long-term training and retraining needs of Minnesota's workforce in a rapidly evolving time of technological change. Additionally, the council coordinates the state's response for federal demonstration authorities, analysis of proposed federal legislation, information sharing and planning activities, and recommendations to the governor for state policy positions and initiatives. The council's first biennial plan is provided as Attachment 6.

2. State Councils

The State-level councils below provide forums for Statewide coordination:

a. Governor's Job Training Council (GJTC):

Also referenced in Part I. Policy, the GJTC is the top public policy group working to coordinate the State's job training, placement and unemployment insurance programs. It considers the recommendations of its four standing committees and finalizes its own recommendations for the Governor. Its recommendations are subject to the approval of the Governor.

b. Other Councils:

Policy decisions that have an impact on special populations are coordinated with advocacy groups such as, but not limited to:

- 1) State Council for the Handicapped
(Richard L. Ramberg: 612/296-1743)
- 2) Council on Black Minnesotans
(Mamie Wertz: 612/297-1373)
- 3) Minnesota Coalition for the Homeless
(Sue Watlov Phillips: 612/379-2779)
- 4) Spanish Speaking Affairs Council
(Jose H. Trejo: 612/296-9587)

- 5) Indian Affairs Council
(Roger Head: 612/296-3611)
- 6) Commission on the Economic Status of Women
(Aviva Breen: 612/296-8590)
- 7) Displaced Homemakers Advisory Council
(Pat Gosz: 612/297-2720)
- 8) Minnesota Board on Aging
(Gerald Bloedow: 612/296-2544)
- 9) Governor's Council on Youth
(Kwame McDonald: 612/297-1222)
- 10) Juvenile Justice Advisory Board
(Jerry Ascher: 612/296-8601)
- 11) State Council on Vocational Education
(John Mercer: 612/296-4202)

B. Local Level:

There are three primary means by which the State can monitor coordination at the local level. These include the certification of local private industry councils (PICs); the establishment of criteria for coordinating JTPA and Job Service resources with each other and with other employment, training and related services; and finally by reviewing and making recommendations on the Local Plans for Employment and Training developed by the JTPA and Job Service systems and approved by the local PICs and chief elected officials.

1. **PICs:** The membership requirements for local PICs helps assure coordination. Beyond the private sector majority, each PIC must include representatives from organized labor, education, economic development, Job Service, rehabilitation and community-based organizations.
2. **Governor's Coordination Strategy and Criteria:** A copy of the current statement governing PY 88 is provided as Attachment 7.
3. **Local Plans For Employment & Training:** The State's guidelines for local job training plans requires compliance with the criteria (above) and descriptions of how local SDAs will coordinate their services with those of other agencies and the private sector.

IV. ATTACHMENTS

Attachment 1

Governor's Goals & Objectives for PY 88

**Governor's Annual Statement of
GOALS AND OBJECTIVES
for Program Year 1988**

The following goals and objectives guide Minnesota's job training and placement programs under both the JTPA and Job Service systems. Both systems shall recognize the need to support each other in order to achieve these goals.

- 1. Maximize State and local coordination activities in support of locally-based employment and training program.**
 - a. Continue to make progress towards a "one-stop" employment and training system where service providers have distinct clearly defined roles and responsibilities.
 - b. Ensure that job training and placement program facilities, funding and personnel are an integral part of economic development.

- 2. Reduce the number of Minnesota residents dependent upon income maintenance programs.**
 - a. Serve public assistance recipients in job training programs at a level that is at least 10 percentage points above PY '85 actual, or 50% of total participants, whichever is lower.
 - b. Place UI claimants in a proportion of at least 10% of total Statewide placements above 22 years of age.

- 3. Prioritize functional literacy and transferable skills in job training programs.**
 - a. Ensure that all job training programs include basic skills and remedial education for youth and adult participants with this barrier to employment.
 - b. Increase the proportion of "at-risk" youth in job training programs as demonstrated through their attainment of one or more locally-approved youth competencies.

- 4. Increase the effectiveness of public employment services for both employers and the general public.**
 - a. Receive at least 60,605 job orders in Statewide Job Service offices based on a ratio of 244 orders per staff year worked;
 - b. Receive at least 129,348 job openings in Statewide Job Service offices based on a ratio of 521 openings per staff year worked;
 - c. Fill at least 87,278 jobs through Statewide Job Service offices based on a ratio of 352 per staff year worked; and
 - d. Have at least 8,649 persons obtain employment after receiving services from Statewide Job Service offices based on a ratio of 35 per staff year worked.

Attachment 2

Governor's Job Training Council & Committees

GOVERNOR'S JOB TRAINING COUNCIL

REPRESENTATIVES: BUSINESS & INDUSTRY

1. *Bier, Gene	Retired VP & CEO, Northwestern Bell & Partner, Venture Capital Firm, Minneapolis	612/475-0757
2. Christensen, Nancy	Minnesota Assoc. of Commerce & Industry, St. Paul	612/292-4650
3. Commers, Patricia	Commers Conditioned Water, Minneapolis	612/781-3367
4. Johnson, Tom	American National Bank, Brainerd	218/829-0094
5. Lynch, Mike	VP, Comp. & Ind. Relations, Honeywell, Minneapolis	612/870-6015
6. Sullivan, Austin	General Mills, Golden Valley	612/540-2311
7. White, Linda	NW Consumer Market Service Mgr, First Bank NA, Robbinsdale Office	612/291-5294

REPRESENTATIVES: STATE LEGISLATURE/ORGANIZATIONS/AGENCIES

8. Frank, Don	State Senator, G-10 State Capitol, St. Paul	612/296-2877
9. Heap, James	State Representative, 409 State Office Building, St. Paul	612/296-7026
10. Pehler, James	State Sanator, 306 State Capitol, St. Paul	612/296-4241
11. Sparby, Wally	State Representative, RR #4, Thief River Falls	218/681-5879

REPRESENTATIVES: UNITS OF GENERAL LOCAL GOVERNMENT

12. Gonsorowski, Marcella	Marshall County Commissioner, Newfolden	218/874-3393
13. Grotte, Dorothy	Martin County Commissioner, Fairmont	507/238-3277
14. Torgerson, David	Councilman, Clinton	612/325-5152
15. White, Van	Minneapolis City Councilman, Minneapolis	612/348-2205

REPRESENTATIVES: ELIGIBLE POPULATION/GENERAL PUBLIC

16. Brommer, Bernard	Secretary/Treasurer, Minnesota AFL-CIO, St. Paul	612/227-7647
17. Evans, Geraldine	President, Rochester Community College, Rochester	507/285-7215
18. Peters, Harold	Teamster/DRIVE, Rogers	612/331-1931
19. Peterson, Bill	Secretary, St. Paul Trades Council, St. Paul	612/224-9445
20. Zavala, Heladio	Executive Director, Minnesota Migrant Council, St. Cloud	612/253-7010

* Chair

GJTC JOB SERVICE/EMPLOYMENT COMMITTEE

COUNCIL MEMBERS

1. Christensen, Nancy	Minnesota Association of Commerce & Industry, St. Paul	612/292-4650
2. Commers, Patricia	Commers Conditioned Water, Minneapolis	612/781-3367
3. *Heap, James	State Representative, 409 State Office Bldg., St. Paul	612/296-7026
4. Johnson, Tom	American National Bank, Brainerd	218/829-0094
5. Peters, Harold	Teamsters/DRIVE, Rogers	612/296-7026
6. Sullivan, Austin	General Mills, Golden Valley	612/540-2311

PUBLIC MEMBERS

7. Hall, Bev	265 Lafayette Road South, St. Paul	612/291-1020
8. Ihlenfeldt, Carmen	4103 Edgewood Road N.E., Circle Pines	612/338-6721
9. Sands, Gregory	1044 Ramsdell, Apple Valley	612/370-5846

PLANNING AND EVALUATION COMMITTEE

COUNCIL MEMBERS

1. *Evans Geraldine	President, Rochester Community College, Rochester	507/285-7215
2. Grotte, Dorothy	Martin County Commissioner, Fairmont	507/238-3277
3. Pehler, James	State Senator, 306 State Capitol, St. Paul	612/296-4241
4. White, Linda	NW Consumer Market Service Mgr, First Bank, Robbinsdale Office	612/536-5369

PUBLIC MEMBERS

5. Breischke, Carol	4629 Aldrich Avenue South, Minneapolis	612/340-7453
6. Dress, Steve	2181 Tilsen, St. Paul	612/222-3787
7. Hadley, Paul	1501 Lor Ray Drive, North Mankato	507/625-3023
8. Ystesund, Mary	8125 Rhode Island Circle, Minneapolis	612/340-7576

* Chair

STATE PROGRAMS COMMITTEE

COUNCIL MEMBERS

1. Gonsorowski, Marcella	Marshall County Commissioner, Newfolden	218/874-3393
2. *Sparby, Wally	State Representative, RR #4, Thief River Falls	218/681-5879
3. Torgerson, David	Councilman, Clinton	612/325-5152
4. White, Van	Councilman, Minneapolis	612/348-2205
5. Zavala, Heladio	Executive Director, Minnesota Migrant Council, St. Cloud	612/253-7010

PUBLIC MEMBERS

6. Clark, Karen	State Representative, 2633-18th Avenue South, Minneapolis	612/296-0294
7. Killeen, L.R.	Suite 1341, One Appletree Square, Bloomington	612/854-5323
8. Park, Rosemary	175 Peik Hall, Pillsbury Drive SE, Minneapolis	612/625-5524
9. Radosevich, Tony	West Star Road, Box 17, Two Harbors	218/834-3847

UNEMPLOYMENT INSURANCE COMMITTEE

COUNCIL MEMBERS

1. *Brommer, Bernard	Secretary/Treasurer, Minnesota AFL-CIO, St. Paul	612/227-7647
2. Frank, Don	State Senator, G-10 State Capitol, St. Paul	612/296-2877
3. *Lynch, Mike	VP-Comp. & Ind. Relations, Honeywell, Minneapolis	612/870-6015
4. Peterson, William	St. Paul Trades Council, St. Paul	612/224-9445

PUBLIC MEMBERS

5. Himle, John	State Representative, 9254 Hyland Creek Road, Bloomington	612/296-7803
6. Weiss, David	6005 Idylwood Drive, Edina	612/340-3692

* Chair/Co-chair

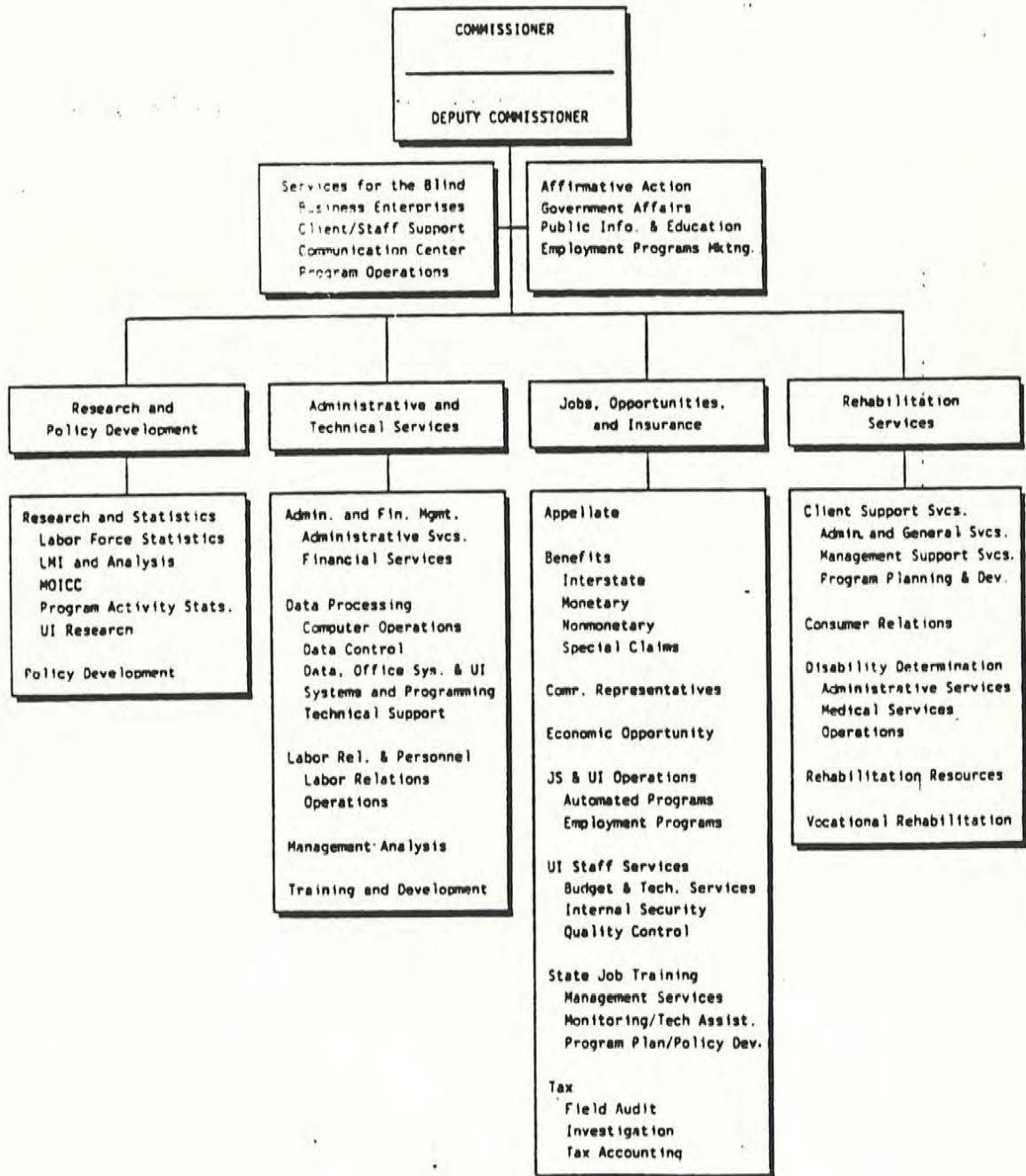
Attachment 3

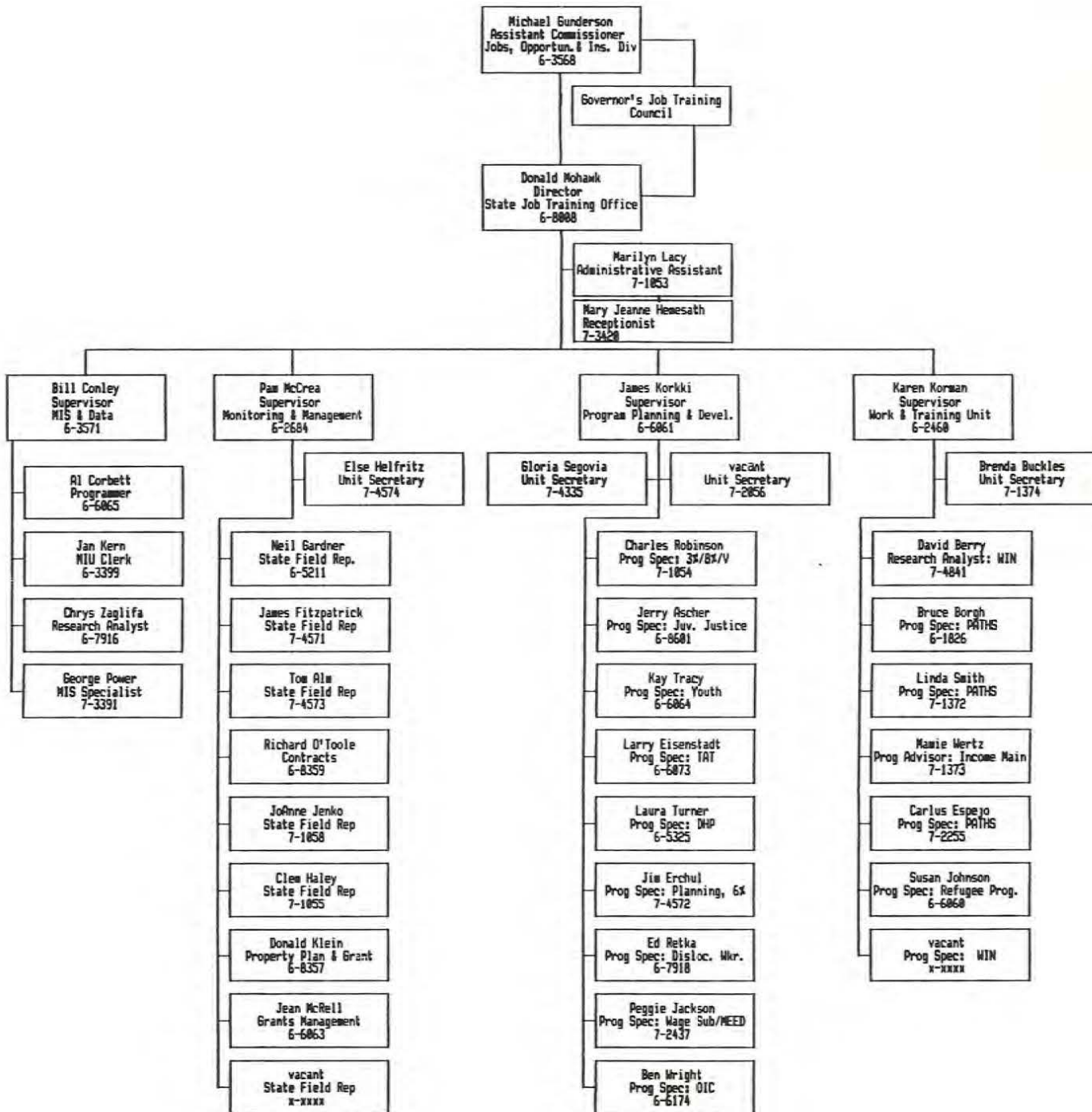
**Minnesota Department of Jobs & Training Overview
and
State Job Training Office Organizational Chart**

AGENCY OVERVIEW

MINNESOTA DEPARTMENT OF JOBS AND TRAINING
390 No. Robert St.
St. Paul, MN 55101

The mission of the Minnesota Department of Jobs and Training is to bring people and jobs together in Minnesota by helping business meet labor force needs, and to eliminate financial, physical and social barriers faced by the unemployed and underemployed in their quest for productive employment and economic self-sufficiency.





Attachment 4

JTPA Service Delivery Areas & Program Summaries

JTPA- ADMINISTRATIVE ENTITY GRANT RECIPIENTS

NORTHWEST SDA

Gail Butenhoff, Director
Northwest Private Industry
Council, Inc.
102 N. Broadway, Suite 206
Crookston, MN 56716
218/281-5180

RURAL MINNESOTA
CONCENTRATED EMPLOYMENT
PROGRAM (CEP), INC.

Larry Buboltz, Director
Rural Minnesota CEP, Inc.
803 Roosevelt Avenue
P.O. Box 1108
Detroit Lakes, MN 56501
218/847-9205

NORTHEAST MINNESOTA OFFICE
OF JOB TRAINING

Dennis Wain, Director
Northeast Minnesota Office
Midway School
P.O. Box 1028
Virginia, MN 55792
218/749-1274

CITY OF DULUTH SDA

Julie Smith, Director
Duluth Job Training
Programs Division
332 City Hall
Duluth, MN 55802
218/723-3771

PRIVATE INDUSTRY COUNCIL 5

Diane Brion, Director
Private Industry Council 5
Clearwater Shopping Center
P.O. Box 187
Clearwater, MN 55320
612/558-2223

SOUTHWEST MINNESOTA SDA

David Thompson, Director
Southwest Minnesota
Private Industry Council
700 North Seventh Street
P.O. Box 1213
Marshall, MN 56258
507/532-4411

SOUTH CENTRAL PRIVATE

INDUSTRY COUNCIL

(Administrative Entity)
Sandy Oppgaard, Director
South Central PIC
410 Jackson Street
P.O. Box 3327
Mankato, MN 56001
612/345-1837

(Grant Recipient)

William FitzSimmons, Director
Minnesota Valley Action Council
410 Jackson
P.O. Box 3327
Mankato, MN 56001
612/345-6822

SOUTHEASTERN MINNESOTA SDA

Richard Harris, Director
Southeastern Minnesota Pri-
vate Industry Council, Inc.
1530 Highway 52 North
Rochester, MN 55901
507/281-1193

HENNEPIN-SCOTT-CARVER
EMPLOYMENT AND TRAINING

William Brumfield, Director
Hennepin County Training
and Employment Assistance
Program
300 South Sixth Street
Minneapolis, MN 55487-0012
612/348-7432

MINNEAPOLIS EMPLOYMENT AND
TRAINING PROGRAM

Donna Harris, Director
Minneapolis Employment and
Training Program
310½ City Hall
Minneapolis, MN 55415
612/348-4383

CITY OF ST. PAUL

Jacqui Shoholm, Director
Job Creation and Training
Section
1000 City Hall Annex
25 West Fourth Street
St. Paul, MN 55102
612/298-5060

ANOKA COUNTY SDA

Jerry Vitzthum, Director
Anoka Co. Job Training Ctr.
8008 Highway 65 N.E.
Spring Lake Park, MN 55432
612/784-1800

DAKOTA COUNTY SDA

Helen Dahlberg, Employ. Coord.
Dakota County Employment
and Economic Assistance
33 E. Wentworth Avenue
West St. Paul, MN 55118
612/450-2748

RAMSEY COUNTY SDA

Connie Peikert, Director
Ramsey Co. Job Training Ctr.
Gladstone Community Center
1945 Manton Street
Maplewood, MN 55109
612/770-8900

WASHINGTON COUNTY SDA

Fred Feuerpfeil, Director
Washington Co. Training Ctr.
Government Center
14900 North 61st Street
P.O. Box 6
Stillwater, MN 55082-0006
612/779-5440

STEARNS-BENTON SDA

Joyce Belford, Director
Jobs Office
P.O. Box 615
St. Cloud, MN 56302
612/254-3990

WINONA COUNTY TRAINING AND
EMPLOYMENT COUNCIL

Jane Saunders, Director
Winona Job Service Office
52 East Fifth Street
P.O. Box 739
Winona, MN 55987
507/457-5460

STATE JOB TRAINING OFFICE

Don Mohawk, Director
690 American Center Bldg.
150 East Kellogg Blvd.
St. Paul, MN 55101
612/296-8006

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA NWSDA #1

Administrative Entity	<u>Northwest Private</u> <u>Industry Council</u>	Contact Person	<u>Gail Butenhoff</u>
Address	<u>102 North Broadway</u> <u>Crookston, MN 56716</u>	Title	<u>Exe. Director</u>
		Phone	<u>218-281-5180</u>

1. Summary of Needs Analysis

The Northwest SDA is comprised of seven counties in Northwest Minnesota covering 8,540 square miles. The population is 96,904 with 19,233 persons being economically disadvantaged. Current unemployment is at 12.3% compared to 4.7% for the State. The poor agricultural economy has bottomed out taking many main street businesses along the way. The PY88 Federal funding of JTPA II-A, II-B, 8%, Older Worker and the Wagner Peyser funds have been reduced by over \$200,000 from PY87 which makes the job of providing employment and training opportunities quite a challenge for this SDA.

2. Overall Goals and Objectives

The overall goals and objectives for this SDA is to provide employment and training opportunities for those who are most in need according to the priorities and target groups selected by the federal, state, and local level. We have responded to the Governor's Goals and Objectives in projecting an increase in services to Public Assistance recipients, coordinating with economic development and prioritizing functional literacy and transferable skills within the job training programs.

3. Summary of Coordination Efforts

The NWSDA through the NWPIC contracts with the Minnesota Department of Jobs and Training Job Service office in Crookston and Thief River Falls, Inter-County Community Council, and the University of Minnesota to provide JTPA services under II-A. The four post-secondary institutions provide the vocational training under II-A, 8% and 6%. In addition, services under the 8% are contracted to the Northwest Educational Cooperative Services Unit which provides ABE and GED services throughout the seven counties. Tri-Valley Opportunity Council provides Senior Advocates for the Older Worker Program. They coordinate with Green Thumb and the Senior Community Service Employment Programs.

4. Primary Activities and Services

The primary services to be offered in the NWSDA will be Assessment, Job Search (Career Smart), Classroom Training to include literacy and basic skills and On-the-Job Training. Assessment will include the testing of all II-A enrollees for reading and math skills. On-the-Job Training in the private sector will continue as a primary activity.

Executive Summary

5. Targeted Groups to be Served

The NWSDA will serve those most in need according to financial need and barriers listed on the EDP I. Public Assistance recipients will be targeted for priority service. In addition, Older Workers, Drop-outs, Youth, Displaced Homemakers and Dislocated Farmers will receive priority for JTPA services.

6. Budget:

II-A. (PY88 Allocation)	II-B. (Summer 88 Allocation)	WAGNER PEYSER 7A & B (88 Allocation)
Admin. \$111,630	Admin. \$ 54,174	Admin. \$193,083
Support -0-	Support 12,000	Support -0-
Training <u>632,573</u>	Training <u>294,987</u>	<u> </u>
Total \$744,203	Total \$361,161	Total \$193,083

7. Participants

A. (PY88)	II-B. (Summer 88)	WAGNER PEYSER 7A & B (1988)
Total JTPA Eligible Persons <u>8701</u>	Total JTPA Eligible Youth <u>1701</u>	Total Participants <u>13,500</u>
Total Participants <u>566</u>	Total Participants <u>270</u>	Total Placements <u>3,380</u>
Total Positive Terminations <u>359</u>	Total Completed Program & Returned to School <u>270</u>	Total Obtained Employment <u>N/A</u>
Total Entered Employment <u>286</u>	Total Attained PIC Recognized Competency <u>N/A</u>	

LOCAL PLAN EMPLOYMENT AND TRAINING

Executive Summary

SDA 2

Administrative Entity Rural Minnesota CEP Contact Person Dan Wenner
Address 803 Roosevelt Ave. Title Planner
P.O. Box 1108 Phone 218-847-9205
Detroit Lakes, MN 56501

1. Summary of Needs Analysis

SDA 2 is essentially rural in nature. Only four cities have a population over 10,000 in a geographic area encompassing 20,000 square miles. The unemployment rate has been at least 2% higher in SDA 2 than the rest of Minnesota for the last five years. The area is also subject to severe seasonal unemployment. Statistics also show that the income for residents of the SDA is lower than the rest of the State and the number of economically disadvantaged is growing. The economy is generally sluggish and the farm economy has still not recovered from the debacle of the last few years. The rural nature of the area makes finding a job more difficult.

2. Overall Goals & Objectives

Rural Minnesota CEP will continue to cooperate with other agencies and work to coordinate programs for the benefit of the client; Rural Minnesota CEP will ensure that it will be an integral part of economic development; Rural Minnesota CEP will serve Public Assistance recipients at a level 10% above PY 85 actual service levels; basic skills and remedial education will be a part of Rural Minnesota CEP's programs; Rural Minnesota CEP will work to increase the proportion of "At Risk" Youth in job training programs.

3. Summary of Coordination Efforts

Rural Minnesota CEP will be the employment and training service provider for Work Readiness, Wage Subsidy and PATHS. As such it works closely with county social service agencies and other human service agencies. Rural Minnesota CEP has a coordination agreement with Job Service and has co-located in 7 cities. Rural Minnesota CEP also operates other JTPA programs and transfers clients from one to another depending on a clients needs. Rural Minnesota CEP will continue to strive for cooperation, coordination and co-location.

4. Primary Activities and Services

Employability Development System, Job Search, Career Planning System, Classroom Training, On the Job Training, Youth-in-Transition (Education-to-Work), Work Training, Job Placement, Youth Competencies, Supportive Services, Literacy Training

5. Targeted Groups to be Served

I. Substantial Segments

Adult females, youth (aged 16 to 21) and minorities will be served at a higher rate than their incidence in the eligible population.

II. Hard-To-Serve

Dropouts aged 16-21 will be served at a rate 1.7% greater than their incidence; Dropouts 22 over will be served at a level 17.6% lower than their incidence in the population; Welfare recipients will be served at a rate 27.6% higher than their existence in the eligible population, as mandated; Unemployment Compensation recipients will be served at a level 0.7% higher than their incidence in the eligible population.

No additional groups have been added by the Private Industry Council this year.

6. Budget

IIA. (PY'88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER
Admin. 746,100	Admin. 318,900	7A and B (1988 Allocation)
		Admin. 1,970,884
Support 1,805,300	Support 1,048,000	Support 1,970,884
Training 2,125,543	Training 404,843	-----
+Total 4,676,943	+Total 1,771,743	Total

7. Participants

IIA. (PY'88)	IIB. (Summer 88)	WAGNER PEYSER
*Total JTPA Eligible	*Total JTPA Eligible	7A and B (1988)
Persons 41,492	Youth 7,412	Total Participants 57,000
Total Participants 3,464	Total Participants 1,103	Total Placements 11,345
Total Positive Terminations 751	Total Completed Program & returned to School 400	Total obtained Employment 420
Total Entered Employment 1,911	Total Attained PIC recognized competency N/A	

+ Includes CEP Hold-Homless Funds.

* Labor Force Participation Rates Have Been Applied.

7. Summary of Changes

Rural Minnesota CEP did not make any major substantive changes in its program for PY88. The plan does, however, include sections not required in the PY87 plan, as well as new sections required by the State for PY88.

Those parts of the PY88 plan not found in the PY87 plan include the Administrative Plan, the IIA Needs Analysis, the IIA Coordination Section, the IIA Special Conditions Section, the IIB Needs Analysis, the IIB Coordination Section and the IIB Special Conditions Section.

Rural Minnesota CEP has also, of course, planned to serve a different number of participants. The number that will participate in each activity will also vary. In PY88 more youth will be placed in the IIB Youth Literacy activity than in PY87. In the IIA program a greater percentage of adults will participate in Work Training and On-the-Job Training, while a smaller percentage will be provided with Career Planning. 30.1 percent of the JTPA IIA funds will be spent on youth in PY88 as compared to 33 percent in PY87. A lower percentage of youth will be placed in Work Training and On-the-Job Training. The percentage of youth provided with Career Planning and Youth-in-Transition services will increase. The changes in how clients will be served reflect both the different needs of the eligible population and the governor's new goals and objectives.

The PY88 performance standards also vary from those planned for PY87. As mandated by the State, the percentage of welfare recipients enrolled has been increased 10% over PY85. It is anticipated this increase in the number of welfare recipients served by RMCEP will substantially lower the Performance Standards.

The planned performance standards are provisional, as the Technical Assistance Guide (TAG) has not yet been released. The performance standards in this plan were calculated using an unofficial copy of the model and PY87 data. Rural Minnesota CEP anticipates revising these performance standards once the PY88 TAG is received.

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA 3

Administrative Entity	<u>NE MN OFFICE OF JOB TRAINING</u>	Contact Person	<u>Dennis Wain</u>
Address	<u>Midway School, P.O. Box 1028</u>	Title	<u>Executive Director</u>
	<u>Virginia MN 55792</u>	Phone	<u>218/749-1274</u>

1. Summary of Needs Analysis

Demographic trends will have a large impact on the ability of the northeast region to adjust to the realities of the future. As its population ages and migration out of the region continues, the unemployment outlook will change. Recent economic troubles have forced the younger, more productive elements of the population to move out of the region because of high unemployment, a low rate of retirement, and better job opportunities in other parts of the country. The unemployment rate was 10.8% for the SDA in 1987, compared to 5.4% for the State. The region has a rich supply of physical and human resources. Mineral deposits, in addition to iron ore and taconite, large timber resources, an abundance of peat, and the natural beauty for tourism all offer potential sources of economic activity.

2. Goals and Objectives

- (1) To increase the participation of private business and labor organizations in the design and delivery of training services to assist unemployed residents of Northeastern Minnesota.
- (2) To provide training and related services to individuals most in need of such services within the SDA above the incidence of the eligible population, especially public assistance recipients;
- (3) To promote economic expansion and industrial development through coordination and cooperation with private business, labor, and others involved in economic development
- (4) To promote training opportunities and inter-agency coordination for non-duplicat. of services, and financial support and participation among other training-related agencies;
- (5) To provide equal employment and training opportunities; irrespective of race, religion, color, or reliance on public assistance;
- (6) To support and promote the Governor's goals and objectives for the State of Minnesota

3. Coordination

The SDA, through its Private Industry Council and Local Elected Official Board, promotes training opportunities and inter-agency coordination for non-duplication of services among social service agencies, education facilities, organized labor, community-based organizations, and the State Job Service. Task forces have been established to plan, address specific training needs, manage and oversee JTPA activities for education, veterans, and dislocated workers.

4. Activities and Services

The activities and services to be conducted under the auspices of Title IIA are the following:

- | | |
|---|--|
| (1) Classroom Training | (5) Vocational Evaluation & Assessment |
| (2) On-the-Job Training | (6) Support Services |
| (3) Adult Basic Education | Needs-based payments |
| (4) Job Search, Counseling,
Job Development, Placement | Training-related payments |
| | Other support services |

5. Services to Targeted Groups

The SDA will provide services to the following groups in accordance with their incidence of need within the eligible population:

- | | |
|----------------------------------|----------------------------|
| (1) Public Assistance Recipients | (6) Veterans |
| (2) School Dropouts | (7) Offenders/Ex-Offenders |
| (3) UI Claimants | (8) Displaced Homemakers |
| (4) Work Readiness Participants | |
| (5) Handicapped | |

6. Budget

IIA. (PY'88 Allocation)		IIB. (Summer '88 Allocation)		WAGNER PEYSER 7A and B (1988 allocation)	
Admin.	\$ 309,853	Admin.	\$ 137,981.83	Admin.	
Support	\$ 81,118	Support	\$ 3,645.00	Support	\$2,031,232
Training	\$ 1,799,003	Training	\$ 959,942.00		
Total	\$ 2,189,974	Total	* \$1,101,568.83	Total	\$2,031,232

*includes carry-in

7. Participants

IIA. (PY'88)		IIB. (Summer 88)		WAGNER PEYSER 7A and B (1988)	
Total JTPA Eligible Persons	<u>18,137</u>	Total JTPA Eligible Youth	<u>3,361</u>	Total Participants	<u>16,000</u>
Total Participants	<u>1,891</u>	Total Participants	<u>890</u>	Total Placements	<u>1,777</u>
Total Positive Terminations	<u>302</u>	Total Completed Program & returned to school	<u>640</u>	Total obtained Employment	<u>24</u>
Total Entered Employment	<u>693</u>	Total attained PIC recognized competency	<u>0</u>		

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA #4 - City of Duluth

Administrative Entity City of Duluth Contact Person Julie R. Smith

Address 332 City Hall Title Manager, Employment & Training
Duluth, MN 55802 Phone (218) 723-3771

1. Summary of Needs Analysis Unemployment continues to plague Northeastern Minnesota and the City of Duluth. While the unemployment rate appears to be improving, there are still indications that discouraged job seekers are leaving the area or dropping out of the labor market. Labor market statistics indicate that there are over 16,000 economically disadvantaged persons in the City of Duluth, with 28% of these being public assistance recipients, 2.1% receive U.I. payments and 27% receive food stamp assistance. In order to continue to reduce dependency on public assistance, and unemployment compensation, it is necessary to provide training to the unemployed and economically disadvantaged in the City of Duluth.
2. Overall Goals & Objectives To prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals most able to benefit and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment. The intent in achieving these goals is to reduce the number of Minnesota residents dependent upon public assistance payments and unemployment benefits. Objects: 1) to provide JTPA Title II-A services to 300 participants 2) to expend a minimum of 30% of the available funds on youth programming 3) to serve welfare participants at a level of 50% of the participants.
3. Summary of Coordination Efforts At this time, the City of Duluth is the administrative entity and grant recipient for all JTPA programs provided in the City of Duluth. Coordination is thus easily obtained. An agreement with Minnesota Job Service has been developed pursuant to the Governor's coordination strategy and criteria. The City of Duluth is currently the service provider for Work Readiness and Grant Diversion programs and the Minnesota Employment and Economic Development (Wage Subsidy) Program, assuring coordination and referrals between these program and JTPA program. During 1988 the City will be initiating the PATHS Case Management function in Duluth.
4. Primary Activities and Services
 - On the Job Training: 27% of the funds (\$103,915 or roughly 53 slots)
 - DTI Classroom Training: 30% of the funds (\$113,176 or roughly 70 participants)
 - Work Experience: 5.2% of the funds (\$20,000 to be conducted with Adkins program)
 - Adkins Life Skills Program: 6% of the funds (\$24,138 or approximately 50 participants)
 - Job Club/Job Search: 12.4% of funds (\$47,500 or roughly 120 slots)
 - Other classroom training: 7.8% of the funds (\$30,000 or roughly 33 slots)
 - Education to Work: 5.2% of funds (\$20,000 or about 43 slots)

5. Targeted Groups to be Served

48.0%	Female	11.6%	Dropout (16-21)	3.5%	Displaced Homemakers
7.5%	55+	50.0%	Welfare Recipient	15.0%	Handicapped
2.8%	Black	29.0%	AFDC	1.2%	Limited English
0.8%	Hispanic	20.0%	Work Readiness	1.0%	Offenders
5.4%	Am. Indian	2.1%	U.C. Recipients	10.0%	Rec. Chem. Depend.
2.25%	Asian			10.0%	Single heads of Household
				10.0%	Veterans

6. Budget

IIA. (PY'88 Allocation)
 Admin. \$ 67,770
 Support \$ 36,144
 Training \$347,889
 Total \$451,803

IIB. (Summer 88 allocation)
 Admin. \$ 34,878
 Support \$ 6,000
 Training \$179,180
 Total \$220,058

WAGNER PEYSER
 7A and B (1988 allocation)
 Admin. \$547,462
 Support -----
 Total \$547,462

7. Participants

IIA. (PY'88)
 Total JTPA Eligible
 Persons 6,263

IIB. (Summer '88)
 Total JTPA Eligible
 Youth 1,101

Wagner Peyser
 7A and B (1988)
 Total Participants 16,146
 Total Placements 1,550

Total Participants 300

Total Participants 200

Total Positive
 Terminations _____

Total Completed Program
 & returned to school 160

Total obtained
 Employment 124

Total Entered
 Employment _____

Total Attained PIC
 recognized competency 0

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA ----- 5 -----

Administrative Entity Private Industry Council 5 Contact Person Diane Brion
Address P.O. Box 187 Title Executive Director
Clearwater MN, 55320 Phone 558-2223

1. Summary of Needs Analysis

Labor market information from Research & Statistics Office of the Department of Jobs & Training indicates that there are 22,322 JTPA eligibles age 14 and older in SDA 5. Of this population, two percent (2%) are racial minorities; seven percent (7%) are receiving Public Assistance; twenty-three percent (23%) are youth between ages 14 and 21; 7.2% are age 55 - 64; 2.3% are receiving unemployment compensation.

Of the JTPA eligible population age 16 - 64; 34.2% are high school dropouts. Eighty-nine percent (89%) of the JTPA eligible dropouts are between ages 22 - 64.

During the last twelve months the SDA experienced unemployment rates from a low of 4.8% in McLeod County to a high of 9.4% in Pine County. The average for the SDA is 6.6%.

2. Overall Goals & Objectives

Coordination of State funded Employment and Training programs (i.e., Work Readiness, MEED, PATHS) with JTPA is being accomplished in ten out of eleven counties through joint planning and service delivery. A referral procedure is in place for the other county.

A goal for PY88 is to increase coordination between the SDA's Self-Employment program and Employment Generating activities with local Economic Development Groups.

The SDA plans to serve 45.8% Public Assistance recipients during the program year with at least 61.4% entering employment.

Another goal for PY88 will be to identify participants who need Basic Skills Remediation and provide linkages to community literacy and Basic Skills programs for youth and adults.

The SDA plans to increase "at-risk" youth's employability through attainment of youth competencies.

Summary of Coordination Efforts

Coordination relationships have been established with local Human

Service Agencies through regular meetings which address State and Federal employment and training program integration.

Referrals are made between SDA subcontractor staff and Job Service staff as appropriate for clients.

JTPA funded participants are referred to other community programs based on individual need.

4. Primary Activities and Services

Activities and Services that will be provided to clients are Assessment, On-the-Job Training, Classroom Training, Remediation, Youth Work Experience, Youth Competencies, Customized Training, Self-Employment Training, Supportive Services, Job Placement and Follow-up.

5. Primary Groups to be Served

The SDA intends to serve Public Assistance recipients, drop-outs, at-risk youth, handicapped and older workers.

6. Budget

A. (PY'88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER
Admin. \$365,069	Admin. \$121,824	7A and B (1988 allocation)
Support 365,069	Support 15,963	Admin
Training 1,703,661	Training 702,385	Support
Total \$2,433,799	Total \$840,172	Total \$765,091 (Approx)

7. Participants

IIA. (PY '88)	IIB. (Summer '88)	Wagner Peyser 7A and B (1988)
Total JTPA Eligible Persons <u>22,332</u>	Total JTPA Eligible Youth <u>5,122</u>	Total Participants <u>21,560</u>
Total Participants <u>1379</u>	Total Participants <u>607</u>	Total Placements <u>9,669</u>
Total Positive Terminations <u>1014</u>	Total Completed Program & returned to school <u>546</u>	Total Obtained Employment <u>1,510</u>
Total Entered Employment <u>896</u>	Total Attained PIC recognized competency <u>58</u>	

LOCAL PLAN FOR EMPLOYMENT AND TRAINING

Executive Summary

SDA 6

Administrative Entity Southwest MN Private Industry Council, Inc. Contact Person David Thompson
Address 700 North 7th Street Title Executive Director
P.O. Box 1213
Marshall, MN 56258 Phone 507-532-4411

1. Summary of Needs Analysis

A fourteen (14) county area in south western Minnesota which continues to be adversely affected by the declining farm economy, which in turn has adversely affected other small businesses and communities. Unemployment ranges from 4.6 to 9.8 throughout the SDA. The majority of JTPA eligible clients are in the age range of 19-22 and 55+. These are also the most difficult clients to resource and provide services to.

2. Overall Goals & Objectives

Direction and goal of JTPA services in SDA 6 will be to assist persons that are affected by the declining employment opportunities through a variety of employment and training services. Maximize state and local coordination to support locally based employment and training needs. The direction of IIA, IIB and Wagner-Peyser plans will attempt to direct the activities of the programs to meet the goals and objectives as presented in the Governor's Goals and Objectives.

3. Summary of Coordination Efforts

Agreements and formal arrangements have been made with appropriate agencies to coordinate JTPA services with Job Service, Human Service Agencies, and Local Education Agencies. The coordination activities range from referral process to direct delivery of services as identified in formal agreements.

4. Primary Activities and Services

Employability Assessment	Regular Work Experience	Testing
Career Counseling	Job Keeping Activities	Services for
Job Placement Activities	Intake Registrations	Handicapped
On-the-Job Training	Job Order Taking	Recruitment for
Classroom Training	Job Match	Employers
Try-Out Employment	Work Test for Unemployment	
Linked Work Experience	Compensation	
	Counseling	

5. Targeted Groups to be Serve

Handicapped
Teen Parents
Offenders

Public Assistance Recipients

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Executive Summary

6. Budget

IIA. (PY'88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER
Admin. \$ 161,603	Admin. \$ 79,310	7A and B (1988 allocation)
		Admin.
Support \$ 51,368	Support \$ 20,00	Support
Training \$ 814,363	Training \$ 337,783	Total -----
Total \$1,027,364	Total \$ 437,093	Total \$674,725

7. Participants

IIA. (PY '88)	IIB. (Summer 88)	Wagner Peyser 7A and B (1988)
Total JTPA Eligible Persons <u>24,062</u>	Total JTPA Eligible Youth <u>3,939</u>	Total Participants <u>12,440</u>
Total Participants <u>700</u>	Total Participants <u>450</u>	Total Placements <u>8,292</u>
Total Positive Terminations <u>525</u>	Total Completed Program & returned to school <u>325</u>	Total obtained Employment <u>355</u>
Total Entered Employment <u>350</u>	Total Attained PIC recognized competency <u>0</u>	

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary

SDA #7

Administrative Entity:

South Central PIC
410 Jackson Street
P. O. Box 3327
Mankato, MN 56001

Contact Person:

Sandy Oppegard
Executive Director
(507) 345-1837

1. Summary of Needs Analysis.

The major problem under Title II-A is the lack of competitive job opportunities. 1) Positions that are full-time and pay in excess of \$5.00 are at a premium. Persons who are unskilled or minimally skilled will be the last hired for these positions. Without training, these persons cannot compete for these positions and will end up or stay on welfare. 2) Positions that are part-time and pay wages at less than \$5.00 per hour are readily available and represent the primary source of jobs for the unskilled, untrained person with limited experience.

Under Title II-B, the Summer Employment Program provides employment opportunities for youth which would otherwise not exist and which could not be funded under Title II-A. Youth have a need to earn money during the summer and to develop Work Experience.

2. Overall Goals & Objectives

Local goals include: 1) to assist those who lack marketable skills to obtain the training they need to become competitive; primary target groups are high school dropouts and public assistance recipients; 2) to make employment and training resources (JTPA and Job Service) available to local economic developers for skilled job opportunities in an effort to encourage creation of full-time positions requiring trained personnel and paying in excess of \$5.00 per hour.

Specific measurable objectives: 1) to ensure that 50% of JTPA participants are public assistance recipients (AFDC/ Work Readiness); 2) to assist 60% of the 16-30 year old dropouts participating in JTPA to achieve a GED or return to school; 3) to expend a minimum of 23.9% of JTPA funds on 14-21 year olds; 4) provide youth competency training to a minimum of 10% of 14-21 year olds in Title II-A; 5) to serve 55 youth in Title II-B remediation; 6) provide labor market orientation and summer jobs to 306 14-19 year old economically disadvantaged youth under Title II-B; 7) place unemployment insurance claimants in a proportion of a minimum of 10% of total SDA placements above 22 years of age (Job Service goal); 8) receive approximately 6,092 job orders (Job Service goal); 9) receive a minimum of 13,479 job openings (Job Service goal); 10) fill a minimum of

11,484 jobs (Job Service goal); and 11) have a minimum of 262 persons obtain employment following receipt of services from Job Service (Job Service goal).

NATIONAL PERFORMANCE GOALS

<u>Adults:</u>		<u>Youth:</u>	
Entered Employment Rate:	68.8%	Ent. Employment Rate:	53%
Welfare Ent. Employ. Rate:	62.7%	Positive Term. Rate:	84.3%
Cost/Entered Employment:	\$2,881	Cost/Positive Term:	\$2,144
Average Wage at Placement:	\$5.05		

FOLLOW-UP GOALS

Follow-up Employment Rate:	60%
Follow-up Weekly Earnings:	\$200
Follow-up Weeks Worked:	8
Follow-up Welfare Entered. Employ.:	60%

STATE PERFORMANCE GOALS

Percent of public assistance recipients of total participants served: 50%

Average public assistance wage at placement as a percent of non-public assistance recipients at placement: \$4.55 per hour (or 90% of non-public assistance wage)

3. Summary of Coordination Efforts

- 1) Job Service: avoid duplication of effort; utilize Job Service as primary source of job opportunities. Refer those seeking job placement only to Job Service.
- 2) Human Services: through locally established policies, provide priority access to JTPA for persons on AFDC, Work Readiness and GA.
- 3) Economic Development: utilize job training funds as a tool to encourage the solicitation of firms and expansions which result in skilled jobs.
- 4) Local Education: utilize local Technical Institutes and other post-secondary institutions to advance the skill levels of JTPA participants. Strengthen relationships with secondary education to encourage development of youth competency, participation in summer remediation programs and development of strategies to encourage youth to stay in or return to school.
- 5) Related Programs: utilize funding under 8%, Title III, 6% and Minnesota Youth Program (MYP) to advance the goals and objectives of the SDA plan; to coordinate Title II-A and Title II-B services for participants, through both programs whenever possible.
- 6) Other Agencies: strengthen relationships with other service providers to make the best use of all resources in the area.
- 7) Volunteers: utilize volunteers as a means of compensating for limited resources.

- 8) Continue efforts to achieve co-location in communities where it does not exist; locating with other employment and training, and human service providers when suitable office space is offered. Maintain co-location where it does exist.

4. Primary Activities and Services

Assessment/EDP	10.0% of II-A funds
Vocational/Classroom Training:	35.0% of II-A funds
On-the-Job Training:	15.0% of II-A funds
Work Experience:	4.5% of II-A funds
Support Services:	4.0% of II-A funds
Job Seeking Skills:	7.5% of II-A funds
ABE/GED:	3.5% of II-A funds
Job Placement Assistance:	6.5% of II-A funds
Youth Competencies:	4.5% of II-A funds
Try-Out Employment:	5.0% of II-A funds
Remediation (Summer only):	3.0% of II-B funds
Summer Employment/Labor Market Orient:	85.0% of II-B funds

In addition, the Job Service provides the following services complementary to JTPA:

- 1) Basic Labor Exchange: State-wide employer job orders are taken and matched with applicant information on computerized data base. Access to this system is available to anyone in the area.
- 2) Work Test for UC: those claiming unemployment compensation (UC) without job attachment are required to register. Job referrals or offers refused by a claimant are reported to UC staff for determination of continued UC.
- 3) Counseling: Job seekers with barriers to employment and needing more in-depth or specialized services are identified and referred to JTPA or other Service Providers.
- 4) Testing: GATB testing is available on an as needed basis.
- 5) Recruitment/Technical Services: for new and expanding employers needing to hire a large number of workers in a short time frame, applicants are screened, scheduled and routed to employer. This is often done in cooperation with the local JTPA office (e.g. Swift-Eckrich).
- 6) Labor Exchange at Education sites: The Mankato Job Service provide placement assistance at MSU.
- 7) Displaced Workers: work with workers, management and JTPA providers to develop and deliver services.

5. Targeted Groups to be Served

Primary target groups: public assistance recipients, high school dropouts, displaced workers, handicapped.

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Executive Summary

6. Budget

IIA. (PY'88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER
Admin. \$121,175 (15%)	Admin. \$ 58,795 (15%)	7A and B (1988 allocation)
Support 80,783 (10%)	Support 78,393 (20%)	Admin.
Training 605,876 (75%)	Training 254,777 (65%)	Support
<u>Total \$807,834</u>	<u>Total \$391,965</u>	<u>Total \$567,536</u>

7. Participants

IIA. (PY '88)	IIB. (Summer 88)	Wagner Peyser 7A and B (1988)
Total JTPA Eligible Persons <u>22,430</u>	Total JTPA Eligible Youth <u>3,296</u>	Total Participants <u> </u>
Total Participants <u>800</u>	Total Participants <u>306</u>	Total Placements <u>11</u>
Total Positive- Terminations <u>471</u>	Total Completed Program & returned to school <u>230</u>	Total obtained Employment <u>2</u>
Total Entered Employment (68.8% of terminees) <u>324</u>	Total ^{Receiving} Attained PIC recognized competency Remediation <u>55</u>	
Total attaining PIC recognized Competency: <u>20</u>		

SUMMARY OF MAJOR CHANGES MADE

Aside from date changes and updated MN JTPA Letter references, the following represent major changes.

ADMINISTRATIVE PLAN

- 1) The Agreement between the PIC and Joint Powers Board is now Attachment B under Organizational Structure and has been revised. Also under Organizational Structure, compliance to Section 102 of the Act has been referenced.
- 2) The Joint Powers Agreement was modified to reflect the changes made on the Joint Powers/PIC/MVAC Agreement. The Joint Powers Board members at our April 6 meeting will be asked to present this amendment to their respective county boards. This Agreement has also been referenced in the Audit section under Financial Management.
- 3) Attachment A under Financial Management has been revised.
- 4) Section 6. has been added to provide policies and procedures for Follow-Up.
- 5) The Youth Competencies section is now part of the Administrative Plan.
- 6) The due date was added under the Annual Report to the Governor.

TITLE II-A PLAN

- 1) The Needs Analysis was updated to more accurately reflect the current status of the SDA. The farm crisis in our estimation has been replaced with the need to provide training for those who cannot currently compete for the limited number, higher skilled, higher paying jobs, as well as to seek ways to promote the creation of higher skilled, higher paying positions.

Persons targeted for priority services are public assistance recipients and high school dropouts.
- 2) The Goals and Objectives for the SDA have been revised.
- 3) The Coordination section was revised to make it timely and to reflect the current coordination focus. Key changes are in the description of 8% which is now limited to services to public assistance recipients and Title III where new projects exist. Also key, is the enhanced emphasis on coordination with Human Services and education and the revisions made in economic development, which emphasizes the

use of Job Training funds as a "sales tool" for economic developers when recruiting new or expanding businesses. Also added, is the reference to the use of volunteers and the key role we anticipate they can play in the SDA. The Agreement between the Job Service and the SDA is now part of the Title II-A versus Administrative Plan.

- 4) Revisions made in the Activities and Services include:
 - a) Outreach and Recruitment: The emphasis is away from creation of brochures to the development of a marketing plan which will lead to the development of recruitment strategies for the SDA.
 - b) The Plan now requires Service Providers who agree to partially fund a participant's vocational training program to document in the Employability Development Plan that they have verified that the participant is able to continue their education on their own or through other funding sources.
 - c) The list of occupations for which training will be provided has been updated.
 - d) The Activities and Services chart for adults and youth have been revised and updated. Total planned to be served will be 800 (600 Adults, 200 Youth). This past year, we served 653 adults and 279 youth. However, funds have been reduced SDA-wide by 9.3% accounting for this reduction. The Activities and Services listed are those currently tracked by the SDA's Management Information System (MIS). Projections of percent of funds to be spent and participants (# and %) served are based on:
 - o past actual service levels (participants)
 - o average for the SDA of how funds are distributed per detailed budgets submitted by Service Providers. Costs include staffing as well as direct client expenditures. Spending levels do not include SDA administrative dollars (5.5% of total budget).
- 5) The Special Conditions section was revised to reflect a minimum Youth/Adult expenditure ratio of 23.9%.
- 6) Services to Target Groups only minor changes were made to reflect variances noted on the Target Chart.
- 7) Service levels on the Target Chart were revised as described in Variances.
- 8) Budget was revised.

TITLE II-B PLAN

- 1) The Goals and Objectives section was revised. We are proposing that 55 youth be served in remediation this year. This is 35 more than last year. Each Service Provider will run programs suited to their counties. Each program will provide pre/post testing to determine if the participant maintains their reading and math proficiency through the summer. All programs will also offer work. Three hundred and six persons are expected to be served and provided jobs through Work Experience, Try-out Employment or On-the-Job Training. These youth will also receive labor market orientation which should help to improve their employability skills. The program outcomes will be referred to the Monitoring Committee for review.
- 2) Activities and Services: Remedial Education plans (Attachment C) have been revised.
- 3) The Activities and Services chart has been revised.
- 4) The Target Groups chart has been updated. No significant changes in variances occurred since last summer. The level of services is up from last summer by 32 persons due largely to the 12.5% increase in funding. Remediation services are also planned at a higher level.
- 5) The Budget has been revised.

LOCAL PLAN FOR EMPLOYMENT AND TRAINING

Executive Summary

SDA #8

Administrative Entity	<u>SE MN Private Industry Council, Inc.</u>	Contact Person	<u>Bruce Sundum</u>
Address	<u>1530 Highway 52 North</u> <u>Rochester MN 55901</u>	Title	<u>IIA/IIB/Wegner Paysor</u>
		Phone	<u>507-281-1193</u>

1. Summary of Needs Analysis

Service Delivery Area #8 has formulated its plan for the delivery of JTPA and Job Service by using the most complete and up to date information available. This data includes State Labor Market Information, local employer information, county welfare statistics, local school district, and the SDA's own past performance data.

2. Overall Goals & Objectives

SDA #8 overall goals and objectives are to incorporate the Governor's goals, and objectives into the local plan.

1. To continue progress of coordination between all local service providers.
2. To reduce the number of SDA residents on welfare.
3. To increase the SDA's effort toward functional literacy, and transferable skills.
4. To increase the SDA's effectiveness of Job Service for both employers and the public.

3. Summary of Coordination Efforts

SDA #8 will continue to co-locate all its employment and training service providers where the opportunity arises. SDA #8 will ensure that reciprocal agreements exist between employment and training providers, human services, and educational institutions. These agreements will outline procedures for cross referral of participants and services that are available.

4. Primary Activities and Services

The primary activities and services provided by SDA #8 will include but are not limited to outreach and recruitment, assessment and job counseling, on-the-job training, job search, job match, classroom training, placement, job club, support services, work experience, economic development, and administering U.I.

5. Targeted Groups to be Serve

The priority groups to be served by SDA #8 will include but are not limited to the following: public assistance recipients, minorities, U.I. claimants, At Risk Youth, handicapped, offenders, and dislocated workers.

6. Budget

IIA. (PY'88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER
Admin. 1,175,957	Admin. 85,020	7A and B (1988 allocation)
Support 1,105,575	Support 15,085	Admin.
Training 935,016	Training 466,698	Support
<u>Total 1,261,543</u>	<u>Total 566,803</u>	<u>Total 694,207</u>

7. Participants

IIA. (PY '88)	IIB. (Summer 88)	Wagner Peyser 7A and B (1988)
Total JTPA Eligible Persons <u>27,602</u>	Total JTPA Eligible Youth <u>5,375</u>	Total Participants <u>25,000</u>
Total Participants <u>1,427</u>	Total Participants <u>480</u>	Total Placements <u>9,783</u>
Total Positive Terminations <u>210</u>	Total Completed Program & returned to school <u>330</u>	Total obtained Employment <u>330</u>
Total Entered Employment <u>780</u>	Total Attained PIC recognized competency <u>389</u>	

LOCAL PLAN FOR EMPLOYMENT AND TRAINING

Executive Summary

Hennepin-Scott-Carver SDA

Admin. Ent. Hennepin County TEA Contact: William C. Brumfield
Address Henn. Cty. Govt.Ctr. Title: Director
300 So. 6th.St. Phone: 612-348-5203
Mpls., Mn. 55487-0012

1. **Summary of Needs Analysis.** The SDA contains an estimated 34,584 economically disadvantaged residents and an unemployed population in excess of 15,000. Economically disadvantaged and unemployed individuals tend to exhibit barriers to employment such as: lack of education, minimal occupational skills, isolation from the workforce, etc.
2. **Overall Goals & Objectives.** The SDA plans to meet or exceed all JTPA national performance standards: Adult Entered Employment Rate - 68.8%; Adult Cost per Placement - \$3,043; Adult Average Wage at Placement - \$5.38; Adult Welfare Entered Employment Rate - 53.1%; Youth Entered Employment Rate - 62.4%; Youth Positive Termination Rate - 78.3% and Youth Cost per Positive Termination - \$4,157. The Job Service will: receive at least 8,556 job orders; receive at least 17,988 job openings; fill at least 7,592 jobs and obtain employment for 1,448 individuals after receiving services from Job Service Offices. The Job Service will also place 553 UI claimants. The SDA plans to meet all required Governor's Goals and Objectives at the SDA level.
3. **Summary of Coordination Efforts.** SDA offices also administer employment programs funded under Work Readiness, the Wage Subsidy Program, the State Refugee Social Services Program and other employment programs under the Omnibus Jobs Bill. The JTPA program office and Job Service have formalized a non-financial agreement. The SDA has also established coordination locally with education, human services programs and other metropolitan area SDA's.
4. **Primary Activities and Services.** The Title II-A program design includes: outreach, recruitment, intake, assessment, Employability Plan Preparation, classroom training, work experience, on-the-job training, job development, job placement and support services. The Title II-B program design includes outreach, recruitment, intake, assessment, individual or group work site work experience and remedial education. The Wagner-Peyser program functions as a labor exchange to all employers and job seekers. Services include but are not limited to: Intake/Registrations, counseling, testing, job order taking, job match and interstate and intrastate clearance.
5. **Targeted Groups to Be Served.** JTPA programs are targeted to economically disadvantaged individuals. Within that population the following hard-to-serve groups are targeted for service: high school dropouts, limited English speaking, ex-offenders, recovering chemically dependent, single head of household, veterans, handicapped and public assistance recipients. The Job Service is mandated to serve all employers and job seekers desiring service. A separate Job Service outcome objective has been established for UI claimants and a special service available for handicapped clients is operational.

6. Budget.

<u>Title IIA (FY88 Alloc)</u>	<u>Title IIB (Sum88 Alloc)</u>	<u>Wag-Pey (1988 Alloc)*</u>
Admin: \$133,647	Admin: \$ 88,124	Admin: ----
Support: \$ 35,640	Support: \$129,248	Support: \$995,924
Trng: \$721,692	Trng: \$370,119	
Total: <u>\$890,979</u>	<u>\$587,491</u>	<u>\$995,924</u>

7. Participants.

<u>Title IIA (FY88)</u>	<u>Title IIB (Sum 88)</u>	<u>Wagner-Peyser (1988)*</u>
Tot. Elig. 34,584	Tot. Elig. 7,615	Tot. Part. 27,087
Tot. Part. 623	Tot. Part. 405	Tot. Plcmt. 7,592
Pos. Term. 349	Complt Prog./ Rtn to Schl. 365	Obt. Emp. 1,448
Ent. Emp. 305	PIC Comptcy ----	

*Preliminary Wagner-Peyser Budget and Participant estimates.

PLBEXSM

LOCAL PLAN FOR EMPLOYMENT AND TRAINING

Executive Summary

SDA #10 City of Minneapolis

Administrative Entity	<u>Mpls. Emp. & Trng. Prog.</u>	Contact Person	<u>Dick Mangan</u>
Address	<u>Room 310½ City Hall</u>	Title	<u>MIS Specialist</u>
	<u>Minneapolis, MN 55415</u>		
		Phone	<u>348-6525</u>

1. Summary of Needs Analysis

Review of the 1980 Census, LMI data provided by the SJTO, Minneapolis Planning Department, and other studies have shown concentrated areas of poor people in Minneapolis, typically unemployed, minority, and dependent on welfare. The Minneapolis Employment and Training Program JTPA programs address those needs as the highest priorities.

2. Overall Goals & Objectives

Minneapolis Employment and Training Program (METP) JTPA programs will meet or exceed all State Job Training Office assigned performance standards.

3. Summary of Coordination Efforts

METP JTPA programs are coordinated in financial or non-financial agreements with all local public service agencies: Minnesota Department of Employment Services, Minneapolis Public Schools, Hennepin County Department of Welfare, etc.

4. Primary Activities and Services

METP JTPA programs primarily use:

1. Recruiting and assessment
2. Classroom training
3. On-the-job training
4. Supportive services
5. Placement services

5. Targeted Groups to be Serve

1. Welfare recipients (emphasis on AFDC)
2. Minorities
3. Dropouts (high school)

6. Budget

IIA. (PY'88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER 7A and B (1988 allocation)
Admin. 209,338	Admin. 213,305	Admin. -
Support 209,338	Support 0	Support -
Training 976,912	Training 612,055	Total 928,000
<u>Total 1,395,588</u>	<u>Total 825,360</u>	

7. Participants

IIA. (PY '88)	IIB. (Summer 88)	Wagner Peyser 7A and B (1988)
Total JTPA Eligible Persons <u>48,864</u>	Total JTPA Eligible Youth <u>21,778</u>	Total Participants 7,
Total Participants <u>833</u>	Total Participants <u>690</u>	Total Placements 1,
Total Positive Terminations <u>311</u>	Total Completed Program & returned to school <u>690</u>	Total obtained Employment 8,
Total Entered Employment <u>203</u>	Total Attained PIC recognized competency <u>-</u>	

8. Summary of Changes PY 1987-88

The PY 1988-89 plan does not differ in any major way from the PY 1987 plan. However, because the funding level for SDA #10 has been cut for PY 1988, the level of services has been cut accordingly.

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA #11

Administrative Entity	City of Saint Paul	Contact Person	Jacqui Shoholm
Address	1400 City Hall Annex 25 West Fourth St. St. Paul, Mn. 55102	Title	Program Manager
		Phone	228-3262

1. Summary of Needs Analysis

Statistics from the Minnesota Department of Jobs and Training count many city residents in need of employment and training. Of 270,320 city residents, over 145,000 are in the work force. In February of 1988, 6,409 labor force participants or 4.4% were unemployed. The State counts 26,812 labor force participants in Saint Paul who are in need of training services for reason of poverty and lack of skills. Another 3,000 high school youth and youth dropouts are at risk of future poverty.

2. Overall Goals & Objectives

This Plan represents commitments for 3 programs:

- a) The training and job placement services of the Job Training Partnership Act Title II-A;
- b) The youth remediation and summer jobs program of Title II-B of the Job Training Partnership Act (both administered by the City of Saint Paul); and
- c) The job placement and unemployment programs of the Wagner-Peyser Act, Title 7A and B (administered by the Minnesota Job Service Saint Paul Office). Through these programs, a total of 485 summer jobs will be created; and another 6,606 adults and youth will be provided training and job placement services. It is projected that 1,190 Saint Paul residents will receive full time employment by the end of the year; June 1989.

3. Summary of Coordination Efforts

The City JTPA programs coordinate on a daily basis with the Job Service, with the Ramsey County Community Human Service Department, with the local education agencies, and with related community-based self-help programs.

Procedures in place allow joint registration for the Minnesota Job Service and JTPA services at the JTPA Counseling Center (the Saint Paul Employment and Training Center). Ramsey County collaborates with the City JTPA services to serve up to 1,500 priority caretakers receiving Aid for Dependent Children and 400 Work Readiness recipients; through an agreement formalized in the Ramsey County Local Service Unit Plan. Agreements with local education agencies include two subcontracts for JTPA services with the Saint Paul Technical Institute and the Saint Paul Independent School District #625. Collaboration with the Ramsey County Service Delivery Area and the Dakota County Service Delivery Area

include city services to certain residents of those areas. Joint marketing and planning with the other metropolitan Service Delivery Areas will also continue in Program Year 1988-1989.

4. Primary Activities and Services

Primary activities through Title II-A of the Job Training Partnership Act include referrals and funding for vocational classes; job search classes; job development; teaching youth employment competent behavior; and on-the-job training. Wagner-Peyser Job Services activities include services to 2,000 current unemployment insurance recipients and job matching services. The Summer Youth Program of JTPA Title II-B will provide intensive remediation classes and work experience to youth who are new to the work force. Details on activities are contained in the Plan.

5. Targeted Groups to be Served

Targeted groups include 5,000 youth not yet in the work force; 2,000 Unemployment Insurance claimants; over 1,900 Public Assistance recipients; and others among the 26,812 Saint Paul residents who are in need of training and an income above poverty.

The Targeted Populations charts contained within the Plan give specific enrollment goals for each demographic group.

Executive Summary (Cont.)

6. Budget

II-A (PY'88 Allocation)	II-B. (Summer 88 Allocation)	WAGNER PEYSER 7A and B (1988)
Admin. \$229,138	Admin. \$126,577	Admin. -0-
Support \$359,121	Support \$ 53,381	Support \$822,218
Training \$652,356	Training \$409,407	
<hr/>	<hr/>	<hr/>
Total \$1,240,615	Total \$589,365	Total \$822,318

7. Participants

II-A. (PY '88)	II-B (Summer '88)	WAGNER PEYSER 7A and B (1988)
Total JTPA Eligible Persons <u>26,812</u>	Total JTPA Eligible Youth <u>6,060</u>	Total Participants <u>24,600</u>
Total Participants <u>761</u>	Total Participants <u>485</u>	Total Placements <u>5,360</u>
Total Positive Terminations <u>472</u>	Total completed Program & Returned to school <u>485</u>	Total Obtained Employment <u>830</u>
Total Entered Employment <u>360</u>	Total Attained PIC Recognized Competency <u>N/A</u>	

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA Anoka

Administrative Entity	<u>Anoka Job Training Center</u>	Contact Person	<u>Jerry Vitzthum</u>
Address	<u>8008 Hwy 65 NE</u>	Title	<u>Manager</u>
	<u>Spring Lake Park, MN 55432</u>	Phone	<u>784-1800</u>

1. Summary of Needs Analysis

J.T.P.A.: The primary goal of the Anoka Job Training Center is to provide employment and training services to those persons most in need of its services. Priority groups for 1988 have been identified by the Private Industry Council in this order (Highest to Lowest) A.F.D.C. Recipients, Work Readiness Recipients, Persons 55 and Over, Women Reentering the Work Force, High School Dropouts 16-21, High School Persons Not in School (18-21), High School Dropouts Over 21, In School Youth-Special Needs, In School Youth, Non-English Speaking Persons, Ex-Offenders and Food Stamp Recipients.

Wagner-Peyser: Provide a free labor exchange for job seekers and employers. Target groups include veterans, handicapped, racial minorities, unemployment insurance claimants and dislocated workers. These groups are especially in need of placement related services.

2. Overall Goals & Objectives

J.T.P.A.: The goals for Program Year 1988 as identified by the Private Industry Council are: 1.) Implement an effective employment and training system for public assistance recipients. Special emphasis will be given to improve the A.F.D.C. delivery system. A new system will be developed to serve Food Stamp recipients. 2.) Link employment and training services to economic development. 3.) Develop a community strategy to better serve non-welfare unemployed and underemployed Anoka County residents. 4.) Exceed State program performance standards. 5.) Develop service strategies which address long-term employability advancement. 6.) Implement an effective service delivery system for dislocated workers. 7.) Target in-school resources to maintaining potential dropouts in school and providing a transition to employment or post secondary education. 8.) Prepare a long range plan of service delivery.

Wagner-Peyser: Provide job search and placement service including recruitment, to employers. Tools such as counseling, testing, labor market information are used. Emphasis on target groups above. Coordination desired with local service providers such as J.T.P.A., Rehabilitation Services and Human Services.

3. Summary of Coordination Efforts

J.T.P.A.: Coordination efforts include formal contracts for services between the Anoka Job Training Center and the Anoka Job Service (for job placement assistance), the A.J.T.C. and the Anoka County Community Health and Social Services (for Work Readiness and A.F.D.C. and Food Stamp Services), the A.J.T.C. and the Metro North Consortium (for G.E.D. and Literacy and E.S.C. classes), the A.J.T.C. and local school districts (for summer youth literacy activities) and the A.J.T.C. and RISE (for services to persons with disabilities). In addition to formal contracts of coordination, informal coordination with all of the agencies mentioned is ongoing in program operations of J.T.P.A. programs.

Wagner-Peyser: Coordination with local providers in related areas. Includes local Job Training Center, Anoka Technical Institute, Anoka Ramsey Community College, RISE Sheltered Workshop, Rehabilitation Services, Anoka County Social Services, Anoka County Corrections, Anoka County Veterans Service Office.

4. Primary Activities and Services

J.T.P.A.: Vocational assessment and career planning, job seeking skills, placement services, basic education and G.E.D. preparation, classroom training, English as a Second Language, Summer Youth Work Experience and Tryout Employment.

Wagner-Peyser: Job placement for applicants including file search and computerized job search system, Job Matching for employers including recruitment, Validity Generalization, Labor Market Information, Availability of Applicants, Counseling Services to special groups including veterans, older workers, youth and handicapped.

5. Targeted Groups to be Served:

J.T.P.A.: The highest priority for services will be for groups identified in the needs analysis as those with the most need of services for 1988. That group include services to A.F.D.C. and Work Readiness and Food Stamp Recipients as well as High School Dropouts, In School Youth with Special Needs and Refugees/Immigrants for whom English is a second language.

Wagner-Peyser: Veterans, Handicapped, Unemployment Insurance Claimants, Older Workers, Youth.

Page 2
Executive Summary

6. Budget

IIA. (PY'88 Allocation)		IIB. (Summer 88 Allocation)		WAGNER PEYSER 7A and B (1988 allocation)	
Admin.	65,999.00	Admin.	33,725.00	Admin.	37,306
Support	65,999.00	Support	0	Support	<u>335,752</u>
Training	307,998.00	Training	<u>191,109.00</u>	Total	373,058
Total	439,996.00	Total	224,834.00		

7. Participants

IIA. (PY '88)		IIB. (Summer 88)		Wagner Peyser 7A and B (1988)	
Total JTPA Eligible Persons	<u>5,550</u>	Total JTPA Eligible Youth	<u>1,348</u>	Total Participants	12 15
Total Participants	<u>610</u>	Total Participants	<u>150</u>	Total Placements	3,
Total Positive Terminations	<u>420</u>	Total Completed Program & returned to school	<u>133</u>	Total obtained Employment	
Total Entered Employment	<u>374</u>	Total Attained PIC recognized competency	<u>NA</u>		

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE SUMMARY
SDA: DAKOTA COUNTY

Administrative Entity: Dakota County Contact: Helen Dahlberg
Address: Dakota County Human Services Title: Employment
 Employment and Economic Assistance Initiatives Coord.
 33 East Wentworth Ave.
 West St. Paul, MN 55118 Phone: 450-2748

1. Summary of Needs Analysis

Dakota County is in a period of dramatic population growth. Now the third largest county in the state, Dakota County is faced with the dilemma of significant population rise and the increase of services type jobs which are traditionally risky in considering long term economic self-sufficiency.

2. Overall Goals and Objectives

The goals of the Dakota County Private Industry Council and the Dakota County Board of Commissioners support the Governor's Goals and Objectives for Program Year 1988. Additionally, Dakota County has streamlined it's service delivery system to assure that truly hard-to-serve clients receive the first opportunity to become self-sufficient. This was accomplished in 1986-7 through a series of departmental changes which brought the Job Training Program into the Human Services Division. The former Department of Economic Assistance which managed all financial assistance programs, was renamed the Department of Employment and Economic Assistance with the addition of Job Training.

3. Summary of Coordination Efforts

In addition to the restructuring of Dakota County Human Services departments to assure services to hard-to-serve clients, Employment and Economic Assistance staff have worked closely with the Job Services office management to identify better ways of communication.

The ongoing supportive relationships with the Metro SDA's continues into PY88. Special coordination with the Saint Paul SDA will result in a multi-SDA delivery of the UNISYS Dislocated Worker Project in Dakota County. The delivery of II-A services for PY88 will be done by the Dakota County Technical Institute under contract to Dakota County. II-B services will be provided under a contract with Twin Cities Tree Trust.

4. Primary Activities and Services

II-A programs will include but not be limited to:

- Outreach
- Assessment
- Employability Development Planning
- Vocational Counseling
- Vocational Classroom Training
- On The Job Training
- Job Seeking/Retention Skills
- Job Development
- Special Programs For Youth
- Supportive Services

II-B programs will include but not be limited to:

- Outreach
- Assessment
- Employability Development Planning
- Vocational Counseling
- Remedial Education Services
- Work Experience
- Job Related Skills
- Supportive Services

5. Targeted Groups To Be Served

- Females
- Welfare Recipients
- Minorities
- High School Dropouts

6.	Budget		
	II-A(PY88 Alloc)	II-B(Sum.88 Alloc)	WAGNER PEYSER 7A/B(1988 Alloc)
	Administration:	Administration:	Administration:
	\$61,178.00	\$28,678.00	
	Support:	Support:	Support:
	\$61,178.00	\$9,595.00	
	Training:	Training:	Training:
	\$285,497.00	\$158,578.00	
	Total:	Total:	Total:
	\$407,853.00	\$197,851.00	\$826,568.00

7.	Participants		
	II-A(PY88)	Summer 88	7A/7B (1988)
	Total JTPA	Total JTPA	Total
	Eligible:	Eligible:	Participants:
	8716	2216	4,536
	Total	Total	Total
	Participants:	Participants:	Placements:
	264	292	4,536
	Total Pos.	Tot. Compl.	Total Enter
	Terminations:	Prgm/Ret.	Employment:
	80	School:	491
	Total Ent.	275	
	Employment:	Total PIC	
	135	Competency:	

Local Plan For Employment and Training
Executive Summary
SDA #15 - Ramsey County

1. SUMMARY OF NEED ANALYSIS

The purpose of JTPA Title II-A is to provide employment and training services to prepare economically disadvantaged youth and unskilled adults for entry into the labor market. Job training shall be provided to individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment.

An analysis of suburban Ramsey County's eligible population and labor market indicates a need to plan services that particularly address the needs of female single heads of household and workers displaced from manufacturing jobs. The suburban Ramsey County economically disadvantaged population has again increased this year from 8450 in PY87 to an estimated 9150 in PY88, putting an increased stress on decreasing funds. JTPA funds have been decreased 20% from PY87. Wagner-Peyser has received a 12% reduction in funding. The largest population within the JTPA eligible group are female single heads of household. As manufacturing jobs, the largest single employment area in Ramsey County, continue to decline, workers are continuing to become displaced due to outdated skills and are unable to obtain employment which pays a self-sufficient wage within the growing service industry.

Federal and State priorities to serve "at risk" high school dropout youth and public assistance recipients add additional considerations to effective programming under Title II-A this year. A national movement towards the development of a competitive work force puts focus on JTPA programming which reflects basic skill development.

This Local Plan for Employment and Training for Service Delivery Area #15, suburban Ramsey County, describes the employment and training activities to be operated during Program Year 1988; July 1, 1988 through June 30, 1989.

It is the major purpose of all employment and training activities described in the Plan to provide employment and training assistance to residents of suburban Ramsey County in the most effective and efficient manner possible. To this end, a strong cooperative effort has been developed between the Ramsey County Board of Commissioners and the Ramsey County Private Industry Council. In partnership, the two entities plan and administer the Job Training Partnership Act programs and provide oversight to the Wagner-Peyser Act programs within the Service Delivery Area.

The Job Training Partnership Act programs are delivered by the Ramsey County Job Training Program located at Gladstone Community Center, 1945 Manton Street, Maplewood, Minnesota, 55109. The Wagner-Peyser Act programs are operated by the Department of Jobs and Training Job Service - St. Paul North Office, 2098 11th Avenue East, North St. Paul, Minnesota, 55109.

2. OVERALL GOALS AND OBJECTIVES

The Program Year 1988 estimated funding level for the Ramsey County Job Training Program from all funding sources is \$1,284,909, a twenty (20) percent decrease from PY1987. The agency will serve an estimated total of 1000 clients during Program Year 1988.

The Minnesota Job Service estimated funding level for Program Year 1988 is \$927,323 to serve approximately 9000 persons. The East Metro area has seen a twelve (12) percent reduction in Wagner-Peyser funding.

It is the goal of Ramsey County Job Training Program to enhance the ability of the client to retain employment and adapt to rapid labor market changes. The program shall be operated in an efficient and effective manner in order to provide the greatest number of opportunities possible for the largest number of clients to enter employment.

It is the intention of this SDA to support the Governor's Goals and Objectives for Program Year 1988. A detailed description of how Wagner-Peyser and JTPA programs will support the Goals and Objectives along with other measurable outcomes is contained within each section of the Plan.

Further documentation of efforts to support the Governor's Goals and Objectives may be found in the Local Service Unit Plan and PATHS Implementation Plan as required under the Omnibus Jobs Bill.

3. SUMMARY OF COORDINATION EFFORTS

Ramsey County Job Training and the Minnesota Job Service have a positive relationship that is more precisely described in the Non-Financial Agreement found in the Plan. This relationship assures non-duplication of services and maximizes available resources to best serve client needs.

The Ramsey County Job Training Program and Minnesota Job Service continue to strengthen their coordination with Ramsey County Community Human Services in an effort to help reduce welfare dependency. Continued refinement and clarification of services and referral processes under PATHS and the Omnibus Jobs Bill between the three agencies will strengthen this relationship. Ramsey County Job Training will serve as an Employment and Training Service Provider under the PATHS Program. An estimated 360 additional Ramsey County welfare recipients will be served this Program Year by this effort.

Additionally, Ramsey County Job Training Program and the Minnesota Job Service have strong, informal cooperative relationships with the following organizations:

- * Public Secondary Schools
- * Public and Private Post-Secondary Training Institutions
- * Community-Based Counseling Agencies
- * Other Local Employment and Training Organizations
- * Ramsey County Corrections

4. PRIMARY ACTIVITIES AND SERVICES

Ramsey County Job Training will offer a comprehensive array of activities and services

during PY1988 to eligible clients based on individual need:

- Employability Assessment
- Vocational Counseling/Case Management
- Vocational Training
- Academic Skills Training (Referral)
- Job Seeking Skills Training
- Job Club
- On-the-Job Training
- Wage Subsidy Incentive
- One-to-One Job Development
- Summer Youth Work Experience and Remedial Education

The Minnesota Job Service will provide the following labor exchange services to suburban Ramsey County residents based on individual eligibility and need:

- Intake/Registration
- Job Order Taking
- Computerized Job Match
- Unemployment Insurance
- Job Counseling
- Testing
- Handicap Placement
- Employer Recruitment
- Trade Adjustment Act Services

5. TARGETED GROUPS TO BE SERVED

Both organizations will extend extra efforts to provide services to public assistance recipients and dislocated workers to prevent dependency on public resources. Specialized placement services are provided for the handicapped by Minnesota Job Service. Additionally, youth and older workers (55+) will be offered enhanced, specialized programming to meet the particular needs of the two groups.

Special program analysis and design efforts will be made to address the particular needs of youth and adults with basic educational skill barriers.

6. PY1988 CHANGES

No significant programming changes will occur in PY1988 due to reduced availability of funds.

Three issues will have impact on the delivery of services during PY1988 that may further affect PY1989 program design:

- * The implementation of the PATHS program will put further emphasis in Title II-A on the AFDC client. It is anticipated more youth and high school dropouts will participate in Title II-A due to the PATHS priority group.
- * Youth programming will include more assessment and career counseling as newly required for all youth by the Ramsey County Private Industry Council.
- * By December 31, 1988, the Ramsey County Private Industry Council will have established a policy on adult literacy/basic skill development which will at a minimum require more assessment of adults of basic skill levels.

The degree of impact of these issues is not yet discernable.

Questions regarding the Local Employment and Training Plan may be directed to Constance M. Peikert, Director, Ramsey County Job Training Program, 770-8900.

The individuals responsible for the planning, administration, and oversight of the Plan are:

Warren Schaber, Chairperson
Ramsey County Board of Commissioners

Terrence P. Koves, Chairperson
Ramsey County Private Industry Council

Constance M. Peikert, Director
Ramsey County Job Training Program

Rick Casperson, Area Manager
Minnesota Job Service, St. Paul North Office

6. Budget

IIA. (PY'88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER
Admin. \$ 38,351	Admin. \$ 25,010	7A and B (1988 allocation)
Support \$ 15,000	Support -----	Admin.
Training \$202,325	Training \$141,720	Support -----
<u>Total \$255,676</u>	<u>Total \$166,730</u>	<u>Total \$337,598</u>

7. Participants

IIA. (PY '88)	IIB. (Summer 88)	Wagner Peyser 7A and B (1988)
Total JTPA Eligible Persons <u>9,150</u>	Total JTPA Eligible Youth <u>1,643</u>	Total Participants <u>10,000</u>
Total Participants <u>400</u>	Total Participants <u>150</u>	Total Placements <u>2,449</u>
Total Positive Terminations <u>172</u>	Total Completed Program & returned to school <u>135</u>	Total obtained Employment <u>449</u>
Total Entered Employment <u>165</u>	Total Attained PIC recognized competency -----	

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SOA # 16

Administrative Entity	<u>Washington County</u>	Contact Person	<u>Fred Feuerfeil</u>
Address	<u>14900 No. 61st Street</u>	Title	<u>Director</u>
	<u>P.O. Box 6</u>		
	<u>Stillwater MN 55082</u>	Phone	<u>(612) 779-5169</u>

1. Summary of Needs Analysis

Washington County by nature of its good economic condition receives only the bare minimum of funding to assist the economically disadvantaged of the county. With a high school dropout rate almost five percentage points above the state average, funds for GED tutoring and skills training are always in demand. In addition we have a continuing need for childcare funds for AFDC recipients receiving training along with a shortage of transportation funds.

2. Overall Goals & Objectives

The overall goal of the Washington County Job Training Center is to provide within the confines of its funding employment and training opportunities for economically disadvantaged persons of Washington County. Within the Title IIA Program we anticipate serving 234 participants of whom 25% will be youth. Under Title IIB the (Summ Youth Program), we anticipate serving 60 participants. Public assistance recipients will be served at a level 200% above their incidence within the JTPA eligible population.

3. Summary of Coordination Efforts

The Job Training Center has both formal and informal working agreements with the State Job Service, County Community Social Service, County Court Service, North East Metro Technical Institute, State Department of Vocational Rehabilitation, various community colleges, Ramsey Action Programs in addition to local school districts and law enforcement officials.

4. Primary Activities and Services

Services: The Job Training Center will provide intake, assessment, development of an employability developmental plan, counseling, testing (both aptitude and dexterity), and in-house computer GED training. In addition, clients will receive three to 12 months of classroom training, on-the-job training, and customized training. They will also receive supportive services in the form of child care, transportation, clothes, books and tuition. An initial self assessment will be given to all JTPA IIB applicants as part of the application process.

5. Targeted Groups to be Serve

Persons receiving public assistance will be given first priority, followed closely by school drop outs, unemployment compensation recipients, displaced homemakers and the handicapped.

6. Budget

IIA. (PY '88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER 7A and B (1988 allocation)
Admin. \$22,065	Admin. \$ 15,057	Admin. \$337,598
Support \$22,065	Support \$ 1,000	Support \$ 000
Training \$102,973	Training \$ 84,321	Total \$337,598
Total 147,103	Total \$100,378	

7. Participants

IIA. (PY '88)	IIB. (Summer 88)	Wagner Peyser 7A and B (1988)
Total JTPA Eligible Persons <u>3,489</u>	Total JTPA Eligible Youth <u>732</u>	Total Participants <u>9,91</u>
Total Participants <u>234</u>	Total Participants <u>60</u>	Total Placements <u>2,40</u>
Total Positive Terminations <u>157</u>	Total Completed Program & returned to school <u>47</u>	Total obtained Employment <u>44</u>
Total Entered Employment <u>140</u>	Total Attained PIC recognized competency <u>0</u>	

Summary of Changes;

The only real difference between the PY 88-89 Plan and the PY 87 Plan is that service will be reduced in direct proportion to our funding reduction. (-11%)

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA 17

Administrative Entity Stearns-Benton SDA #17 Contact Person Joyce Belford
Address P.O. Box 615 Title Director
St. Cloud, MN 56302 Phone (612) 259-3990

1. Summary of Needs Analysis

The SDA has a rather healthy economic base at this time. Specific populations in need of services include public assistance recipients, workers age 40-54, single head of household, farm related, the functionally illiterate, and the homeless. There is a need for assistance to "at risk" youth and juvenile offenders in this SDA.

2. Overall Goals & Objectives

The SDA will continue to offer "one stop" services for all JTPA and LSU programs. Increases in services to public assistance recipients will continue. Economic development efforts will be strengthened. Literacy and basic skills programs are being developed.

3. Summary of Coordination Efforts

The JTPA programs will have strong coordination with LSU efforts. All services to public assistance recipients from outside agencies are coordinated with Title II-A and II-B participants.

4. Primary Activities and Services

The main focus of the programs is on training, which leads to quality placements.

5. Targeted Groups to be Served

Priority groups are:

A. Adults:

- (1) functionally illiterate
- (2) 40-54 years old
- (3) drop-outs
- (4) farm/farm related
- (5) public assistance recipients
- (6) single parents
- (7) handicapped
- (8) homeless

B. Youth:

- (1) at risk
- (2) drop-outs
- (3) teen parents
- (4) public assistance recipients
- (5) handicapped
- (6) recovering chemically dependent
- (7) juvenile offenders
- (8) not continuing with psost secondary education

6. Budget

IIA. (PY'88 Allocation)		IIB. (Summer 88 Allocation)		WAGNER PEYSER 7A and B (1988 allocation)	
Admin.	\$132,715.	Admin.	\$70,913.	Admin.	
Support	\$132,715.	Support	\$31,271.	Support	
Training	\$619,341.	Training	\$237,119.	Total	<u>\$290,833.</u>
Total	<u>\$884,771.</u>	Total	<u>\$339,303.</u>		

7. Participants

IIA. (PY'88)		IIB. (Summer 88)		Wagner Peyser 7A and B (1988)	
Total JTPA Eligible Persons	<u>13,220</u>	Total JTPA Eligible Youth	<u>2,171</u>	Total Participants	<u>15,000</u>
Total Participants	<u>650</u>	Total Participants	<u>250</u>	Total Placements	<u>551</u>
Total Positive Terminations	<u>217</u>	Total Completed Program & returned to school	<u>150*</u>	Total Obtained Employment	<u>3,256</u>
Total Entered Employment	<u>161*</u>	Total Attained PIC Recog- nized Competency	<u> </u>		

*Adults and Youth

*Does not include those
to be transferred to
Title II-A (100)

LOCAL PLAN FOR EMPLOYMENT AND TRAINING

Executive Summary

SDA 18-Winona County

	Minn. Dept. Jobs & Training		
Administrative Entity	<u>Winona Job Service</u>	Contact Person	<u>Jane N. Saunders</u>
Address	<u>52 E. 5th Street</u>	Title	<u>Field Operations</u>
	<u>Winona, MN 55987</u>	Phone	<u>Area Manager</u>
	<u>(507) 4575460</u>		

1. Summary of Needs Analysis Composition of the SDA's covered employment resembles that of the State, though the combination of a lower average hourly wage, an increase in minimum wage & part-time jobs and the transportation needs of rural residents compounds the problems which the economically disadvantaged and unemployed residents face in achieving self-sufficiency through employment. Segments of the population with greatest needs are identified as: high school dropouts (33.1% of JTPA eligible); "at-risk" youth; the estimated 7% JTPA eligible public assistance recipients; and the unskilled, poverty-level unemployed.
2. Overall Goals & Objectives Maintain and strengthen the "one-stop" employment and training system and SDA involvement in economic development; reduce the number of SDA residents dependent on income maintenance programs through provisions of services designed to both prevent and reduce such dependency; provide literacy, remedial and vocational education to adults and youth in need; and continue to meet or exceed the Wagner Peyser goals for service to employers and the general public through Job Service activities.
3. Summary of Coordination Efforts Federal, State and County employment and training programs are administered and delivered by the Winona Job Service Office, in close coordination with Winona County Social Services Dept., Division of Rehabilitation Services, County education agencies, community based organizations, and other resource agencies. The Winona Job Service Office and the Winona County Social Services Dept. develop the Local Service Unit Plan and the PATH's Plan, with County Board and PIC input and approval.
4. Primary Activities and Services IIA Adult & Youth: Employability assessment, counseling and planning; on-the-job training; classroom training (vocational, literacy, basic skills, GED, and Alternative High School for youth); Youth Employment Competencies; Job Seeking Skills. IIB Youth: Work Experience, orientation to work; remedial math-reading for at-risk 14-15 year olds; summer Alternative High School. Wagner Peyser: Job Placement services, testing; Targeted Jobs Tax Credit; Unemployment Insurance; Veteran's Services.
5. Targeted Groups to be Served Public assistance recipients, high school dropouts, teen parents, other at-risk youth, handicapped youth and adults, veterans.
6. Summary of Changes IIA/IIB Youth: A summer session of the Winona Alternative School at the Winona Technical Institute will be added for 20 drop-outs, teen parents, pregnant teens. Instructional costs will be funded through IIA; Work Experience will be funded through IIB or MYP; Child Care (on-site) funded mainly by Social Services, and Parenting Instruction will be provided by Winona Community Education. IIB Remedial will be conducted at the same site as the above, utilizing the same instructors and School District facilities.

6. Budget

IIA. (PY'88 Allocation)	IIB. (Summer 88 Allocation)	WAGNER PEYSER
Admin. \$ 28,117	Admin. \$ 13,176	7A and B (1988 allocation)
Support 28,117	Support 747	Admin. - - - -
Training 131,211	Training 73,918	Support - - - -
<u>Total \$187,445</u>	<u>Total \$ 87,841</u>	<u>Total 119,111</u>

7. Participants

IIA. (PY '88)	IIB. (Summer 88)	Wagner Peyser (Est.) 7A and B (1988)
Total JTPA Eligible Persons <u>3,100</u>	Total JTPA Eligible Youth <u>431</u>	Total Participants <u>8750</u>
Total Participants <u>175</u>	Total Participants <u>80</u>	Total Placements <u>2442</u>
Total Positive Terminations (youth) <u>25</u>	Total Completed Program & returned to school <u>68</u>	Total obtained Employment <u>117</u>
Total Entered Employment <u>68</u>	Total Attained PIC recognized competency <u>N/A</u>	

Attachment 5

JTPA 6% Incentive Grant Policy

PY 1988 Performance Based Standards and Incentives

A. Performance Measures and Standards

In addition to the national standards Minnesota SDAs have the option of competing for incentive funds by exceeding State-determined standards. The governor is required by law to select at least eight of the twelve national measures. With federal assistance states select the appropriate methodology for setting minimum levels of acceptable performance on the national standards selected by the governor. Performance standards are a useful management tool to assess overall program effectiveness and service levels to public assistance recipients. Performance measures are objective quantifiable yardsticks upon which Title II-A program performance can be evaluated. Performance standards are the numerical values associated with the particular measures.

Performance Measures

There are twelve national measures; four are for adults, four are for youth (14-21 years) and four are post program measures. The adult measures are: entered employment rate, cost per entered employment, average hourly wage at placement and welfare adult entered employment rate. The youth measures are: entered employment rate, employability enhancement rate, positive termination rate and cost per positive termination. The post program measures are: follow-up employment rate, welfare follow-up employment rate, weeks worked in the follow-up period and weekly earnings of all employed at follow-up. Of these twelve national standards the governor has selected eight for use in PY 1988. They are: adult entered employment rate, cost per entered employment, average hourly wage at placement, welfare adult entered employment rate, youth entered employment rate, positive termination rate, youth entered employment rate, positive termination rate, cost per positive termination rate and weeks worked in the follow-up period. State performance measures include: public assistance recipients served as a percentage of total served and welfare recipient wage at placement.

Performance Standards

The SDA's national performance standards are determined at year end by a multiple regression equation (Model) that accounts for SDA terminnee characteristics, average weeks participated and local economic conditions. The process is quite mechanical and permits making valid, equitable comparisons among SDAs.

The model uses a statistical technique that empirically and objectively determines the variation in performance that is attributable to the difference in local factors. The advantage to using the model is that it takes many local factors into account simultaneously and explains a substantial portion of the variance in performance among SDAs. Thus, accounting for these local factors does not penalize the SDA for local economic conditions or for a decision to serve more disadvantaged participant groups.

The constant in the regression model is known as the National Departure Point (NDP). Generally the numerical national departure points represent a minimum

level -- the lowest quantile -- of expected performance. Therefore, most SDAs should exceed the national standard. The national departure point for average wage is the major exception. It more closely resembles an estimate of average performance. For this measure, SDAs may have to strive harder to meet the national standard.

The first state standard is that public assistance recipients as a percentage of the total served must be at a level at least 10 percentage points above PY 85 actual service levels to public assistance recipients or 50% of the total participants served whichever is lower. The second standard is that the average adult public recipient wage at placement is set to 90% of the average adult non-public assistance recipient wage at placement.

B. Six Percent (6%) Incentive Allocation Methodology

For PY 1988, 85% of the total funds available or approximately \$1,072,000 are earmarked for performance based incentives. The balance of funds (15%) will be used for technical assistance to SDAs having difficulty attaining their standards.

National Standards Incentives

Fifty-percent (50%) of the \$1,072,000 or \$536,000 will be divided equally among the eight national measures selected by the Governor. The balance of the incentive funds will be equally divided between the two state measures. SDAs may decline to compete without penalty for incentive funds available by exceeding their state standards. Under the national measures, an SDA must exceed any six out of eight of its standards. An SDA that fails to exceed one or two of its national standards will not be eligible to share incentive funds for those measures, but it is eligible to share funds for other measures.

All distributions under the eight national measures will be weighted based on the SDA's size as measured by the SDA's Title II-A expenditures and the degree to which the SDA exceeds its standards based on the range concept.

Within a national measure, funds will be divided on a 60-30-10% basis corresponding to three ranges. Awards will be adjusted based on these ranges. A range is defined for each measure so that it is equal to a multiple of the measure's Tolerance Factor (TF) as found in the US/DOL publication titled, "Guide for Setting Title II-A Performance Standards for PY 1988," page G-4.

Range 1 is defined as any value equal to or greater than the model determined value but not more than one TF greater than the model value. Range 2 is defined as any value equal to or greater than the model plus one TF but not more than two TF greater than the model value. Range 3 is defined as any value equal to or greater than the model value plus two TF.

If an SDA's performance falls in Range 3, the SDA automatically qualifies for Ranges 3, 2, and 1 funds. If an SDA's performance falls in Range 2, the SDA automatically qualified for Ranges 2 and 1 funds but not Range 3 funds. If an SDA's performance qualifies for Range 1 only, then it will not qualify for Ranges 2 and 3 funds.

On the national measure weeks worked in the follow-up period SDAs will be required to have a response rate of 70% on their follow-up surveys to qualify for the full incentive award on this standard. SDAs having a response rate of between 70% and 50% will be allowed to qualify for incentive awards on this standard but the dollar amount will be adjusted downward in proportion to the level of the response rate. Any SDA with a response rate of less than 50% will not be awarded incentives on this standard.

State Standard's Incentives

While SDAs are encouraged to exceed their state standards, incentive awards will not be based on the degree to which an SDA exceeds its state standards. Instead, distribution of these funds will be based on an SDA's size as measured by the SDA's Title II-A expenditures once the standard is exceeded.

Incentive awards will be made in December of 1989 based on SDA's previous program year's participant and close out financial data.

Attachment 6

Coordinator's Biennial Plan

INTRODUCTION

In 1985, the Minnesota Legislature passed and Governor Perpich signed an act (Laws of Minnesota, First Special Session 1985, Chapter 14, Article 9) mandating the integration of Minnesota's employment, training, income maintenance and support services. It further established the state's policy in these areas to be a "JOBS FIRST" policy.

The Act created an independent Office of Full Productivity and Opportunity to coordinate the state's activities encompassed by the "JOBS FIRST" policy. Minnesota Statutes 267.04, Subdivision 2 requires the Coordinator of the Office of Full Productivity and Opportunity in even numbered years to issue a Biennial Plan. This plan meets that requirement but also represents just one document in a continuing planning process.

Various public and private groups are examining the public assistance, employment, and support services programs. Among the public groups are the Welfare Reform Commission and the Commission on Poverty in Minnesota. The Welfare Reform Commission, which is staffed by the Office of Full Productivity and Opportunity, is focusing on AFDC and ancillary programs and is expected to issue its report in November, 1986.

Accordingly, the Coordinator intends to issue an updated plan later this year incorporating meritorious recommendations developed by these groups. In addition, the updated plan will attempt to include information which the planning process has identified as being needed and will make specific program recommendations.

* * *

Integration and Coordination

Minnesota's employment, training, income maintenance and support services system is extremely complex and confusing.

- Some programs are mandated and regulated by the federal government and others by the state. Still others are voluntary. These programs are supervised by various state agencies and some of these programs are directly operated by state agencies. Other programs are operated by counties and, in some cases, cities, while others are operated by private entities under contract.
- In addition, the federal government's Jobs Training Partnership Act (JTPA) creates a special purpose governmental unit (PICs) operating in Service Delivery Areas (SDAs).
- Funds for these programs include federal, state, and county taxes and, in rare cases, private funds. The mix of funding sources varies among programs.
- Different programs have different eligibility requirements and different target populations reflecting priorities at different times or concern that particular client groups were not being served.

Clearly such a mixture of programs calls for determined integration and coordination efforts. This should continue to be a major priority for all agencies working in this area. Furthermore, training of program managers and line personnel is critical to the success of the "JOBS FIRST" policy. Since employment and training programs are for the most part a new responsibility for counties, training programs for county human service staffs are essential.

* * *

Targeting and Performance Standards

Throughout this plan are proposals for targeting of programs to public assistance clients. Clearly, families on public assistance are in particular need of these services and that alone argues for targeting. Any success these programs have in helping a family get off public assistance will result in that much less of a demand on state and local public assistance funds. However, since many outside factors have an effect on the unemployment rate and public assistance caseload, it would be difficult to predict reductions in these areas.

It should be made clear that in calling for targeting, we are not suggesting (with a few noted exceptions) that all of the funds for a particular program should go to serving specified population groups. Rather, a certain percentage of the people served by the program should be from targeted population groups. The exact level of these goals and the definition of the target population groups will likely differ from program to program and should result, in part, from negotiations with program operators.

A system this complex is clearly difficult to manage. Furthermore, local conditions may argue for differing strategies. Thus, it seems wise to attempt to manage the system through setting realistic performance standards. Setting goals and basing funding, at least in part, on the success in reaching these goals seems to mesh readily with targeting strategies. Obviously, not all programs can be operated on a performance basis. More work needs to be done to determine where such standards are permissible and appropriate and what incentives to improve performance can be built into the system.

* * *

Vocational Education

The state's community colleges and area vocational technical institutes (AVTIs) represent two of the biggest publicly-funded job training activities in the state. Yet, they are only incidentally involved in helping solve the problem of helping people off welfare and into self supporting jobs. To be sure, the systems were not established for this purpose and cannot be faulted for attending to their original missions.

Yet the activities and potential contributions of the community colleges and AVTIs to achieving the goals of the Jobs Bill should not be ignored. The role of the community colleges and AVTIs with respect to these goals needs to be decided and clearly stated. Incorporation of language establishing goals in the system mission statements and targeting programs to public assistance recipients are options for consideration. At the very least, the coordination with other programs begun under the Jobs Bill needs to be continued and expanded. The goal should be to harness the special expertise and resources of these valuable institutions in the state's employment training efforts.

* * *

Job Creation

Finally, all the training programs in the world are useless if there are no jobs for the newly trained people. In a survey of county social service personnel conducted this Spring, respondents clearly stressed the need for job creation if they are to succeed in employment and training activities. While much success has been achieved these past few years, more needs to be done.

Job creation strategies are beyond the scope of this plan, but cooperative efforts with social services, employment and training programs, the Department of Energy and Economic Development, and local economic development agencies need to be explored.

* * *

This plan is the result of contributions from persons within and without state government. The following state agencies submitted information for inclusion in this plan:

- Department of Human Services
- Department of Jobs and Training
- Department of Energy and Economic Development
- Department of Labor and Industry - Apprenticeship Program
- Department of Natural Resources - Minnesota Conservation Corps
- Community College System
- Job Skills Partnership
- Vocational-Technical Education System

In addition, the Office of Full Productivity and Opportunity sent a questionnaire to over eighty groups and individuals throughout the state, including local governments. Fifteen responses were received. Many of their suggestions are included in this plan.

The assistance of all of the above is gratefully acknowledged.

I. STRATEGY FOR ACHIEVING FULL PRODUCTIVITY

Priorities for action are included in each of the following categories: employment and training services, income maintenance and support services, economic development, and post-secondary vocational programs as administered by the vocational-technical education system and community colleges.

The updated plan (to be issued later this year) will include a comprehensive program of integrated employment and training programs. Several elements seem important to the success of the program:

- the program should have clearly stated goals
- the program should be fair and easily understood by managers, providers, and recipients
- the program should include obligations for managers, providers, and recipients
- the program should present to non-exempt recipients a clear and attainable path to independence
- the program should, to the maximum extent possible, allow choices for recipients so that individual paths can be designed
- the program should permit voluntary participation by exempt recipients
- the program design should not hinge on legislative changes since that would result in at least a year's delay in implementation
- the program should include a marketing component to ensure maximum participation and should have the active support of state leaders.

A. Employment and Training Services

Highest priority must be given to achieving the following:

1. Performance-based funding should be explored for the delivery of employment and training services to increase accountability and create competition for the best possible services.
2. The Governor's Job Training Council should establish public assistance recipients as a top priority group. In particular, the following should be done:
 - a. At least one-half of Title IIA funds for adults should be spent on public assistance recipients. Basic skills education efforts should be a priority emphasis.

- b. The Title IIA youth monies should be targeted to persons up to age 22 who are General Assistance/Work Readiness (GA/WR) recipients, or who are parents receiving Aid to Families with Dependent Children (AFDC) or children from AFDC families.
 - c. Teen mothers should be a priority group for Title IIB youth and support service projects.
 - d. Awards from the Title IIA 6% incentive funds should be based on the SDA's (Service Delivery Area) performance in serving the target groups established by the Governor's Job Training Council.
 - e. The JTPA Title IIB summer youth program should be examined to determine whether it is possible to include extensive career development counseling, basic skills education, training, and support services rather than only on-the-job training.
3. The Work Incentive (WIN) program should be closely integrated with other sources of funds, such as AFDC Special Needs, JTPA, MEED, etc. Specific coordination procedures should be developed and goals should be established for placing increasing numbers of AFDC recipients in jobs, education, or training.
 4. Consideration should be given to letting counties decide how WIN will be delivered in their counties. Counties could then be required to state in their annual LSU (local service unit) plans how they plan to deliver WIN services.
 5. The state summer youth employment program should be targeted completely to benefit disadvantaged youth.
 6. AFDC grant diversion should be operated in every county to provide more opportunities for recipients to receive on-the-job training as well as work experience. Participant objectives and training and marketing strategies should be established.
 7. The MEED/wage subsidy program should be continued and should have specific performance objectives, particularly with respect to public assistance recipients placed in private sector jobs.
 8. The Work Readiness program needs to be evaluated, redesigned, and adequately funded if it is to continue to operate. In particular, the timeframes (2 months, 6 months) need to be examined to determine whether in that time any meaningful assistance can be provided. This program was created outside of the Jobs Act and needs to be evaluated in light of the state's commitment to helping people attain self-sufficiency.

9. Customized training designed for a specific employer, such as that currently being done by AVTIs and Job Skills Partnership, is particularly advantageous because it usually results in an actual job at a decent wage. When new jobs are being created, public assistance recipients should be targeted and recruited for training. Specific goals for serving the public assistance recipients should be set for the overall program responsible for customized training.
10. The Unemployment Insurance Transitional Training project should be continued and expanded.

The next higher priorities are:

1. An Apprenticeship Information Center should be established as a clearinghouse for the purpose of recruiting public assistance recipients, particularly women and minorities.
2. The Minnesota Conservation Corps (MCC) should work in conjunction with AVTIs, community colleges, and the state university system to award vouchers for education to those who successfully complete the twelve month programs. In addition MCC should examine incorporating an expanded literacy skills programs.
3. The Community Investment Program (CIP) for temporary public employment should be evaluated for its necessity in the Jobs First strategy and evaluated for the extent it duplicates the MEED public sector job program.

Finally, investigate the following:

1. Can the state's employment programs for veterans be integrated into the state's employment and training system?
2. Should the dislocated farmer programs be expanded?
3. What is the role of the Opportunities Industrialization Centers (OIC) in the state's employment and training system?
4. Should the Targeted Jobs Tax Credit marketing strategy be revised to achieve more widespread use?
5. If the Work Readiness program continues, should it be transferred to the Department of Jobs and Training.

B. Income Maintenance and Support Services

Highest priority:

1. Increase funding for child care.
2. Examine the administration and integration of various child care funding sources.
3. Efforts should be increased to ensure that the AFDC Special Needs fund (which is matched by federal funds) is used for child care to the maximum extent possible.
4. Examine the costs and benefits of establishing a system for sliding fee health care which would serve all low income persons. Options currently available under Medical Assistance (MA) should also be studied. If the need for basic health care is met, the transition from welfare to work could be made by many more people.
5. The departments of Human Services and Jobs and Training should plan and carry out a program to help counties modify local delivery of services to encourage voluntary participation in an employment program. This program would train county human services staff to emphasize to recipients the availability of local employment and support services. This effort should also involve training AVTI and community college counselors and staff about the availability of income maintenance and support services.
6. There must be increased collection of child support payments from non-custodial parents. Review programs in other states for setting child support standards, amounts, and collection procedures.
7. Unemployment insurance should be provided to part-time workers.
8. Staff of the Disability Determination Unit should work more closely with county social service agencies. Social services staff should be trained to collect information necessary to determine eligibility for Supplemental Security Income when accepting applications for General Assistance or in redetermining eligibility.
9. Co-location of income maintenance services with employment, training, and support services is a critical part of achieving the goal of the Omnibus Jobs Act. Counties should work vigorously to achieve co-location as quickly as possible. A plan to achieve co-location within a reasonable period of time should be included in the Local Service Unit plans by counties who have received a waiver of compliance with this requirement.

The next highest priority should be given to considering the following:

1. Greater Food Stamp outreach should be done and include the Community Action Program (CAP) agencies and, for the elderly, the Area Agencies on Aging.
2. Expand volunteer service programs at the local level to assist recipient families with needed support services (e.g., provide child care) or recruit AFDC recipients as volunteers in community service activities.
3. General Assistance (GA) categories of eligibility that are not considered physical or mental disabilities should be incorporated into the Work Readiness program without time limits on eligibility.
4. Examine the current availability of affordable housing for low income persons, particularly families.

C. Economic Development

Highest priority:

1. All loans and grants given by the Department of Energy and Economic Development (DEED) should include a requirement that the employer list job openings with Job Service. Data required in order to monitor the effectiveness of the First Source Agreement should be reported quarterly by the Job Service to the Department of Energy and Economic Development.
2. Job Service should target disadvantaged groups in implementing all job placement activities involving DEED loans and grants. Specific goals for placement of public assistance recipients should be established.
3. The Department of Energy and Economic Development should explore creating an incentive package for new or expanding businesses which includes employment, training, and education services using discretionary wage subsidy funds to be used to benefit public assistance recipients.
4. Small Business Development Centers should be strengthened and expanded, particularly in rural areas, and should give special attention to farmers who want to start small businesses.
5. The Department of Energy and Economic Development's goals should include the goal of employing persons on public assistance.

Next highest priority:

1. The Minnesota Department of Revenue should examine whether tax policies bias employers toward part-time employees.

D. Education: AVTI and Community Colleges

The biennial budget for the AVTI system is approximately \$370 million; for community colleges, \$200 million. Some of these funds need to be used on a priority basis for public assistance recipients.

Highest priority:

1. The State Board of Vocational Technical Education, the Community College System, and the institutions in these systems should develop strong goal statements to accomplish targeting of their services to persons on public assistance.
2. More resources must be allocated for basic skills education and remediation so that persons can acquire the skills in reading and math necessary to succeed in vocational programs. There needs to be better communication and cooperation between county social services agencies, employment service providers, and the AVTIs, community colleges, and Adult Basic and Continuing Education.
3. Both AVTIs and community colleges should increase the numbers of AFDC recipients recruited for non-traditional training and make vigorous efforts to assure completion of the program. Completion rates may be improved not only by child care but also by the use of role models or mentors and advocacy efforts on behalf of recipients in dealings with other students as well as with potential employers.
4. An improved system for identifying and tracking public assistance recipients in the education system should be developed. Such identification can be made anonymously with appropriate respect for confidentiality, but it is necessary to determine the extent to which persons on public assistance are receiving necessary education services.
5. Public assistance recipients ought to be allowed to audit courses when space is available, just as senior citizens are permitted to do. This opportunity will allow recipients to improve basic skills as well as try out courses of study to make them better prepared to enter courses for credit.
6. The Small Business Management and Farm Business Management programs should be expanded to include starting a new small business with particular attention to services for farmers and AFDC recipients.
7. The AVTIs and community colleges should establish strong communications with all local providers of employment and training services, including county social service agencies, Job Service, and JTPA providers. Written information on the availability of financial aids available for the older non-traditional student should be available at all of these offices.

8. The state should not count the cost of providing support services such as child care when determining instructional costs. Funding such non-instructional services drives up the cost of instruction and thus the tuition, creating a disincentive for educational institutions to provide these support services which enable public assistance recipients to attend school.
9. A communication and referral system is needed to identify and resolve problems encountered by public assistance recipients in attending vocational programs. Recipients frequently encounter inconsistent regulations which make it difficult if not impossible to attend school, such as a reduction in food stamp benefits with the receipt of education aid. One person could be designated at each institution (a counselor or financial aid officer) who would try to follow up on the problem, or refer it to state level personnel for policy determination. The Coordinator's office could act as a resource in managing these activities, particularly those which would need changes in state policy or rule.
10. Improved pre-enrollment assessment and counseling for career development should be available in secondary and post-secondary institutions so that persons are able to make well-informed decisions in choosing vocational programs appropriate for their skills and interests. Assessment of needs would include referrals to sources of remedial education to correct deficiencies before problems arise.
11. On-campus day care should continue to be available at or near every AVTI or community college. All community colleges already have day care; six AVTIs have child care centers and six more are due to open in fiscal year 1987. These efforts need to be supported and maintained, with special attention to coordination with AFDC Special Needs to cut costs.
12. The state's grants, scholarships, and tuition assistance programs should be examined, especially tuition aid for part-time students. Guidelines should be established for efficient integration with AFDC Special Needs and other sources of education assistance (such as JTPA) for persons on public assistance.
13. Post-secondary educational institutions should market aggressively their capabilities for customized training designed for a specific employer. These programs are particularly advantageous because they usually provide a decent wage and an assured job. When such training results in new jobs, public assistance recipients should be targeted and recruited for training. Specific goals for serving public assistance recipients should be set by the overall program responsible for customized training.

II. Maximum Use of Resources

1. The Department of Human Services should establish a procedure and carry out any necessary training to move General Assistance recipients to Supplemental Security Income (SSI) when it is appropriate to do so.
2. Families on General Assistance should be moved to AFDC when possible.
3. Maximize the use of performance-based funding, where appropriate, throughout the employment and training system.
4. The Department of Jobs and Training should examine instituting a system for tracking job retention of participants in jobs/training programs for one year after completion of the program.
5. The Department of Jobs and Training should examine developing a uniform data collection system for all jobs/training programs to measure and compare effectiveness of programs in helping people find jobs.
7. The departments of Human Services and Jobs and Training should standardize eligibility guidelines when possible for current and future programs in income maintenance and training programs.

8. Review the Targeted Jobs Tax Credit program to determine if it should be marketed more extensively to achieve maximum use.
9. Local flexibility needs to be maintained in assignment of responsibilities and coordination of resources, combined with effective performance standards and measurements.
10. The MEED/wage subsidy program should have specific performance objectives in the LSU plans, particularly with respect to public assistance recipients placed in private sector jobs.
12. If foundation support is unavailable, state funds should be appropriated for the Higher Education Coordinating Board's proposed project to create and disseminate information about education and training opportunities for economically distressed areas. The board proposes, through video and printed materials, to consolidate and disseminate information on financial assistance, education, and training opportunities for economically disadvantaged persons targeted to distressed areas of the state.

The following ideas deserve further consideration and study by the Department of Revenue:

1.
 - a. The feasibility and desirability of state tax incentives for employers who sponsor in-house day care programs or who train and/or hire disadvantaged people.
 - b. Whether there are tax policies that bias employers towards part-time employees.
 - c. The effects of income tax levels and credits as incentives or barriers to working rather than remaining on public assistance.

III. Integration of Federal, State, Local, and Private Resources

1. Planning processes need to be integrated for consistency, communication, and implementation of the Jobs Bill:
 - the Local Service Unit planning process with the plan for JTPA/PIC, Job Service, WIN, Community Social Services Act (CSSA), and child care sliding fee
 - the JTPA Governor's coordination plan with the Coordinator's office biennial plan.
2. Link state and local economic development efforts with jobs, training, and education services. While the Department of Energy and Economic Development has the lead responsibility for promoting Minnesota's resources for economic development, the Department of Jobs and Training, education systems, and JTPA should have special responsibilities and commitments in these promotional activities.
3. Customized training should continue to be delivered and with greater frequency by the state's post-secondary institutions as a way to improve private sector involvement with the state's education, jobs, and training programs.
4. Since many Indian reservations cross county lines, an amendment to the Jobs Bill should be considered which would allow the reservations to receive MEED/wage subsidy funds directly.
5. Funds should be appropriated to the Department of Human Services to qualify for federal matching funds (10% state, 90% federal) to design and implement the automated eligibility system for Food Stamps, AFDC, Medical Assistance, and employment and training programs. This system will provide integrated intake, eligibility, and client tracking for public assistance and employment and training programs.
6. Funds should be provided for operating the statewide information and referral network (IRIS). Current funds will allow for the development of the state information and referral database, duplication and distribution of the database, and training for providers.
7. A more simplified, rational organization of employment and training services needs to be developed to make it worthwhile and possible for counties to take responsibility for local delivery of employment and training services. At present they can make decisions regarding only work readiness and wage subsidy/MEED, but their authority and involvement with JTPA, a major source of employment and training funds, is less direct. Other programs, such as WIN and Targeted Jobs Tax Credit, are beyond their control.

Attachment 7

Governor's Coordination Strategy & Criteria

Governor's
COORDINATION STRATEGY AND CRITERIA
for Program Years 1987 - 1988

INTRODUCTION

Section 71, Article 9, Chapter 14 of the Laws of Minnesota, 1985 (known as the Jobs Bill), the Job Training Partnership Act (JTPA), and the amended Wagner-Peyser Act require the State to establish criteria for measuring the adequacy of locally-agreed-upon service delivery strategies for job training and placement programs operated by State and local agencies.

The State recognizes that there is already in place a mixture of formal and informal coordination arrangements in many areas of the State. It also recognizes the necessity to maximize resources, reduce competition and increase the efficiency and effectiveness of job training and placement programs throughout the State.

COORDINATION CRITERIA

The following are key partners within the employment and training system. The roles, responsibilities and relationships among these agencies in the delivery of services must be clearly defined.

1. Job Services and Job Training: Local Employment and Training Plans shall include a written agreement developed by the State Job Service agency and each Service Delivery Area (SDA) to describe each entity's respective roles and responsibilities with regard to provision of services such as:
 - a. intake, referral and recruitment;
 - b. job search/job seeking skills; and
 - c. employer contacts, job openings and placement.

2. Job Training and Human Services: Local Employment and Training Plans shall describe the respective roles and responsibilities established with area counties and cities regarding strategies to reduce welfare dependency through a clear and consistent referral system. Existing written agreements which address these arrangements should be referenced and, where appropriate, included in the Job Training Plan.

3. Job Training and Education Services: Local Employment and Training Plans shall describe the respective roles and responsibilities established with local education agencies to provide necessary educational services, including remedial and basic education and vocational training.