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State of Minnesota

Governor's Coordination
and
Special Services Plan

Program Years 1988-1989
PROGRAM YEAR 1989 UPDATE

State Job Training Office
Division Of Jobs, Opportunities & Insurance
Minnesota Department Of Jobs & Training
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May, 1989

CERTIFICATION

I hereby certify:

1. That this Program Year 1989 update to 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 Section 8 of the Wagner-Peyser Act and Sections 121 (a)(1) and (b)(4) of the Job Training Partnership Act (JTPA) for programs to be operated in Program Year 1989;
2. That the Minnesota Department of Jobs and Training has continued to maintain requisite fiscal and fund accounting procedures necessary to assure the proper dispersal 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 update are consistent with the Minnesota Jobs Act;
4. That the Minnesota Department of Jobs and Training has continued to maintain procedures to prohibit discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of handicap under Section 504 of the Rehabilitation Act, on the basis of sex under Title IX of 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 the STATE OF MINNESOTA GOVERNOR'S COORDINATION AND SPECIAL SERVICES PLAN and this Program Year 1989 update.



RUDY PERPICH

Governor

June 30, 1989

DATE

INTRODUCTION

The purpose of this Program Year 1989 update to Minnesota's PYs 88-89 Governor's Coordination and Special Services Plan is to describe the current priorities, utilization and coordination activities of the state's employment and training system. It is designed to meet the federal requirements for State plans under both the Job Training Partnership Act (JTPA) and the Wagner-Peyser Act (Job Service). It is also intended to be used as a reference guide for Minnesota's employment and training resources.

Program Year 1989 will be marked by an emphasis on the following:

1. Service to public assistance recipients by giving them the appropriate training helping such individuals leave P.A. programs and obtain good jobs;
2. Service to "at-risk" youth by providing them with the necessary skills and work experience enabling such individuals to become economically and socially self-sufficient;
3. Service to the "homeless" by giving them the job skills enabling these individuals to become more "rooted" in the community;
4. Coordination of Minnesota's employment and training resources enhancing effectiveness and efficiency.

In late 1988, the Governor reconstituted the Governor's Job Training Council to fulfill the federal requirements for State Councils under EDWAA and Wagner-Peyser.

This plan was prepared by the Minnesota Department of Jobs and Training. A new plan will be prepared next year, in accordance with the two year planning cycle outlined in the JTPA.

MINNESOTA DEPARTMENT OF JOBS AND TRAINING
Joe Samargia, Commissioner
May, 1989

I. P O L I C Y

A. Minnesota Jobs Act

The 1985 Minnesota Jobs Act as amended 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 89

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 1989. It served as a guide in the preparation of PY 1989 Updates to 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. In late 1988, the GJTC was reorganized to meet the requirements of EDWAA. To assist the council and to prepare policy recommendations for them, the Governor appointed four committees, as follows:

1. Job Service/National Issues 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 the 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 are provided in Attachment 3.

E. Service to At-Risk Youth

In 1988, the Minnesota Legislature passed a bill restructuring the Minnesota Youth Program (MYP). the purpose of the MYP has been expanded beyond the original language which authorized placement of youth in part-time and full-time work experience during the summer months. MYP operators are addressing the new goals as follows: 1) Expand services to at-risk youth: At risk youth include dropouts, in-school youth deficient in basic skills, youth in welfare households, teen parents, youthful offenders, substance abusers and handicapped youth; 2) Address the youth literacy problem: Program operators now have the flexibility to provide second-chance strategies to at-risk youth who have deficiencies in basic subjects such as reading, math, and writing. Services can be tailored to the needs and circumstances of individual young people; 3) Provide operators with the flexibility to offer services year-round: In order to effectively impact the long-term employability and well-being of young people facing serious employment barriers, MYP programs need to work closely throughout the year with other community agencies that serve youth. Programs designed to impact basic skills and help participants work toward completion of a major level of education need to be available year around.

The JTPA amendments of 1986 required all SYETP providers to: 1) assess the reading and math skill levels of eligible participants; and 2) incorporate remedial education components into the summer youth program design.

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.

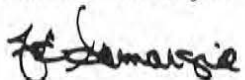
Further, a clear statement of mission provides us with a framework on which to build statewide employment policies as required by the 1985 State Jobs Act.

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

<u>Program</u>	<u>Est. PY89 Annual Funding</u>	<u>Contact/Phone</u>
A. Federal Programs		
1. Job Training Partnership Act (JTPA)		
a. Block Grant (II-A)	\$20,349,307	Don Mohawk/296-8008
1) State Programs (22%)	4,476,848	Don Mohawk/296-8008
a) Administration (5%)	1,017,466	Don Mohawk/296-8008
b) Incentive Grants (6%)	1,220,958	Larry Eisenstadt/296-6073
c) Education Coordination & Grants (8%)	1,627,945	Charlie Robinson/297-1054
d) Older Worker Grants (3%)	610,479	Charlie Robinson/297-1054
2) Service Delivery Area (SDA)	15,872,459	Larry Eisenstadt/296-6073
b. Summer Youth Employment & Training Program (SYETP) (II-B)	7,846,619	Kay Tracy/296-6064
c. EDWAA	2,269,537	Ed Retka/296-7918
2. Job Service		
a. Labor Exchange	11,867,347	Karen Karkula/296-8748
b. Targeted Jobs Tax Credit (TJTC)	202,545 (admin. only)	Norm McGraw/296-6732
c. Trade Adjustment Assistance (TAA)	571,000	Norm McGraw/296-6732
d. Veterans Job Placement Program (LVERs/and/DVOPs)	2,783,830	Dick Reinhart/297-4338
3. Other Federal Programs		
a. MN Occupational Information Coordinating Committee (MOICC)	114,000	John Cosgrove/296-2072
b. Juvenile Justice Grant Program	790,000	Jerry Ascher/296-8601
c. Senior Community Service Employment Program (SCSEP)	1,603,418	Charlie Robinson/297-1054
B. State Programs		
1. Minnesota Conservation Corps (MCC)	1,150,000	Larry Fomnest/296-6195
2. Minnesota Employment & Economic Development Program (MEED)	9,000,000	Peggie Jackson/297-2437
3. Minnesota Youth Program	2,850,000	Kay Tracy/296-6064
4. Opportunities Industrialization Centers (OICs)	205,000	Benjamin Wright/296-6174
5. Work Readiness	4,428,833	Steve Erbes/297-4841
6. Youth Intervention Program	250,000	Jerry Ascher/296-6064
C. Other Programs (Mixed Fund Sources)		
1. Aid To Families w/Dependent Children (AFDC) Work Programs (PATHS/JOBS)		
a. State Administration	719,801	Karen Wagner/296-2460
b. Emp. & Trng. Block Grants	4,502,026	Karen Wagner/296-2460
c. Special Project Grants	1,355,516	Karen Wagner/296-2460
d. Case Manager Training	250,000	Karen Wagner/296-2460
e. Case Management	5,786,417	Karen Wagner/296-2460
2. Apprenticeship	408,000	Bob Wickland/296-2371
3. Community Colleges	133,000,000	Glenn Wood/297-7426
4. Displaced Homemaker Program	1,460,000	Laura Turner/296-5325
5. Food Stamp Employment & Training Program	650,000	Mamie Wertz/297-1313
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)	10,000,000	Karl Nitardy/642-0522
9. Vocational Education	230,000,000	Bob Rocklund/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 1989 (PY 89) 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 89 federal formula allotments under Titles II-A, II-B and III (EDWAA) of the Act.

a) State Resources	\$ 5,384,663
Adult & Youth Programs 4,476,848 (22% of II-A)	
-Administration (5%)	1,017,466
-Incentive Grants & TA	1,220,958
-Education Coord. Grants	1,627,945
-Older Worker Programs	610,479
EDWAA (40% of Title III)	907,815
b) SDA Resources	\$23,719,078
-Adult & Youth Programs (78% of Title II-A)	15,872,459
-Summer Youth E & T Programs (100% of Title II-B)	7,846,619
c) Substate Areas (EDWAA)	
50% of Title III	\$ 1,134,768
10% of Title III	\$ 226,954
Total:	\$30,465,462

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 - \$1,017,466): 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 \$1,220,958) - 88% (\$1,074,443) of these funds will be distributed to the SDAs based on their PY 1988 performance. The remaining 12% (\$146,515) will be reserved 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 - \$1,627,945):

i) 20% of these funds (\$325,589) 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 (\$1,302,356) 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% - (\$976,767) will be distributed via formula to SDAs. All of these funds must be used to serve public assistance recipients. 20% (\$325,589) 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% of Title II-A - \$610,479) - 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) EDWAA (further described in EDWAA State Plan) - (40% of Title III - \$1,134,769) - These funds will be used to fund a statewide rapid response team to help determine the needs of dislocated workers. Remaining funds are planned to be used to respond to plant closings and substantial lay-offs that have a state wide, region wide or industry wide impact.

- 3) **SDA Programs:** The SDAs receive, by formula, 78% of the State's Title II-A funds (\$15,872,459) to use for year-round Adult and Youth Programs and 100% of the State's Title II-B funds (\$7,846,618) to use for a Summer Youth Employment and Training Program (SYETP). Summaries of the utilization plans for both programs are included as Attachment 4.
- 4) **Substate Area EDWAA Programs:** Substate areas, designated under EDWAA receive, by formula, 50% of the State's Title III funds (\$1,134,768) to help dislocated workers return to the labor force. In addition, substate areas will be able to apply for 10% funds (\$ 226,954) to respond to plant closings and substantial lay-offs.

Performance Goals: The basic performance goals for Substate Area EDWAA programs include.

-Entered Employment Rate	64% (min.)
-Average Wage At Placement	\$6.00/hr. (\$5.00/hr. in distressed counties)

In economically depressed regions of the State, the Average Wage At Placement may be set at \$5.00 per hour if justification is provided.

b) Performance Standards

The Secretary's performance standards will be adjusted using the regression analysis model developed by DOL. The PY 1989 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 in 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 Title II-A Program Characteristics and Outcomes

<u>CHARACTERISTIC</u>	<u>PY 86</u>	<u>PY 87</u>	<u>PY 88</u> (7/1/88- 12/31/88) (2 Qtrs.)
Total Participants	21,154	21,391	11,948
Adults	14,609 (69.1%)	14,166 (66.3%)	8,025 (67.3%)
- Welfare	6,772 (32.0%)	7,162 (33.4%)	4,378 (36.6%)
Youth (14-21)	6,545 (30.9%)	7,225 (33.7%)	3,923 (32.7%)
Total Placements	10,417	10,958	3,662
Adults	7,359 (70.6%)	7,502 (68.6%)	2,554 (69.9%)
- Welfare	2,940 (28.2%)	3,337 (30.8%)	1,213 (33.1%)
Youth	3,058 (29.4%)	3,456 (31.4%)	1,108 (30.1%)
Placement Rate - Total	(71.7%)	(71.8%)	(74.8%)
Adult	(76.0%)	(76.6%)	(80.0%)
- Welfare	(69.1%)	(71.5%)	(74.8%)
Youth	(63.2%)	(63.5%)	(65.2%)
Youth Terminations -Total	4,840	5,443	1,700
Positive Terms	4,090 (84.5%)	4,523 (83.1%)	1,462 (86.0%)
Average Weeks Participated			
Adult	26.5	26.1	26.0
- Welfare	30.4	30.4	28.4
Youth	22.1	21.5	17.4
Average Hourly Wage			
Adult	\$5.56	\$5.75	\$5.92
- Welfare	\$5.37	\$5.62	\$5.83
Youth	\$4.46	\$4.59	\$4.72
Cost Per Participant	\$ 947	\$1,035	\$ 686
Adult	\$ 935	\$1,056	\$ 682
Youth	\$ 975	\$ 994	\$ 694
Cost Per Placement	\$1,923	\$2,008	\$2,238
Adult	\$1,855	\$1,995	\$2,144
Youth	\$2,086	\$2,039	\$2,456

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 1989

TOTAL AVAILABLE \$30,465,463

A. State Resources \$ 5,384,663

- 1. Title II-A (22%) \$ 4,476,848
 - a. Administration \$ 1,017,466 (5%)
 - b. Incentives \$ 1,220,958 (6%)
 - c. Education Coordination and Grants \$ 1,627,945 (8%)
 - d. Older Workers \$ 610,479 (3%)
- 2. EDWAA (40% of Title III) \$ 907,815

B. Service Delivery Area (SDA Resources) \$23,719,078

- 1. Title II-A (78%) \$15,872,459
- 2. Title II-B (100%) \$ 7,846,619

SDA	Title II-A	Title II-B	Total
1. Northwest	\$ 871,398	\$ 420,814	\$ 1,292,212
2. *Rural CEP, Inc.	3,180,841	1,536,290	4,717,131
3. Northeast	1,911,837	923,386	2,835,223
4. Duluth	526,490	254,309	780,799
5. PIC 5	1,791,366	865,247	2,656,613
6. Southwest	793,782	366,359	1,160,141
7. South Central	694,420	324,222	1,018,642
8. Southeast	1,087,263	485,157	1,572,420
9. Hennepin/Scott/Carver	782,036	511,443	1,293,479
10. Minneapolis	1,354,873	719,457	2,074,330
11. St. Paul	1,020,440	492,925	1,513,365
12. Anoka	405,065	195,773	600,838
13. Dakota	393,954	190,281	584,235
14. Ramsey	191,422	141,004	332,426
15. Washington	138,884	87,333	226,217
16. Stearns & Benton	559,346	255,251	814,597
17. Winona	169,042	77,368	246,410
TOTAL	\$15,872,459	\$ 7,846,619	\$23,719,078

Funding levels are for new obligational authority only.
*Funding shown for Rural CEP, Inc. does not include federal supplement.

C. EDWAA Substate Areas \$1,361,722

- 1. 50% of Title III \$1,134,768
- 2. 10% of Title III \$ 226,954

2. Job Service

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Wagner Peyser Plan 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 (subject to funding level) for Program Year 1989 are to place 7,029 unemployment insurance claimants in jobs, to receive at least 63,236 job orders statewide, to receive at least 147,553 job openings statewide, to fill at least 85,979 job openings statewide, and to assist at least 13,144 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 remained at relatively the same level over the last five years while operating costs have risen. 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 resume system will enable employers to expand their search for professional, technical and sales workers in a six state area; in addition a computerized self-service listing of all jobs available in the Job Service network will become 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 National Issues/Job Service 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 continue. 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 persons with disabilities and provide job counseling and placement of persons with disabilities;
- 3) The State will designate at least one person in each State Job Service office whose duties will include providing services/activities for disabled persons described above;

- 4) As a State where a board, department, or agency is charged with administering State laws for vocational rehabilitation of persons with disabilities, the Agency shall cooperate with such board, department, or agency in providing service/activities to persons with disabilities 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, disability, 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.

PROGRAMS EMPHASIS

This statement has been developed to set the overall framework for Job Service planning for Program Year 1989. 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 1989, 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 service applicants and employers to encounter 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 objective for Program Year 1989 (subject to funding level) are to:

- 1) Place Unemployment Insurance claimants in jobs in a proportion of at least 14% of total statewide placements. For the purpose of this calculation we exclude those youth under the age of 22 who are not eligible for unemployment insurance compensation.
- 2) Receive at least 63,236 job orders statewide. Strengthen awareness and utilization of local Job Service Employer Committees.
- 3) Receive at least 147,553 job openings statewide.
- 4) Fill at least 85,979 job openings statewide. Maximize use of the Job Matching system.
- 5) Assist at least an additional 13,144 persons to obtain employment (without selection and referral as required for placement) after receiving services from Job Service offices.
- 6) Continue to give preference and priority to veterans, especially Vietnam Veterans. Wagner-Peyser staff will also assist the dedicated veterans staff in this mission in order to meet the compliance standards established.
- 7) Market the services available to unemployment compensation recipients through the experimental entrepreneurial pilot, allowing selected recipients to establish their own businesses.
- 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 expansion and coordination of computer assisted systems.
- 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.

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).

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 include the following:

The Job Service has implemented 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 is 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 system was developed because the employers felt that such a system was necessary to recruit applicants ordinarily searched for on a national basis. 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 job seekers 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.

B) Job Service Employer Committees (JSECs)

The employers of Minnesota who voluntarily participate in a Job Service Employer Committee provide a means of advising the department on how to best present programs and services to employers. The JSEC committees also provide information to employers on how to use the agency's programs and services.

Emphasis will be on expanding total JSEC membership, particularly in the Twin Cities Metropolitan Area. The State Steering Committee will be expanded to full capacity in order to carry out better geographic communication and better facilitate the membership drive.

There will be continued emphasis on JSEC members recruiting other employers to JSEC membership and to using the Job Service.

There will also be continued emphasis on increasing the number of members serving on Private Industry Councils (PICs). The state JSEC will maintain a permanent seat on the Governor's Job Training Council.

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.

A new project called Re-Employ Minnesota (REM) has been piloted and has been successful in cutting back on the average time spent on a claim. That program is mentioned in more detail later in this section.

D) National Job Bank

Minnesota will continue to participate in the National Job Bank (NJB) 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 openings. Minnesota applicants can be referred to openings in other states by reversing the process.

E) Services to Persons with Disabilities

A staff member in each Job Service area office is designated as the handicapped specialist. He/she provides job development and job referral services to disabled clients and coordinates the provision of other services (counseling, testing, supportive service referrals) which may be handled by other staff.

There is coordination at the state and local level with organizations and agencies that serve disabled workers. Each year Job Service offices participate in National Employ Persons with Disabilities week.

Under the new veterans case management program, disabled veterans will receive specialized intensive services; they are assisted in developing a plan, and given support as the steps of the plan are implemented.

F) Services to Youth

The Job Service is involved in a number of programs which are designed for youth. Job Service activities include screening, referring and placing youth into programs which are available through public and private employers. Coordination is maintained with other agencies such as Private Industry Councils, Community Action Agencies and state, local and federal units of government.

The mini-office program operated by the Job Service continues to be a highly effective method of placing youth in summer jobs. In this program youth are hired with funds from the Minnesota Youth Program and are trained to operate a mini-Job Service office for youth under the supervision of a professional Job Service staff person. Most mini-offices are located in rural communities which are too small to have a full-time Job Service office. Mini-offices concentrate on referring youth to farmers who need help during the summer for various activities such as rock picking, bean weeding, and corn detasseling. In 1989, the Job Service expects to operate about 110 mini-offices. Depending on the weather and the economy it is expected that these offices should make about 16,000 job placements. Most of these placements will be in the private sector.

G) Counseling

Counseling is a service for clients who need help making a career decision, or those facing employment barriers which ordinarily could not be overcome by referral to a job opening. There is often the need for systematic review of the employment history, assessment of skills

and potentials, and exploration of resources in the community which can offer special services. The goal of counseling is to develop a realistic employment plan which will lead to a job.

While the Job Service currently emphasizes the labor exchange function, counseling is still available on a limited schedule in many locations.

H) Testing

Tests are used in the Job Service in two ways: to help clients with vocational planning; and to determine if applicants have the skills or aptitudes needed for referral to specific job openings. The tests most often used for vocational guidance are the General Aptitude Test Battery (GATB) and the USES Interest Inventory.

The Test Match program is in operation in many offices. Under Test Match, applicants are tested with the GATB prior to receiving a job referral. The tests results identify which applicants have the highest potential for performing well on a wide range of jobs. By referring applicants who score high on the relevant aptitudes the Job Service increases the likelihood that both the applicant and employer will be satisfied.

For jobs requiring clerical skills, the Job Service can use typing, dictation, and spelling tests to verify that applicants have the appropriate skills prior to referral.

I) United States Employment service Test Release Program

The Employment Programs Section in the Office of Job Service and Unemployment Insurance Operations has been authorized by the United States Employment Service to make available a full range of their vocational tests to qualified and certified organizations and individuals in Minnesota. These tests include an outstanding battery of aptitude measures for those who can read and for non-readers as well, an interest inventory, and an achievement test in reading and math.

Qualified users are eligible to enter into contracts with the Minnesota Department of Jobs and Training, with the understanding that these tests can be used for counseling purposes only, ie., employability assessment and career planning. Staff of these organizations must undergo training by the Employment Programs Section in order to become certified under the contract.

Contractees represent the public and private sectors, profit and non-profits, high schools, area technical institutes, community colleges, universities, hospitals, rehabilitation programs, mental health centers, employment and rehabilitation counselors, licensed consulting psychologists, school counselors, qualified rehabilitation consultants, JTPA and PATHS program providers.

Most of the clients receiving these tests are in the "special needs" category. They are individuals on Workers' Compensation, persons with disabilities, dislocated workers, students developing more appropriate career plans, economically disadvantaged, in-patients and out-patients, persons receiving therapy, functionally illiterate; all exposed to

better tools of assessment and able to benefit from vocational counseling, along with a wide range of services not available through the State Job Service alone. With the clients' consent, test data can be shared between contracting organizations and the Job Service, eliminating the duplication of services and providing an effective network for the exchange of information.

J) Veterans

Funding for the Veterans Program results from a yearly contract with the Federal Government. The funding varies from year to year based on congressional action. For fiscal year 1989 the Department of Jobs and Training will receive \$2,783,830. This amount is \$298,957 more than last year. Approximately 70 staff whose primary responsibility is working with veterans will be funded with this money.

These veteran staff are called Local Veterans Employment Representatives (LVERs) and Disabled Veterans Outreach Program Representatives (DVOPs) and are scattered throughout the state at approximately 54 Job Service locations. They serve a veteran population of approximately 495,000. Of these, many are retired and no longer seeking employment. Most World War II veterans and many Korean War veterans are now out of the labor market, thus the largest group of veterans Job Service is working with are Vietnam-Era veterans. While all Job Service staff have a responsibility to give preference and priority of service to veterans, the LVER and DVOP representative are dedicated to veterans' activity exclusively.

K) Re-Employ Minnesota (REM) Project

A new program within the JS & UI Operations Division is the Re-Employ Minnesota (REM) Project. This Job Service Unemployment Insurance cooperative effort seeks to reduce the duration of UI benefit recipients via the provision of better services. Set up as an experiment, claimants are randomly assigned to control and experimental groups. Claimants in the control group receive the regular UI and Job Service services. Claimants assigned to the experimental REM group receive more concentrated services in a case management setting. REM clients receive intensive reemployment services on the same day they file for benefits. When they report in person again the REM client returns to the same case manager. The REM case managers are limited to a case load of 40 unemployed individuals. This limitation allows the case manager to devote more time to each client, providing more personalized and intensive services.

Resources for the project come from the UI Penalty and Interest Fund. The goal of the project is to reduce the average duration of experimental group REM clients by at least 20%. This level of reduction would result in a savings to the UI Trust Fund which would exceed the cost of running the program. \$780,000 were set aside to administer the program for one year. After the first 6 months, REM has saved \$450,000 and has reduced duration by 27% (2.23 week/claim). If savings continue at current levels, more than \$1,000,000 in savings will accrue in the UI Trust Fund.

L) **Services To Migrant And Seasonal Workers**

The Job Service is required by Federal regulations, 20 CFR 653.107, to operate an outreach program to locate and contact all Migrant and Seasonal Farmworkers (MSFWs) arriving in the state to find employment, whether or not they use Job Service. The object is to offer the full range of employment services including counseling, testing and job and training referral services to MSFWs as are provided to non-MSFWs.

Initially, each state must assess the need for outreach services and develop resources and plans to conduct an effective program. (See chart and letter at end of section.)

Assessment of Needs

During the 1989 harvest season, 8-9,000 MSFWs are expected to visit Minnesota seeking work associated with sugar beets and vegetables. The majority will weed and thin sugar beets with the balance (450-700) working the cucumber and potato harvest or plant processing of vegetables and poultry. Most travel in family groups and return to their home state upon completion of sugar beet field activities which usually end in mid-July.

Services provided to MSFWs by Job Service will be structured toward extensive employer contact and job development which will conclude with massive referral and placement activity. When required, MSFWs will be referred to supportive agencies and resources for assistance in resolving complaints or problems as they occur.

Assessment of Resources

Staffing for the 1989 season will involve three permanent full-time bilingual Migrant Labor Counselors (MLC) at Willmar, Moorhead and Crookston/East Grand Forks and several seasonal MLCs to assist at these offices and at Fergus Falls/Breckenridge. Regular Job Service grants (Wagner-Peyser) fund the MSFW program and are not dedicated.

Proposed Outreach Activities

Job Service shall operate an outreach program to locate and contact MSFWs not reached by the usual intake activity of the area offices. MSFWs will be provided services at least equal to that received by non-MSFWs as a commitment to its policy. Outreach staff will contact between 4,500-4,800 MSFWs in 1989 to provide employer contacts, job development and arrange for services to other agencies serving MSFWs. Contacts with the MSFWs will be made at their living and work sites, social service agencies, schools, and other gathering places. Such activity will be maintained by a daily log with the number of contacts and services provided for mandated reporting to the U.S. Department of Labor.

Outreach staff will inform MSFWs of farmworkers' rights and the full range of services provided by Job Service offices. They will refer MSFWs to agriculture and non-agriculture job openings, training opportunities, supportive services, testing, counseling, unemployment insurance and the complaint system. In addition, they will conduct job development contracts. Regular Job Service and outreach staff located in offices of the Minnesota Department of Jobs and Training will ensure MSFWs receive service comparable to Non-MSFWs.

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 of 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.

The following items are standards of performance which must be met by the program. As Minnesota is a "significant" MSFW State, (by Federal Regulations) four of the following seven minimum service level indicators are to be met:

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 review of the outreach program at 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-MSWs 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.

2) SUPPLEMENTAL GRANT APPLICATIONS (SGAs)

A) Local Veterans Employment Representatives (LVERs) and Disabled Veteran Outreach Program Representatives (DVOPR)

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

B) Trade Adjustment Assistance (TAA)

Dislocated workers who were laid off because of increased imports qualify for the services under the Trade Adjustment Assistance Program. Services include training, job search and relocation allowances, and cash benefits. The TAA Program allows the comingling of funds from other programs, such as JTPA, to ensure that training and other services will be received by these dislocated workers. September 30, 1991, is the ending date of the program unless it is extended by federal legislation.

There appears to be fewer employers whose workers will be eligible for the program in the 1989 program year. There were \$1 million obligated for placement and training services provided in program year 1988. In 1988, there were 341 individuals receiving cash benefits called trade readjustment allowances; 114 entered training, 229 individuals received job search and relocation allowances and 539 persons obtained jobs.

C) Targeted Jobs Tax Credit (TJTC)

Targeted Jobs Tax Credit (TJTC) is a program for employing low income and handicapped individuals. Employers who hire individuals from nine

target groups receive tax credits on their federal income taxes. Job Service made 11,228 eligibility determinations and 8,438 certifications during the 1988 program year. Certifications indicate the number of individuals hired by employers.

Funding to administer the program was reduced from \$495,284 in program year 1988 to \$202,545 for 1989. Congress may still legislate additional funds to cover the remainder of the program. The program is scheduled to end December 31, 1989.

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 FFY89, Minnesota received \$204,562 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 percent 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) GOVERNOR'S 10 PERCENT SET-ASIDE

Wagner-Peyser Section 8(b) funding is allocated within Minnesota on the basis of the disproportionate unemployment being experienced by local Service Delivery Areas (SDAs). The mathematical process is based upon the quotient resulting when the SDAs share of the State's unemployed is divided by the SDAs share of the State's Civilian Labor Force (CLF).

Our rationale is 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) 1989. Job Service districts (which are composed of multiple SDAs) will receive approximately the same relative share of 7(b) funding in PY 1989 as they received in PY89.

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. This constitutes about 90% of the 7(b) monies. In-school youth services are further characterized by out-stationing staff at technical institutes (TIs) and community colleges. Also planned are special placement services for unemployment insurance claimants and support for local Job Service Employer Committee (JSEC) activities.

Approximately one percent of 7(b) funding will again be reserved for performance incentives for Job Service Area offices. Approximately 9% of the 7(b) funds will be reserved for services to MSFWs with the money being allocated to those Job Service districts serving this special applicant group.

4) **MANAGEMENT INFORMATION SYSTEMS**

A) **Background**

The Department of Labor, through its State Employment Security agencies (SESAs) has, during recent years, made a strong effort to automate labor exchange service 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 next step was to automate even further by developing a real time self service Job Search System, which has been implemented.

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 an 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 has been installed in all Job Service offices. Several additional steps are now being taken to further enhance the system. Within the past year, a "common" application was developed so that both the employment application and Unemployment Insurance application are taken on the same form. Upon completion of the New Wage Detail system, the actual common intake system will be put in place. This means that applications for both programs will be entered on a common screen. This will save time for the clients of the department as well as the staff.

During the past year the Department installed its new self service job search system in ten test sites after successfully demonstrating it at the Minnesota State Fair. Within the first few months of 1989, the system will be installed in all offices of Job Service. The system will also be made available to colleges, vocational schools and community based organizations. It is hoped that it will even be expanded to other public locations in the future to give it even wider exposure.

The Minnesota Job Search system provides jobseekers with a computerized self search system to review job openings received by the Job Service throughout the State.

Jobseekers respond to simple instructions on the computer screen by entering numbers on a 10-key pad. First, they select the area of the state they would like to work in. Next, they select the kinds of jobs they are interested in. The computer then displays job openings based on these choices.

The job openings describe the work and the employer's hiring requirements. Also included is the city where the job is located, pay, hours of work, if the job is full-time or part-time, and if it is permanent or temporary. All orders received by the Job Service are immediately placed in the system and displayed statewide.

Job seekers who find openings for which they are interested are directed to a Job Service Interviewer. If the jobseeker meets the employer's requirements, the Interviewer refers the applicant to the employer.

C) Interface of Automated Systems

The JOBS data entry and job matching system, and the Job Search system, have several interfaces. One of the most critical is the role

the systems play 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 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 judgement of the referral is up to the interviewer, so there is not a loss of human accountability and judgement. All placements and others 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 is 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. The self service Job Match enhances this system because applicants are given the opportunity to search out their own jobs. They can do this on a daily basis. It has great benefit because for those people who can develop their own job search, it allows for great utility of the interviewers to provide more time for interviewing activity. The applicants also feel they have participated to a greater degree in their job search.

5) 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 bi-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. Minnesota Department of Employee Relations (DOER) training requests are reviewed and authorized when appropriate. Outservice training continues to be a valuable resource when DOER and department training is not available.

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 of which many staff take advantage. 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 internal training resources are not available.

Proposed Training

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 continue to be provided until all managerial, professional and clerical staff have completed it. 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 videotape will be explored and such videotapes will be produced as indicated.

Training in interviewing skills will be provided to all JS and UI staff involved in the interviewing process. One 5-days session will be conducted each month until all staff have been trained.



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

April 12, 1989

Mr. Efren Tovar Leon
Acting Director
Minnesota Migrant Council
35 NE Wilson Avenue, Box 1231
St. Cloud, MN 56301

Dear Mr. Tovar Leon:

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 1989 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/jjh

Attachment

U.S. DEPARTMENT OF LABOR Employment and Training Administration ES SERVICES PROVIDED TO MIGRANTS and SEASONAL FARMWORKERS (All Sources of Funds)	STATE >>		PY > 1989		
	DATE	INITIAL	REVISIONS		
			No. 1	No. 2	No. 3
	Submitted				
Approved					

PART I. EQUITY RATIO INDICATORS

INDIVIDUALS	MIGRANTS AND SEASONAL FARMWORKERS		NON-MSPW		EQUITY \sqrt
	Individuals Recd. Service	% of Appl. Recd. Service	Individuals Recd. Service	% of Appl. Recd. Service	Col. 2 \div Col. 4
	(1)	(2)	(3)	(4)	(1)
TOTAL NEW APPLICANTS AND RENEWALS	3860		272,500		
1. Referred to Job (ES controlled)	2325	60%	151,211	56%	1.08
2. For whom some service is provided (ES controlled)	2662	69%	184,400	68%	1.02
3. Referred to Supportive Services (ES controlled)	360	9%	24,435	9%	1.00
COMPLETE APPLICATIONS NEW APPLICANTS AND RENEWALS	3706		242,035		
4. Contacted (ES controlled)	40	1.1%	5,082	2.1%	.52
5. For whom a Job Development Contact was made (ES controlled)	146	3.9%	8,795	3.6%	1.08

PART IIA. MINIMUM SERVICE LEVEL INDICATORS

BEARS DATA ITEMS	INDICATOR (Min %)	NUMBER	PERCENT
	(1)	(2)	(3)
1. MSPW Placed	42.5%	2120	54.9%
2. Placed on job with wage of \$2.00 or above hourly minimum	14.0%	678	17.6%
3. MSPW placed on long-term non-agricultural job (150+ days)	6.0	65	1.7%

PART IIB. MINIMUM SERVICE LEVEL INDICATORS

NON-BEARS ITEMS (ETA STAND, Part II)	CRITERIA	UNIVERSE	NUMBER	PERCENT Col. 3 \div Col. 2	PRODUCTIVITY (No. per EDW)
	(1)	(2)	(3)	(4)	(5)
4. Significant MSPW Loan Offsets	100%	4	4	100%	
5. Agricultural CLEARANCE ORDERS	% Checked	-	Checked	-	
6. Complaints	% Unresolved	0	0	100%	
7. Outreach Centers	Productivity	4500	2.0		10.2

\sqrt Ratio of 1.0 or greater than 1.0 in Column (1) indicates equity of service to MSPW.

EDW - Staff Days Worked

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.

II. PROGRAMS

B. STATE

C. OTHER PROGRAMS (MIXED FUNDING SOURCES)

B. STATE PROGRAMS

1. Minnesota Conservation Corps (MCC): (Larry Fonnest, 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. In addition, it provides year-round remediation for appropriate 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: (Steve Erbes, 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: (Jerry Ascher, 612/296-8061): 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): JOBS/PATHS
(Karen Wagner, 612/296-2460): a 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. The PATHS program, originally authorized by the 1987 Minnesota State Legislature, will be modified by July, 1989 to meet the requirements of the JOBS Program contained in the 1988 Family Support Act.

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: (Mamie Wertz, 612/297-1373): 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 '89

**Governor's Annual Statement of
GOALS AND OBJECTIVES
for Program Year 1989**

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

An effort will be made during Program Year 1989 to quantify all objectives.

- 1. Maximize State and local coordination activities in support of locally-based employment and training programs.**
 - a. Continue to make progress towards a "one-stop" employment and training system where service providers have distinct clearly defined roles and responsibilities.
 - b. Make the Job Services' Job Search System accessible to job seekers at multiple locations in all seventeen service delivery areas.
 - c. Expand the number of Job Service/JTPA offices statewide that are co-located from 14 sites to 18 sites.
 - d. Ensure that job training and placement programs play an integral part in the economic development process by: 1) increasing efforts to provide new and expanding businesses with labor availability studies and other labor market information; 2) entering into an increased number of first source agreements; and 3) expanding the utilization of JTPA services such as on-the-job training and customized training.

- 2. Reduce the number of Minnesota residents dependent on income maintenance programs.**
 - a. Serve public assistance recipients in the JTPA Title IIA 78% program at a level at least 15 percentage points above PY '85 actual, or 50% of total participants, whichever is lower.
 - b. Place UI claimants in a proportion of at least 14% 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 year round basic skills and remedial education for youth and adult participants with this barrier to employment.
 - b. Increase the proportion of "at risk youth" successfully completing job training programs as demonstrated by the number of participants attaining positive outcomes.

4. Increase the effectiveness of public employment services for both employers and the general public.
 - a. Receive at least 63,236 job orders in Statewide Job Service offices based on a ratio of 270 orders per staff year worked.
 - b. Receive at least 147,553 job openings in Statewide Job Service offices based on a ratio of 631 openings per staff year worked.
 - c. Fill at least 85,979 jobs through Statewide Job Service offices based on a ratio of 367 per staff year worked.
 - d. Have at least 13,144 persons obtain employment after receiving services from Statewide Job Service offices based on a ratio of 56 per staff year worked.
5. Improve the quality of placements obtained through all Job Service and JTPA employment and training programs.
 - a. Develop and implement JTPA policies that promote job retention and increased earnings.

Attachment 2

Governor's Job Training Council & Committees

April 1, 1989

GOVERNOR'S JOB TRAINING COUNCIL MEMBERS

BUSINESS & INDUSTRY

Mr. Gene Bier
2820 Holly Lane
Plymouth, MN 55447

612/475-0757

Ms. Linda White
First Bank West Broadway
1035 W. Broadway
Minneapolis, MN 55411

612/370-5362

Ms. Betty Lockwood
Care-A-Lot Childrens
Center
201 Sunrise Lane
Marshall, MN 56258

507/532-5649

Mr. Mike Lynch
Honeywell, Inc.
Honeywell Plaza, MN12-3327
Minneapolis, MN 55408

612/870-6015

Mr. Austin Sullivan
General Mills, Inc.
9200 Wayzata Blvd
Golden Valley, MN 55427

612/540-2311

Ms. Dee Gaeddert
National Computer Systems
11300 Rupp Drive
Burnsville, MN 55337

612/894-9494

STATE LEGISLATURE/AGENCIES

Rep. Wally Sparby
Rural Route 4
Thief River Valls, MN 56701

218/681-5879

Rep. Bernie Omann
9015 Co. Rd. 5
St. Joseph, MN 56374

612/296-6612

Sen. Carl Kroening
124 State Capitol
Aurora Ave.
St. Paul, MN 55155

612/296-4302

LOCAL-ELECTED OFFICIALS

Ms. Marcella Gonsorowski
District 4, Marshall
County Commissioner
Newfolden, MN 56738

218/874-3393

Ms. Dorothy Grotte
Martin County Commissioner
1310 School St.
Fairmont, MN 56031

507/238-3277

Mr. David E. Torgerson
Clinton City Councilman
521 First St.
Clinton, MN 56225

612/325-5152

GOVERNOR'S JOB TRAINING COUNCIL MEMBERS (Cont'd)

ORGANIZED LABOR/COMMUNITY-BASED ORGANIZATIONS

Mr. Bernard Brommer
Minnesota AFL/CIO
525 Park St., Suite 110
St. Paul, MN 55103

612/227-7647

Ms. Betty Bednarczyk
Service Employees Local 113
3001 Univ. Ave. SE, Rm. 507
Minneapolis, MN 55414

612/331-4690

Mr. Harold W. Peters
Teamsters Local 471
3001 Univ. Ave. S.E.
Minneapolis, MN 55414

612/331-1931

Mr. Bill Peterson
St. Paul Bldg. Trades Council
411 Main St., Room 206
St. Paul, MN 55102

612/224-9445

Ms. Pat Kiminski
Carlton County Central
Labor Body
1329 - 20th St.
Cloquet, MN 55720

218/726-2351

Mr. Efren Tovar Leon
Minnesota Migrant Council
P.O. Box 1231
St. Cloud, MN 56302

612/253-7010

GENERAL PUBLIC

Dr. Geraldine Evans
Rochester Community College
Highway 14 East
Rochester, MN 55904

507/285-7215

Ms. Nancy Christensen
MN Chamber of Commerce
and Industry
480 Cedar St., Room 300
St. Paul, MN 55101

612/292-4650

NATIONAL ISSUES/JOB SERVICE COMMITTEE

The mission of the National Issues/Job Service Committee is (1) to keep informed on national issues and legislation that concern employment, training, education, and related areas, and (2) to recommend policies, procedures or strategies that will improve overall knowledge, usage and utilization of the job service by the State employer community and state residents. Committee activities will include the following:

National Issues:

- o Develop a working knowledge of national issues which relate to employment, training, education and other areas that could impact upon Minnesota and its programs.
- o Track National legislation impacting employment, training, education and related areas; develop position papers; recommend actions for the Council on those bills that impact Minnesota and its programs.
- o Develop a coordinated strategy to help promote, formulate, or reshape federal legislation that will enhance and benefit Minnesotans and its programs.
- o Establish and maintain working relationships with the Minnesota Office in Washington D.C. and Minnesota's Congressional Delegation to communicate, inform, advise, recommend and assist in conveying the needs of Minnesota.

Job Service:

- o Address actions to encourage expanded use of the Job Service system labor exchange functions in meeting the employment needs of both employers and workers.
- o Coordinate efforts with the local Job Service Employer Committees.
- o Review processes and/or systems to ascertain those which may discourage use of the Job Service and recommend corrective action.
- o Suggest pilot programs in cooperation with specific businesses/industries, unions and employees to test methods of improving services, acceptance and utilization of the Job Service.

April 3, 1989

GOVERNOR'S JOB TRAINING COUNCIL
NATIONAL ISSUES/JOB SERVICE COMMITTEE

COUNCIL MEMBERS

Mr. Harold W. Peters
Teamsters Local 471
3001 Univ. Ave. S.E.
Minneapolis, MN 55414

612/331-1931

Ms. Betty Lockwood
Care-A-Lot Childrens
Center
201 Sunrise Lane
Marshall, MN 56258

507/532-5649

Ms. Nancy E. Christensen
MN Chamber of Commerce
and Industry
480 Cedar St., Rm. 300
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612/292-4650

Mr. Austin Sullivan
General Mills, Inc.
9200 Wayzata Blvd.
Golden Valley, MN 55427

612/540-2311

Ms. Dee Gaeddert, Chair
National Computer Systems
11300 Rupp Drive
Burnsville, MN 55337

612/894-9494

PUBLIC MEMBERS

Ms. Beverly Hall
265 Lafayette Rd. S.
St. Paul, MN 55107

612/291-1020

Mr. Gregory J. Sands
1044 Ramsdell Dr.
Apple Valley, MN 55124

612/370-5846

Ms. Carmen Ihlenfeldt
4103 Edgewood Rd. NE
Circle Pines, MN 55014

612/338-6721

PLANNING AND EVALUATION COMMITTEE

To review the plans and operations of State and local systems providing employment, training and related services, including JTPA, Job Service and Vocational Education, and provide comments and recommendations to the Governor's Job Training Council on the relevancy, effectiveness and coordination of such systems in the State.

- o To conduct periodic program evaluations (including impact evaluation) to determine whether JTPA in Minnesota is meeting national and State goals such as increase in employment, increase in earning and reduction in welfare dependency;
- o Recommend a Governor's Coordination and Special Services Plan (GCSSP);
- o Advise the Council on local job training plans and certify the consistency of such plans with criteria under the GCSSP;
- o Review and comment on the State plan for employment services; and
- o Review and comment on the State plan for vocational education.

April, 1989

GOVERNOR'S JOB TRAINING COUNCIL
PLANNING & EVALUATION COMMITTEE

COUNCIL MEMBERS

Dr. Geraldine Evans, Chair
Rochester Community College
Highway 14 East
Rochester, MN 55904

507/285-7215

Mr. Efren Tovar Leon
Minnesota Migrant Council
P.O. Box 1231
St. Cloud, MN 56302

612/253-7010

Ms. Linda White
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1035 W. Broadway
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612/370-5362

Ms. Dorothy Grotte
Martin County Commissioner
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Fairmont, MN 56031

507/238-3277

Ms. Betty Bednarczyk
Service Employees Local 113
3001 Univ. Ave. SE, Rm. 507
Minneapolis, MN 55414

612/331-4690

PUBLIC MEMBERS

Mr. Paul R. Hadley
1501 Lor Ray Drive
N. Mankato, MN 56001

507/625-3023 ext. 459

Ms. Mary Jane Ystesund
AFL-CIO Community Services
312 Central Ave. SE, Rm. 318
Minneapolis, MN 55414

612/340-7576

Mr. Steve Dress
411 Main St.
St. Paul, MN 55102

612/222-3787

Ms. Carol Jeane Brieschke
4629 Aldrich Ave. S.
Minneapolis, MN 55409

612/340-7453

STATE PROGRAMS COMMITTEE

The mission of the State Programs Committee is to recommend policies, to develop fund utilization strategies, and to review and recommend projects for funding consideration for the following JTPA programs:

- o 3% Older Worker Programs - to provide job training and placement services to persons 55 years of age and older.
- o 8% Education Coordination Programs - to coordinate JTPA programs with State and local education agencies,
- o Title III Dislocated Worker Programs - to provide job training and placement services to dislocated workers.

February 1, 1989

**GOVERNOR'S JOB TRAINING COUNCIL
STATE PROGRAMS COMMITTEE**

COUNCIL MEMBERS

Rep. Wally Sparby, Chair
Rural Route 4
Thief River Falls, MN 56701

218/681-5879

Ms. Marcella Gonsorowski
Marshall County Commissioner
District 4
Newfolden, MN 56738

218/874-3393

Mr. David E. Torgerson
Clinton City Councilman
521 First St.
Clinton, MN 56225

612/325-5152

Ms. Pat Kiminski
Carlton County Central
Labor Body
1329 - 20th St.
Cloquet, MN 55720

218/726-2351

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612/296-0294

Mr. L.R. Killeen
8361 Deianey Circle
Inver Grove Heights, MN 55075

612/455-5796

Ms. Rosemarie J. Park, EdD
175 Peik Hall
159 Pillsbury Drive SE
Minneapolis, MN 55455

612/625-5524

Mr. Tony P. Radosevich
West Star Road, Box 17
Two Harbors, MN 55616

218/834-3847

Mr. Heladio Zavala
809 Brookwood Lane
Sartell, MN 56377

612/253-9098

UNEMPLOYMENT INSURANCE COMMITTEE

The committee is charged with the responsibility for reviewing existing statutory provisions, economic assumptions and fund projections to determine the need for amending the unemployment insurance law. The primary objective will be the development of a policy which will provide for fund solvency, tax equity and benefit fairness. In conducting its research, the subcommittee will have the full support of department staff and full access to reports which have previously been prepared by the Governor's Task Force on Unemployment Insurance, the Minnesota Business Partnership's recommendations on unemployment insurance and other proposals.

April, 1989

GOVERNOR'S JOB TRAINING COUNCIL
UNEMPLOYMENT INSURANCE COMMITTEE

COUNCIL MEMBERS

Mr. William Peterson
St. Paul Bldg. Trades Council
411 Main St., Room 206
St. Paul, MN 55102

612/224-9445

Mr. Bernard Brommer, Co-Chair
Minnesota AFL-CIO
525 Park St., Suite 110
St. Paul, MN 55103

612/227-7647

Senator Carl Kroening
124 Capitol
Aurora Ave.
St. Paul, MN 55155

612/296-4302

Mr. Mike Lynch, Co-Chair
Honeywell, Inc.
Honeywell Plaza, MN12-3327
Minneapolis, MN 55408

612/870-6015

Representative Bernie Omann
9015 Co. Road 5
St. Joseph, MN 56374

612/296-6612

PUBLIC MEMBERS

Mr. David Weiss
6005 Idylwood Drive
Edina, MN 55436

612/340-3692

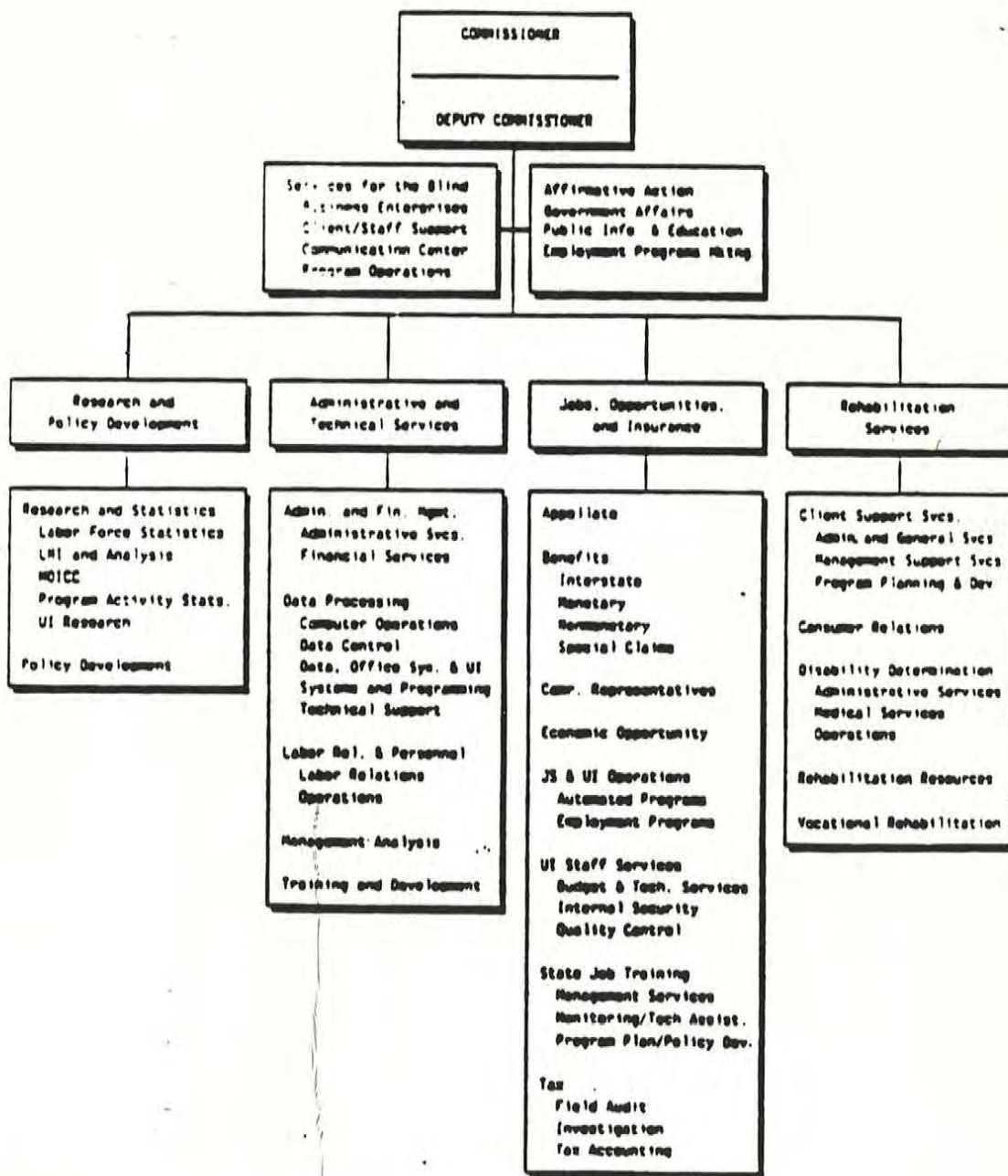
Attachment 3

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.



(10/87)

DJT's Office Structure

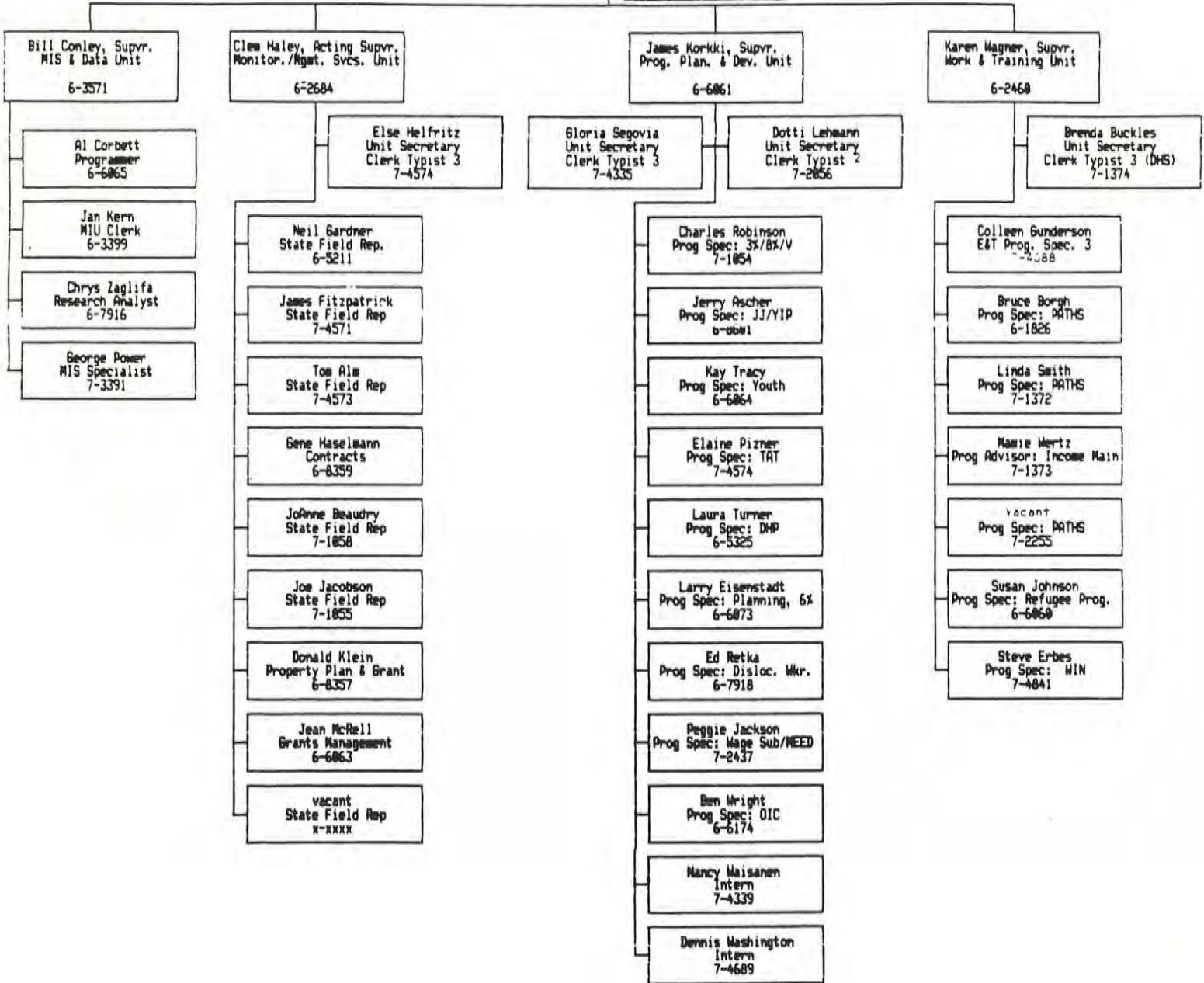
Connie Brazier
Assistant Commissioner
Jobs, Opportun. & Ins. Div
6-3700

Governor's Job Training Council

Donald Mohawk
Director
State Job Training Office
6-8000

Marilyn Lacy
Admin. Assist. (OSS 1)
7-1053

Lenore Roepke
Recept. (Clerk Typ. 2)
7-3420



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 Bublitz, 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 Opegard, 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
310 1/2 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
612/228-3200

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 Feuerpell, Director
Washington Co. Training Ctr.
Government Center
14970 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
612/259-3990

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

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE Summary of Change
SDA NWSDA #1

Administrative Entity	<u>Northwest Private Industry Council, Inc.</u>	Contact Person	<u>Gail E. Butenhoff</u>
Address	<u>102 North Broadway</u> <u>Crookston, MN 56716</u>	Title	<u>Exec. Director</u>
		Phone	<u>218-281-5180</u> <u>800-262-6027</u>

1. Summary of Needs Analysis

The effects of the poor agricultural economy and draught continue to affect the area. Unemployment remains high at 9% compared to the state average of 4.7%. The current closure of two Land O'Lakes plants in the area and Pillsbury leave over 100 workers dislocated. As more young people continue to leave the area, the population ages which increases the need for more Older Worker programming.

2. Overall Goals & Objectives

The Northwest Service Delivery Area will increase it's service to 40% public assistance recipients for PY89. We will contract at 5% higher to insure this goal. We will continue to emphasize literacy skills and coordination with agencies that provide services. Our goal is to improve the quality of JTPA placements

3. Summary of Coordination Efforts

The NWSDA will contract with the TRF and EGF Technical Institutes for a "Career Smart" program and the NWECSU for literacy services under II-A services for PY89. We will continue to coordinate services under JTPA by contracting for services from a number of agencies to insure non-duplication of services.

4. Primary Activities and Services

Primary services continue to be the same as PY88. The Slossen test will replace the ABLE test for all II-A participants. Youth competencies have changed to a tiered system with a year-round youth program. As we serve more public assistance recipients and dislocated workers, more supportive services may be needed.

5. Targeted Groups to be Serve

The NWSDA will continue to increase the services to public assistance recipients along with prioritizing Older Workers, Drop-outs, Youth with basic literacy deficiencies, Displaced homemakers and dislocated workers as much as all of these priorities can be addressed under one program.

6. Budget

IIA. (PY'89 Allocation)	IIB. (Summer 89 Allocation)	WAGNER PEYSER
Admin. \$130,709	Admin. \$ 50,943	7A and B (1989 allocation)
Support 40,000	Support 12,000	Admin. \$286,970
Training 700,689	Training 370,941	Support -0-
-----	-----	-----
Total \$871,398	Total \$433,884	Total \$286,970

7. Participants

IIA. (PY '89)	IIB. (Summer 89)	Wagner Peyser 7A and B (1989)
Total JTPA Eligible Persons <u>9198</u>	Total JTPA Eligible Youth <u>1712</u>	Total Participants <u>1406</u>
Total Participants <u>731</u>	Total Participants <u>350</u>	Total Placements <u>4009</u>
Total Positive Terminations <u>378</u>	Total Completed Program & returned to school <u>350</u>	Total obtained Employment <u>N/A</u>
Total Entered Employment <u>305</u>	Total Attained PIC recognized competency <u>N/A</u>	

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE Summary of Change
SDA 2

Administrative Entity Rural Minnesota CEP, Inc. Contact Person Dan Wenner
Address 803 Roosevelt Avenue Title Planning Specialist
P.O. Box 1108
Detroit Lakes, MN 56502 Phone (218) 847-9205

1. Summary of Needs Analysis
No Change
2. Overall Goals & Objectives
Rural Minnesota CEP will continue to cooperate with other agencies and work to coordinate programs for the benefit of clients. Rural Minnesota CEP will assist economic development by providing businesses with labor market information and encouraging them to utilize JTPA services. RMCEP will serve Public Assistance clients at a rate 15% above the PY'85 actual level. Clients in need of education services will be encouraged to return to school or obtain a GED. In order to reach "At Risk" youth RMCEP will serve youth at a rate of 17.6% above their incidence in the population. Youth dropouts will be served at a rate of 14.7% above their incidence in the population. Rural Minnesota CEP will continue to strive to obtain "quality placements" for clients.
3. Summary of Coordination Efforts
Rural Minnesota CEP has a written agreement with Job Service outlining the responsibilities and duties of each. RMCEP is co-located with Job Service in 6 cities. RMCEP also works closely with County Social Services and other human service agencies. RMCEP is the employment and training service provider for PATHS, Work Readiness, and Wage Subsidy throughout SDA2. The agency also works closely with education agencies. RMCEP relies on local educational institutions to provide remedial education, GED instruction, technical training and general education. This agency also works with displaced homemaker programs and agencies that assist the homeless.
4. Primary Activities and Services
Rural Minnesota CEP is developing a Life Coping Skills Workshop to be implemented in PY'89. This activity will cover personal growth, stress, self-esteem, values, change, decision making and becoming self-sufficient.
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 to 21 will be served at a rate of 6.6% greater than their incidence rate; dropouts over 22 will be served at a level of 14.7% below their incidence in the population; welfare recipients will be served at a rate of 31.5% higher than their incidence 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

Page 2
Executive Summary

6. Budget

IIA. (PY'89 Allocation)	IIB. (Summer 89 Allocation)	WAGNER PEYSER
Admin. \$ 758,470	Admin. \$ 265,000	7A and B (1989 Allocation)
		Admin. \$1,996,526
Support 1,528,310	Support 1,135,000	Support _____
Training 2,101,301	Training 380,000	Total 1,996,526
<u>Total 4,388,081</u>	<u>Total 1,780,000*</u>	

7. Participants

IIA. (PY'89)	IIB. (Summer 89)	WAGNER PEYSER
		7A and B (1989)
Total JTPA Eligible Persons <u>41,564**</u>	Total JTPA Eligible Youth <u>6,989**</u>	Total Participants <u>61,000</u>
Total Participants <u>2,734</u>	Total Participants <u>1,086</u>	Total Placements <u>14,143</u>
Total Positive Terminations (Youth) <u>586</u>	Total Completed Program & returned to school <u>394</u>	Total obtained Employment <u>814</u>
Total Entered Employment (Adult & Youth) <u>1,605</u>	Total Attained PIC recognized competency <u>N/A</u>	

* Assumes a CEP Hold-Harmless allocation from the Department of Labor special appropriation in the amount of \$1,007,240 for IIA and \$235,453 for IIB; does not include carry-over.

** Labor Force participant rates have been applied according to the allocation formula; SDA2 contains 138,607 economically disadvantaged people.

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE Summary of Change
SDA 3

Administrative Entity	<u>NE MN Office of Job Training</u>	Contact Person	<u>Dennis Wain</u>
Address	<u>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

Goals and objectives have been updated to reflect how they meet the PY'89 Governor's goals and objectives. Topics include: promoting and establishing "one-stop" employment and training services; expanding customized training programs; serving 50% of total participants who are public assistance recipients; functional literacy and remedial education provided on a year round basis; increase proportion of "at-risk youth" who complete training programs; implement policies that promote job retention and increase earnings.

3. Coordination

Coordination efforts have been updated, primarily including: a new written agreement with the State Job Service regarding roles and responsibilities; human service coordination for reducing welfare dependency among persons served by counties, Paths, Work Readiness, public and private agencies; roles and responsibilities among educational agencies and JTPA for educational services; description of efforts to coordinate other supportive services with other local programs and emergency services; and coordination with private-for-profit and private non-profit agencies helping welfare recipients.

4. Activities and Services

Activities and services were updated showing new MIS terminology, dollar amounts, and participant levels. New activities and services include case management and exemplary youth.

5. Services to Targeted Groups

Estimates of incidence levels and number of participants to be served have been updated. New hard-to-serve group includes homeless. Public assistance recipients are expected to be served in excess of incidence levels.

6. Budget

IIA. (PY'89 Allocation)	IIB. (Summer 89 Allocation)	WAGNER PEYSER 7A and B (1989 allocation)
Admin. \$ 286,776	Admin. \$ 138,509.00	Admin.
Support 117,987	Support 2,438.00	Support \$ 710,022
Training 1,507,075	Training 782,443.00	Total \$ 710,022
<u>Total \$ 1,911,838</u>	<u>Total \$ 923,390.00</u>	

7. Participants

IIA. (PY '89)	IIB. (Summer 89)	Wagner Peyser 7A and B (1989)
Total JTPA Eligible Persons <u>15,368</u>	Total JTPA Eligible Youth <u>2,692</u>	Total Participants <u>16,500</u>
Total Participants <u>1,526</u>	Total Participants <u>822</u>	Total Placements <u>2,114</u>
Total Positive Terminations <u>205</u>	Total Completed Program & returned to school <u>674</u>	Total obtained Employment <u>360</u>
Total Entered Employment <u>510</u>	Total Attained PIC recognized competency <u>N/A</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, 2.0% receive U.I. payments and 11% 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 455 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 and efforts toward improving "onestop" Employment and Training programs continue. 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, the Minnesota Employment and Economic Development (Wage Subsidy) Program, and the PATHS Program assuring coordination and referrals between these programs and JTPA program. Plans for FY89 include installation of Job Service's Job Search system in our offices to allow better accessibility to our clients.
4. Primary Activities and Services
 - On the Job Training: 21% of the funds (\$98,441 or roughly 55 slots)
 - DTI Classroom Training: 24.2% of the funds (\$113,443 or roughly 125 participants)
 - Work Experience: 6.4% of the funds (\$30,000 to be conducted with Adkins and Education-to-Work Programs)
 - Adkins Life Skills Program: 3% of the funds (\$14,063 or approximately 20 participants)
 - Job Club/Job Search: 14% of funds (\$65,627 or roughly 120 slots)
 - Other classroom training: 12% of the funds (\$56,252 or roughly 65 slots)
 - Education to Work: 6.4% of funds (\$30,000 or about 70 slots to be conducted with OJT and/or Work Experience)

→ 5. Targeted Groups to be Served

49.9%	Female	12.5%	Dropout (16-21)	4.0%	Displaced Homemakers
7.0%	55+	50.0%	Welfare Recipient	15.0%	Handicapped
2.9%	Black	21.5%	AFDC	1.1%	Limited English
0.9%	Hispanic	25.0%	Work Readiness	3.0%	Offenders
5.5%	Am. Indian	1.9%	U.C. Recipients	10.0%	Rec. Chem. Depend.
1.5%	Asian			10.0%	Single heads of Household
				10.0%	Veterans

→ 6. Budget

IIA. (PY'89 Allocation)	IIB. (Summer 89 allocation)
Admin. \$ 78,973	Admin. \$ 38,146
Support \$ 42,119	Support -----
Training \$405,398	Training \$216,163
Total \$526,490	Total \$254,309

WAGNER PEYSER
7A and B (1989 allocation)
Admin. \$264,997
Support -----
Total \$264,997

7. Participants

IIA. (PY'88)	IIB. (Summer '88)
Total JTPA Eligible Persons <u>7,389</u>	Total JTPA Eligible Youth <u>1,316</u>
Total Participants <u>455</u>	Total Participants <u>202</u>
Total Positive Terminations <u>244</u>	Total Completed Program & returned to school <u>162</u>
Total Entered Employment <u>213</u>	Total Attained PIC recognized competency <u>0</u>

Wagner Peyser	7A and B (1989)
Total Participants	<u>16,146</u>
Total Placements	<u>2,155</u>
Total obtained Employment	<u>2,391</u>

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA 5

Administrative Entity: Private Industry Council 5
Contact Person: Diane Bublitz, Executive Director
Address: P.O. Box 187, Clearwater, MN 55320
Telephone: (612) 558-2223

1. Summary of Needs Analysis

Labor market information released from the Department of Jobs and Training Office of Research and Statistics for program year 1989 indicates that there are 23,265 JTPA eligible age 14 and older in SDA 5. Of this population, just slightly over two percent (2%) are racial minorities, seven point four percent (7.4%) are receiving public assistance (AFDC, WR and RCA), twenty-two percent (22.5%) are youth between the ages of 14 and 21, less than thirteen percent (12.9%) are age 55-64, and less than three percent (2.4%) are receiving unemployment compensation. Statistics show that less than one percent (1%) of the JTPA eligibles in SDA 5 are reported to be homeless.

Past experience indicates that of the JTPA eligible population age 16-64, thirty-four percent (34.2%) are high school drop outs. In the age category of 22-64, 39.3% are reported to be drop outs and in the age group of 16-21, 16.8% are considered to be drop-outs.

Information released by DJT indicates an unemployment rate for the SDA of 5.6% in 1988 which shows a decline from 1987 when the rate was 6.8%. The SDA experienced a low in McLeod County of 3.7% and high in Kanabec County of 8.5%. All Counties experienced a slight decrease in the unemployment rate in 1988. The SDA continues to experience a higher unemployment rate than the State.

The Counties bordering the Metro area average lower unemployment rates than the out-state counties. Those communities near in proximity to the Twin Cities have a history of being commuter cities.

2. Overall Goals and Objectives

Coordination of State funded employment and training programs (Work Readiness, MEED, PATHS) with JTPA is a continued effort. Currently agreements exist with 10 out of the 11 counties for the PIC to administer the State programs in coordination with JTPA. This allows for greater coordination between State programs and JTPA.

A goal for PY 89 is to increase the coordination between PIC 5 and the school districts in the area to provide preventive measures to youth at risk. This will be coupled with increase efforts to identify participant's in need of basic skills remediation and provide linkages to community literacy and basic skills programs for youth and adults.

The SDA plans to serve 50% public assistance recipients during the program year with at least 62% entering employment.

The SDA plans to upgrade the Youth Employment Competency (YEC) system to increase "at-risk" youth's employability through attainment of youth competencies.

3. Summary of Coordination Efforts

Meetings with local human service agencies, subgrantees and PIC members have established coordination relationships. Regular meetings occur to address State and federal employment and training integration. Technical assistance sessions provided by the SDA brought human service staff and subgrantee staff together to work on mutual goals.

Referrals are made between SDA subgrantees, Job Service, DRS, Human Services and other community services as appropriate based on individual need.

4. Primary Activities

Activities to be provided to selected participants are assessment, On-the-Job training, occupational skills training/classroom training, remediation and basic skills training, youth work experience, youth employment competencies, customized training, self-employment training, alternative education initiative programs, support services, job placement, and follow-up.

5. Targeted Groups to be Served

The SDA intends to serve 50% public assistance recipients, homeless, at-risk youth, drop-outs, handicapped individuals and older workers.

6. Budget

IIA. (PY89) Allocation	IIB. (summer 89) Allocation	Wagner Peyser 7A and B (1989)
Admin. \$ 286,704	Admin. \$129,787	Admin. \$ NA
Support 286,704	Support 30,000	Support \$ NA
Training	Training 705,460	Training \$ NA
Total <u>\$1,791,366</u>	<u>\$865,247</u>	<u>\$1,444,482</u>

7. Participants

IIA. (PY89)	IIB. (summer 89)	Wagner Peyser 7A and B (1989)
Total JTPA Eligible Persons <u>22,629</u>	Total JTPA Eligible Youth <u>5136</u>	Total Partici- pants <u>27,671</u>
Total Participants <u>1200</u>	Total Participants <u>620</u>	* Total Placement <u>6806</u>
Total Positive Terminations <u>803</u>	Total Completed Program & returned to school <u>550</u>	* Total Obtained Employment <u>1530</u>
Total Entered Employment <u>736</u>	Total Attained PIC recognized competency <u>62</u>	

* "Placement" under Wagner-Peyser means listed job orders filled by Job Service. "Total Obtained Employment" means in addition to placements 1530 people were assisted in finding employment (without selection and referral as required for "placement". The total number planned to become employed through Job Service in PY 89 is 8336.

8. Delivery System

PIC 5 intake unit will determine eligibility for JTPA services for the SDA. The staff will work itinerantly in the 11 counties to interview applicants at convenient locations. Appointments are arranged for applicants through the PIC office. A toll free phone line was established to defray the long distance costs for applicants. Pre-application packets are mailed to applicants along with a reminder of the date/time/location of their appointment. The ABLE is administered as part of the intake process. An EDP is developed at this time also. Applicants are required to provide 100% verification of income, P.A. status, residency, citizenship, age, at risk status, handicap, selective service registration.

Eligible applicants are referred to services once all verification is secured. The PIC will be establishing an DJT unit which will deliver that component. All other IIA services will be contracted out. The PIC selects providers based on a competitive RFP process. Providers for 1989 are detailed in the administrative section of the plan.

The IIB program is partially contracted out. The PIC has hired a Summer Youth coordinator and two specialists to work with local school districts to recruit youth and to set up a remediation plan for the summer. The work experience component will be contracted out.

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
 EXECUTIVE Summary of Change
 SDA 6

Administrative Entity	<u>SW MN PIC</u>	Contact Person	<u>David Thompson</u>
	<u>700 N. 7th St.</u>		
Address	<u>PO Box 1213</u>	Title	<u>Executive Director</u>
	<u>Marshall, MN 56258</u>		
	<u>(507) 532-4411</u>	Phone	<u></u>

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 3.9 to 10.0 throughout the SDA as of January 1989. The majority of JTPA eligible clients are in the age range of 22-39 and 40-54.

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

Financial and Non-financial agreements 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 Search 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	Public Assistance Recipients
Teen Parents	
Offenders	

6. Budget

IIA. (PY'89 Allocation)	IIB. (Summer 89 Allocation)	WAGNER PEYSER
Admin. \$119,067	Admin. 54,954	7A and B (1989 allocation)
		Admin.
Support 119,067	Support --	Support
Training 555,618	Training 311,405	-----
Total \$793,782	Total \$366,328*	Total 374,074
	*\$3,000 unspent	

7. Participants

IIA. (PY '89)	IIB. (Summer 89)	Wagner Peyser 7A and B (1989)
Total JTPA Eligible Persons 22,426	Total JTPA Eligible Youth 3,538	Total Participants 16,000
Total Participants 675	Total Participants 300	Total Placements 7,370
Total Positive Terminations 440	Total Completed Program & returned to school 225	Total obtained Employment 422
Total Entered Employment 340	Total Attained PIC recognized competency 0	

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SOUTH CENTRAL PRIVATE INDUSTRY COUNCIL

EXECUTIVE SUMMARY OF CHANGE
SDA #7

1. Summary of Needs Analysis

The primary need for adults and youth in the Title II-A program is the creation of more skilled job opportunities paying a competitive wage. The resolution of this need will ensure that our efforts to train and help our participants (particularly those on public assistance) achieve self-sufficiency, are successful. The Summer, Title II-B program, through wage reimbursements: 1) provides access to job opportunities not otherwise available and 2) provides exposure to jobs that can aide future career decisions. For those requiring remediation, the job can prove to be an incentive to participate.

2. Overall Goals and Objectives

II-A

- 1) Maximize coordination by:
 - a) defining roles for the Job Service (placement) and JTPA Providers (providing training opportunities)
 - b) promote co-location where feasible. Minimally, consider locating the Job Service Job Search System at each JTPA providers office
 - c) work with economic development specialists to promote creation of skilled job opportunities in the area by:
 - providing developers priority access to Job Training funds, state subsidies, Job Service subsidy programs, and dollars for customized training.
 - providing workforce data to industries considering our area, to determine if they will be able to find employees.
- 2) Reduce numbers of residents dependent on income maintenance.
 - a) A minimum of 50% of those served by JTPA will be public assistance recipients.
 - b) Access to those on to JTPA training services for those in Work Readiness, MEED and PATHS.

6. Budget

IIA. (PY'89 Allocation) Admin. \$104,163	IIB. (Summer 89 Allocation) Admin. \$48,633	WAGNER PEYSER 7A and B (1989 allocation) Admin.
Support \$41,665	Support \$45,391	Support <u>551,620</u>
Training \$548,592	Training \$230,198	Total
<u>Total \$694,420</u>	<u>Total \$324,222</u>	

7. Participants

IIA. (PY '89)	IIB. (Summer 89)	Wagner Peyser 7A and B (1989)
Total JTPA Eligible Persons <u>21,847</u>	Total JTPA Eligible Youth <u>2902</u>	Total Participants <u>17,939</u>
Total Participants <u>626</u>	Total Participants <u>125</u>	Total Placements <u>10,193</u>
Total Positive Terminations <u>245</u>	Total Completed Program & returned to school <u>113</u>	Total obtained Employment <u>414</u>
Total Entered **Employment <u>226</u>	Total Attained PIC recognized competency <u>0</u>	

**Anticipates services to
a harder to serve population

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE Summary of Change
SDA #8

Administrative Entity: SE MN Private Industry Council

Contact Person: Bruce Bungum Title: Program Planner

Address: 1530 Hwy 52 North
Rochester, MN 55901 Phone: 507/281-1193

1. SUMMARY OF NEEDS ANALYSIS

This update to SDA #8's Title IIA, Wagner-Peyser, and Title IIB was prepared by the SE MN PIC and the local Job Service. The PIC and Job Service used the most complete and up-to-date information available. This data includes State Labor Market information, local employer information, county welfare data, local school districts, and the SDA's own past performance data.

2. OVERALL GOALS AND OBJECTIVES

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

- a. Maximize state and local coordination activities in support of locally based employment and training programs.
- b. Reduce the number of SDA #8's residents on income maintenance programs.
- c. Prioritize functional literacy and transferrable skills in job training programs.
- d. Increase the effectiveness of PIC and Job Service services to employers and the public.
- e. Improve the quality of placements in SDA #8 for all programs.

3. SUMMARY OF COORDINATION EFFORTS

The SE MN PIC and local Job service will continue to coordinate as outlined in their Cooperative Agreement. The SE MN PIC will continue its close relationship in providing PATHS, Work Ready, and MEED services to each of the ten county participants. The SE MN PIC will continue having its offices located at the six area Technical Institutes where all of the PIC's job training services are provided. The PIC will continue working with local community based organizations and employers.

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 math, classroom training, placement, job club, support services, work experience, economic development, and administering U.I.

5. TARGETED GROUPS TO BE SERVED

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, dislocated workers.

6. Budget

IIA. (PY'89 Allocation)		IIB. (Summer 89 Allocation)		WAGNER PEYSER
Admin.	163,089	Admin.	72,773	7A and B (1989 allocation)
Support	97,850	Support	17,000	Admin.
Training	826,324	Training	395,424	Support
	<u>-----</u>		<u>-----</u>	699,355
Total	\$1,087,263	Total	\$485,157	Total

7. Participants

IIA. (PY '89)		IIB. (Summer 89)		Wagner Peyser
				7A and B (1989)
Total JTPA Eligible Persons	<u>26,687</u>	Total JTPA Eligible Youth	<u>3,686</u>	Total Participants
Total Participants	<u>1,323</u>	Total Participants	<u>330</u>	27,682
Total Positive Terminations	<u>268</u>	Total Completed Program & returned to school	<u>224</u>	Total Placements
Total Entered Employment	<u>631</u>	Total Attained PIC recognized competency	<u>264</u>	8,567
				Total obtained Employment
				1,173

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE SUMMARY of Change
SDA: Hennepin-Scott-Carver

Admin. Ent.	<u>Hennepin County TEA</u>	Contact:	<u>William C. Brumfield</u>
Address	<u>Henn. Cty. Govt. Ctr.</u>	Title:	<u>Director</u>
	<u>300 So. 6th St.</u>	Phone:	<u>612-348-6423</u>
	<u>Mpls., MN 55487-0012</u>		

1. Summary of Needs Analysis. The SDA contains an estimated 27,835 economically disadvantaged residents and an unemployed population in excess of 12,800. 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 mandated JTEA national performance standards: Adult Entered Employment Rate - 71.1%; Adult Cost per Placement - \$4,851; Adult Average Wage at Placement - \$6.05; Adult Welfare Placement Rate - 61.9%; Adult Follow-up Weeks Worked - 8.5; Youth Placement Rate - 60.7%; Youth Positive Termination Rate - 78.3% and Youth Cost per Positive Termination - \$4,262. The Job Service will: receive at least 8,274 job orders; receive at least 19,705 job openings; fill at least 6,390 jobs and obtain employment for 2,251 individuals after receiving services from Job Service Offices. The Job Service will also place 680 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 JTEA program office and Job Service have formalized a non-financial agreement. The SDA and Job Service will jointly implement and operate services authorized under EDWAAA. 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 Summer Youth program design includes: outreach, recruitment, intake, assessment, individual or group work site work experience and remedial education. The Scott and Carver County Title II-B Program will operate year around. 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 are hard-to-serve groups are targeted for service: high school dropouts, at-risk youth, limited English speaking, ex-offenders, recovering chemically dependent, single head of households, 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 (FY89 Alloc)</u>	<u>Title IIB (Sum89 Alloc)</u>	<u>Wag-Pey (1989 Alloc)*</u>
Admin: \$117,305	Admin: \$ 76,716	Admin:
Support: \$ 31,242	Support: \$112,594	Support:
Trng: \$633,489	Trng: \$322,133	
Total: <u>\$782,036</u>	<u>\$511,443</u>	<u>\$1,378,425</u>

7. Participants.

<u>Title IIA (FY89)</u>	<u>Title IIB (Sum89)</u>	<u>Wagner-Peyser (1989)*</u>
Tot. Elig. 34,584	Tot. Elig. 7,615	Tot. Elig. INA
Tot. Part. 547	Tot. Part. 353	Tot. Plcmt. 6,390
Pos. Term. 306**	Cmplt Prog/ 318	Obt. Emp. 2,251
	Rtn to Schl.	
Ent. Emp. 272	PIC Cmptcy —	

*Preliminary Wagner-Peyser Budget and Participant estimates.

**Total Title II-A Participants terminated is estimated to be 383.

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE Summary of Change
SDA #10 _____

Administrative Entity	<u>City of Minneapolis</u>	Contact Person	<u>Dick Mangan</u>
	<u>Minneapolis Employment & Training Program</u>		
Address	<u>Room 310½ City Hall</u>	Title	<u>MIS Specialist</u>
	<u>350 South 5th Street</u>		
	<u>Minneapolis, MN 55415</u>	Phone	<u>348-6525</u>

1. Summary of Needs Analysis

Tables 1 and 6 updated using PY 1989 LMI data (JTPA Eligible Population and Hard to Serve Population). Exhibit I updated by Minneapolis Planning Department (1988 Minneapolis Unemployment Data).

2. Overall Goals & Objectives

Goals and Objectives updated per the standards for PY 1989 and text revised to reflect more coordinated services to targeted groups.

3. Summary of Coordination Efforts

Job Service/SDA agreement updated showing more coordination of services. New agreements included with Minneapolis Community Action Agency, Catholic Charities Homeless Program, and Working Opportunities for Women Displaced Homemakers Program. Updated METP program information, i.e., 3%, 6%, 8%, etc.

4. Primary Activities and Services

Updated chart using MIS labels for PY 1989.

5. Targeted Groups to be Serve

The chart has been updated using PY 1989 LMI data. The text contains explanations of variances.

6. Budget

IIA. (PY'89 Allocation)		IIB. (Summer 89 Allocation)		WAGNER PEYSER 7A and B (1989 allocation)	
Admin.	\$ 203,231	Admin.	\$100,046	Admin.	\$1,112,665
Support	100,000	Support	0	Support	606,665
Training	1,051,642	Training	619,411	Total	\$1,719,330
Total	<u>\$1,354,873</u>	Total	<u>\$719,457</u>		

7. Participants

IIA. (PY '89)		IIB. (Summer 89)		Wagner Peyser 7A and B (1989)	
Total JTPA Eligible Persons	<u>52,476</u>	Total JTPA Eligible Youth	<u>9,209</u>	Total Participants	27,750
Total Participants	<u>809</u>	Total Participants	<u>400</u>	Total Placements	5,700
Total Positive Terminations	<u>336</u>	Total Completed Program & returned to school	<u>384</u>	Total obtained Employment	1,920
Total Entered Employment	<u>236</u>	Total Attained PIC recognized competency	<u>0</u>		

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary of Change
SDA #11

Administrative Entity	City of Saint Paul	Contact Person	Jacqui L. Shoholm
Address	1400 City Hall Annex 25 West Fourth St. St. Paul, Min. 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 148,000 are in the work force. In January of 1989, 6,037 labor force participants or 4.1% were unemployed. The State counts 29,516 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. Functional illiteracy (below the 10th grade level) is another barrier to self sufficiency for 50,000 adults in the City of Saint Paul, according to the Saint Paul School District.

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 5,744 adults and youth will be provided training and job placement services. It is projected that 1,654 Saint Paul residents will receive full time permanent employment by the end of the year; June 1990.

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 at the Saint Paul Employment and Training Center. The Job Service and JTPA programs have been co-located since 1982. Job Service services to JTPA clients will expand in PY'89 from one part-time counselor to a full-time counselor. Computer job matching will also increase, from one terminal to three. Ramsey County collaborates with the City JTPA services to serve up to 1,500 priority caretakers receiving Aid to 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 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. Literacy and basic skills will also be emphasized. Wagner-Peyser Job Services activities include services to 20,000 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 4,000 youth not yet in the work force; 20,000 Unemployment Insurance claimants; over 1,900 Public Assistance recipients; functionally illiterate adults and youth will be enrolled from the 50,000 Saint Paul residents counted as illiterate by the Saint Paul Independent School District; and others among the 29,516 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.

6. Budget

JTPA II-A (PY'89 Allocation)	JTPA II-B (Summer 89 Allocation)	WAGNER PEYSER 7A and B (1989 Allocation)
Admin. \$ 188,300	Admin. \$78,924	Admin. -0-
Support 198,995	Support 53,352	Support 794,582
Training 733,145	Training 393,887	
<u>Total</u> \$1,120,440	<u>Total</u> \$526,163	<u>Total</u> 794,582

7. Participants

II-A (PY'89)	II-B (Summer 89)	7A and B (1989)
Total JTPA Eligible Persons <u>29,516</u>	Total JTPA Eligible Youth <u>4,857</u>	Total Participants <u>20,000</u>
Total Participants <u>761</u>	Total Participants <u>485</u>	Total Placements <u>4,983</u>
Total Positive Terminations <u>533</u>	Total Completed Program & returned to school <u>412</u>	Total obtained Employment <u>1,161</u>
Total Entered Employment <u>493</u>	Total Attained PIC recognized competency* <u>-0-</u>	

* The 16 hour youth employment competency curriculum is used in the JTPA II-A program and not during the II-B summer program except for the 20 youth enrolled in the GED class. Elements of the curriculum will be used in the four hours of orientation for the summer program.

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE Summary of Change
SDA 12

Administrative Entity Anoka Contact Person Jerry Vitzthum
Address 8008 Highway 65 N.E. Title Manager
Spring Lake Park, MN
55432 Phone 612-784-1800

1. Summary of Needs Analysis

The clients identified by the Anoka Private Industry Council as the highest priority clients are those who face the same difficulties that all unemployed persons face but whose ability to overcome obstacles in gaining employment is less developed or who have more barriers than the average unemployed person does.

2. Overall Goals & Objectives

The primary goal of the Anoka Job Training Center is to provide employment and training services to the residents of Anoka County who are in need of such services.

3. Summary of Coordination Efforts

A coordination agreement with the Job Service has been renewed for Program Year 1989. Referral and coordination systems also exist between Anoka County Job Training, the Financial Services Department, the A.J.T.C. and the Metro North Consortium and between A.J.T.C. and R.I.S.E., Inc. Coordination with a variety of nonprofit agencies in the County (such as ACCAP and CEAP) is built into AJTC operations as a matter of course.

4. Primary Activities and Services

The primary services include application/assessment, classroom training for a occupational skill development, customized training, on-the-job training, counseling/testing, job seeking skills and job club, G.E.D. and Basic Education assistance.

5. Targeted Groups to be Served

The Anoka Job Training Center target groups are persons who have a combination of (1) lack of vocational skills which will enable them to be self-sufficient (2) limited or problematic work histories (3) lack of transportation and (4) lack of affordable child care. The client priorities for Program Year 1989 are the same as they were in Program Year 1988 and are as follows:

A.F.D.C. RECIPIENTS	4.3
WORK READINESS (YOUTH AND ADULT)	3.9
55 AND OVER	3.8
WOMEN RE-ENTERING WORK FORCE	3.7
HIGH SCHOOL DROPOUTS 16-21	3.5
HIGH SCHOOL PERSONS NOT IN SCHOOL (18-21)	3.5
HIGH SCHOOL DROPOUTS OVER 21	3.4
IN-SCHOOL YOUTH - SPECIAL NEEDS	3.1
IN-SCHOOL YOUTHS	3.1
NON-ENGLISH SPEAKING	2.9
EX-OFFENDERS	2.7
FOOD STAMP RECIPIENTS	2.6
PERSONS WITH HANDICAPS WHICH LIMIT EMPLOYMENT	2.4
PLACEMENT SERVICES ONLY	2.3
PERSONS WITH SYMP. OF MENTAL ILL. OR CHEM. DEP.	1.9

Page 2
Executive Summary

6. Budget

IIA. (PY'89 Allocation)		IIB. (Summer'89 Allocation)		WAGNER PEYSER 7A & 7B (1989 Allocation)	
Admin.	\$ 60,759	Admin.	\$ 29,365	Admin.	\$ 27,865
Support	60,759	Support	2,000	Support	320,444
Training	283,547	Training	164,408	Total	\$348,309
	<u> </u>		<u> </u>		
Total	\$405,065	Total	\$195,773		

7. Participants

IIA. (PY '89)		IIB. (Summer '89)		Wagner Peyser 7A and B (1989)	
Total JTPA Eligible Persons	<u>6,452</u>	Total JTPA Eligible Youth	<u>1,469</u>	Total Participants	<u>15,000</u>
Total Participants	<u>560</u>	Total Participants	<u>110</u>	Total Placements	<u>2,680</u>
Total Positive Terminations	<u>20</u>	Total Completed Program & returned to school	<u>88</u>	Total Obtained Employment	<u>6</u>
Total Entered Employment	<u>159</u>	Total Attained PIC recognized competency	<u>N/A</u>		

KSPLAN:ATTACH1A

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE SUMMARY
SERVICE DELIVERY AREA: DAKOTA COUNTY

Administrative Entity: Dakota County

Contact: Helen Dahlberg

Address: Dakota County Human Services
Employment and Economic Assistance
33 East Wentworth Avenue
West St. Paul, MN 55118

Title: Service Delivery Area
Administrator
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 1989. Additionally, Dakota County has streamlined its service delivery system to assure that truly hard-to-serve clients receive the first opportunity to become self-sufficient. This was accomplished in 1986-87 through a series of departmental changes which brought the Service Delivery Area 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 Service Delivery Area Administration .

3. Summary of Coordination Efforts

In addition to the restructuring of Dakota County Human Services departments, Employment and Economic Assistance staff have worked closely with the Job Services office management to identify better ways of communication and to assure services for hard-to-serve clients. The ongoing supportive relationships with the Metro Service Delivery Area's continues into PY89. Special coordination with the Saint Paul Service Delivery Area will result in a multi-Service Delivery Area delivery of the UNISYS Dislocated Worker Project in Dakota County. The delivery of II-A services for PY89 will be done by the Dakota County Technical Institute Employment and Training Center 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

- Single Females Heads of Household
- Welfare Recipients
- Minorities
- High School Dropouts
- Handicapped
- Educationally Disadvantaged

6. Budget

II-A (PY 88 Alloc)

Administration:
\$ 59,093.00
Support:
\$ 0
Training:
\$364,861.00
Total:
\$423,954.00

II-B (Sum. 88 Alloc.)

Administration:
\$ 28,542.00
Support:
\$11,198.00
Training:
\$150,540.00
Total:
\$190,281.00

WAGNER PEYSER
7A/B (1988 Alloc)

Administration:
Support:
Training:
Total:
\$762,875.00

7. Participants

II-A (PY88)

Total JTPA
Eligible:
10174
Total
Participants:
300
Total Pos.
Terminations: 158
Total Ent.
Employment: 144

Summer 88

Total JTPA
Eligible:
Total
Participants: 250
Total Compl.Comp.
Prgm/Ret.
School: 225
Total PIC
Competency: 67

7A/7B (1988)

Total
Participants:
12,099
Total
Placements:
2,652
Total Enter
Employment:
611

Local Plan for Employment and Training
Executive Summary
SDA #15 - Ramsey County
PY1989

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 9150 in PY88 to an estimated 10,336 in PY89, putting increased stress on decreasing funds. JTPA funds have been decreased 7.8% from PY88. The largest population within the JTPA eligible group are female single heads of household, ages 22-39, making up 41.3% of the eligible population. 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 PY89; July 1, 1989 through June 30, 1990.

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 - North St. Paul Office, 2098 11th Avenue East, North St. Paul, Minnesota 55109.

2. OVERALL GOALS AND OBJECTIVES

The PY89 estimated funding level for the Ramsey County Job Training Program from all funding sources is \$1,104,995, a ten (10) percent decrease from PY88. The agency will serve an estimated total of 1000 clients during PY89.

The Minnesota Job Service estimated funding level for PY89 is \$913,091 to serve approximately 9000 persons. The East Metro area has seen a 4.5 percent increase 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 PY89. 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.

During PY89, Ramsey County Job Training will strengthen it's relationship to the educational system in an effort to maximize services and resources for youth and adults in need of basic skill upgrading. Formal referral procedures will be developed to strengthen this linkage.

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 PY89 to eligible clients based on individual needs:

- Employability Assessment
- Vocational Counseling/Case Management
- Vocational Training
- Academic Skills Training (Referral)
- Job Seeking Skills Training
- Job Club
- On-the-Job Training (6% Incentive)
- Wage Subsidy Incentive (MEED)
- 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 assessment efforts will be made to address the particular needs of youth and adult with basic educational skill barriers.

6. PY89 CHANGES

No significant programming changes will occur in PY89 due to reduced availability of funds.

Three issues will have impact on the delivery of services during PY89 that may further affect PY90 program design:

- * The implementation of the PATHS program has put further emphasis in Title II-A on the AFDC client. More youth and high school dropouts are participating in Title II-A due to the PATHS priority group. Federal Welfare Reform should reinforce this trend.
- * Youth programming will include more assessment and career counseling as newly required for all youth by the Ramsey County PIC.
- * By December 31, 1989, the Ramsey County PIC has required expansion of adult literacy/basic skills development which will at a minimum require more assessment of adults basic skill levels in reading and math.

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

Questions regarding the Local Plan for Employment and Training 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:

Hal Norgard, Chairperson
Ramsey County Board of Commissioners

Terrence P. Koves, Chairperson
Ramsey County Private Industry Council

Constance M. Peikert, Director
Ramsey County Job Training Program

Jack Weidenbach, Area Manager
Minnesota Job Service, North St. Paul Office

6. Budget

IIA. (PY'89 Allocation)	IIB. (Summer 89 Allocation)	WAGNER PEYSER
Admin. \$ 28,713	Admin. \$ 21,151	7A and B (1989 allocation)
		Admin.
Support 17,482	Support 0	Support
Training 145,227	Training 119,853	-----
Total 191,422	Total 141,004	Total \$363,478

7. Participants

IIA. (PY '89)	IIB. (Summer 89)	Wagner Peyser 7A and B (1989)
Total JTPA Eligible Persons <u>10,336</u>	Total JTPA Eligible Youth <u>1598</u>	Total Participants <u>12,111</u>
Total Participants <u>350</u>	Total Participants <u>130</u>	Total Placements <u>2,531</u>
Total Positive Terminations <u>40</u>	Total Completed Program & returned to school <u>91</u>	Total obtained Employment <u>590</u>
Total Entered Employment <u>125</u>	Total Attained PIC recognized competency <u>0</u>	

LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary
SDA #16

Administrative Entity	<u>Washington County</u>	Contact Person	<u>Fred Feuerpfeil</u>
Address	<u>14900 61st St. N.</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 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. For 1989 Washington County will have 5.6% less money in IIA and 13% less money in IIB.

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 II Program for PY 1989 we anticipate serving 222 participants of whom 25% will be youth. Under Title IIB (the Summer Youth Program), for PY 1989 we anticipate serving 52 participants. Public assistance recipients will be served at a level 150% 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. Services for py 1989 will be reduced in direct proportion to our allocation reductions.

Targeted Groups to be Served

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 1989 Allocation)		IIB. (Summer 89 Allocation)		WAGNER PEYSER 7A and B(89 alloc.)	
Admin.	20,832	Admin.	13,100	7A	333,893
Support	13,888	Support	500	7B	29,585
Training	104,164	Training	73,733		
	<u>-----</u>		<u>-----</u>		<u>-----</u>
Total	138,884	Total	87,333	Total	363,478

7. Participants

IIA. (PY 89)		IIB. (Summer 89)		WAGNER PEYSER 7A and B (1989)	
Total JTPA Eligible Persons	<u>3,840</u>	Total JTPA Eligible Youth	<u>866</u>	Total Participants	<u>12,00</u>
Total Participant	<u>222</u>	Total Participants	<u>52</u>	Total Placements	<u>2,53</u>
Total Positive Terminations	<u>137</u>	Total Completed Prg & return to school	<u>45</u>	Total obtained Employment	<u>59</u>
Total Entered Employment	<u>99</u>	Total attained PIC recognized competency	<u>2</u>		

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
Executive Summary of Change
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 continues to have a rather healthy economic base. Specific populations in need of services include individuals with severe barriers to employment. 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 in place.

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 JTPA is on appropriate assessment and individual plans which reflect severity of barriers to employment and lead to quality placements.

5. Targeted Groups to be Served

A. Adults:

- Limited skills
 - a. Literacy (less than tenth grade reading and/or math level)
 - b. Significant discrepancy between expected wage rate with current skill level and wage rate needed to support self/family independent of public assistance.
- High school dropout (no GED/diploma)
- Long-term public assistance recipient (24 of last 36 months)
- Handicapped (having a chronic condition creating a barrier) and/or limited English-speaking
- Poor work history
 - a. None
 - b. Number of temporary only
 - c. Sporadic (not due to education/training/illness)

Youth Services (15-21, inclusive)

1. "At risk" student (below achievement standards for grade level).
2. Drop-out.
3. Teenage parent.
4. Public assistance recipients.
5. Handicapped.
6. Recovering chemically dependent.
7. Juvenile offender.
8. Not continuing with post-secondary education.

6. Budget

IIA. (PY'89 Allocation)		IIB. (Summer 89 Allocation)		WAGNER PEYSER 7A and B (1989 allocation)	
Admin.	\$ 83,902	Admin.	\$ 38,287	Admin.	\$264,148
Support	\$ 83,902	Support	\$ 3,080	Support	
Training	<u>\$391,542</u>	Training	<u>\$213,884</u>	Total	\$264,148
Total	\$559,346	Total	\$255,251		

7. Participants

IIA. (PY '89)		IIB. (Summer 89)		Wagner Peyser 7A and B (1989)	
Total JTPA Eligible Persons	13,209	Total JTPA Eligible Youth	1,896	Total Participants	<u>10,000</u>
Total Participants	800	Total Participants	300	Total Placements	<u>2,924</u>
Youth	200				
Adult	600				
Total Positive Terminations	255	Total Completed Program & returned to school	270	Total Obtained Employment	<u>654</u>
Youth	55				
Adult	200				
Total Entered Employment	187*	Total Attained PIC Recog- nized Competency	40		
Youth	25				
Adult	162				

*Adults and Youth

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

UPDATE TO LOCAL PLAN FOR EMPLOYMENT AND TRAINING
EXECUTIVE Summary of Change
SDA 18

Administrative Entity MN Dept. Jobs & Training Contact Person Jane N. Saunders

Address	<u>P.O. Box 739</u>	Title	<u>Manager</u>
	<u>52 E. 5th St.</u>		
	<u>Winona, MN 55987</u>	Phone	<u>(507) 457-5460</u>

1. Summary of Needs Analysis

No changes made.

2. Overall Goals & Objectives

The SDA's overall Goals and Objectives remain relatively unchanged. An additional stated goal was added to IIA to address the Governor's goal of improving the quality of placements. The SDA has placed greater emphasis on the training in job retention skills and in occupations leading to increased earnings and benefits as well as providing support following job placement.

3. Summary of Coordination Efforts

The coordination plan is basically changed only in format (i.e., section on coordination with "Related Programs" was broken out into two sections, "other Supportive Services" and "Private-for-Profit and Private Non-Profit Agencies").

4. Primary Activities and Services

The SDA has dropped the IIA Youth Employment Competency System and will, instead, provide a Pre-Employment Skills training program for youth. The summer IIA/IIB remedial program for Winona Alternative School youth has been deleted, as an Area Learning Center is now available to provide year-round education.

5. Targeted Groups to be Serve

Targeted groups have changed only by dropping "offenders" from the stated target groups in IIA. The teen parents and pregnant teens were deleted from the IIB targeting as they will have year-round education opportunity through the Area Learning Center and the Winona Alternative School/IIA coordinated services, and are also included in the "at-risk" youth targeted group.

6. Budget

IIA. (PY'89 Allocation)	IIB. (Summer 89 Allocation)	WAGNER PEYSER 7A and B (1989 allocation)
Admin. \$ 25,356	Admin. \$ 11,605	Admin.
Support 25,356	Support 320	Support <u>\$131,565</u>
Training 118,330	Training <u>65,443</u>	Total \$131,565
<u>Totals \$169,042</u>	Total \$ 77,368	

7. Participants

IIA. (PY '89)	IIB. (Summer 89)	Wagner Peyser 7A and B (1989)
Total JTPA Eligible Persons <u>3,024</u>	Total JTPA Eligible Youth <u>341</u>	Total Participants <u>5,952</u>
Total Participants <u>158</u>	Total Participants <u>66</u>	Total Placements <u>2,723</u>
Total Positive Terminations <u>104</u>	Total Completed Program & returned to school <u>63</u>	Total obtained Employment <u>110</u>
Total Entered Employment <u>94</u>		

Attachment 5

JTPA 6% Incentive Grant Policy

PY 1989 Performance Standards and Incentives

I. Performance Measures

A. National Measures

There are 12 national measures as follows:

ADULT MEASURES

Entered Employment Rate
Cost per Entered Employment
Average Hourly Wage at Placement
Welfare Adult Entered Employment Rate

YOUTH MEASURES (for participants 14 to 21 years of age)

Entered Employment Rate
Positive Termination Rate
Cost per Positive Termination
Employability Enhancement Rate

FOLLOW-UP MEASURES (Adults Only)

Follow-up Employment Rate
Welfare Follow-up Employment Rate
Weeks Worked in the Follow-up Period
Weekly Earnings of All Employed at Follow-up

Of these 12 standards, the Governor has chosen the following eight:

ADULT MEASURES

Entered Employment Rate
Cost per Entered Employment
Average Hourly Wage at Placement
Welfare Adult Entered Employment Rate

YOUTH MEASURES

Entered Employment Rate
Positive Termination Rate
Cost per Positive Termination

FOLLOW-UP MEASURES

Weeks Worked in the Follow-up Period

B. State Measures

In addition to the eight national measures, Minnesota will continue to use two state measures:

PUBLIC ASSISTANCE RECIPIENTS SERVED AS A PERCENTAGE OF TOTAL SERVED

WELFARE RECIPIENT WAGE AT PLACEMENT

II. Performance Standards

A. National Measures

An 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 permits the making of valid, equitable comparisons among SDAs.

The model utilizes a statistical technique that empirically and objectively determines the variation in performance that is attributable to the difference in local factors. The advantage in using this model is that it takes into account many local factors simultaneously and explains a substantial portion of the variance in performance among SDAs. This technique allows for an adjustment to be made when SDAs serve more "hard-to-serve" clientele.

B. State Measures

1. Public Assistance Served as a Percentage of Total Served

The standard set for this measure is for SDAs to serve public assistance recipients at a level at least 15 percent about PY 85 actual public assistance service levels or 50 percent of the total participants to be served, whichever is lower. Attachment 4 delineates the minimum service levels for each SDA to qualify for incentive dollars under this measure.

2. Welfare Recipient Wage at Placement

The standard set for this measure is for the SDA's average adult public assistance wage at placement to be at least 90 percent of the average non-public assistance recipient wage at placement.

III. Governor's Adjustment (see JTPA Letter 88-14 for further details)

A "Governor's Adjustment" to SDA national performance standards, as derived by the regression model, will be used at the end of the program year to adjust a standard downward, by up to one tolerance factor, based on the number of welfare recipients served as a percentage of the total number of JTPA eligible welfare recipients in an SDA.

IV. Six Percent Incentive Allocation Methodology

For PY 1989, 85 percent of the total funds available will be earmarked for performance based incentives. The balance of the funds (15 percent) will be used for technical assistance to the SDAs. Of the funds available for performance based incentives, 50 percent will be devoted for exceeding national standards and 50 percent will be devoted for exceeding state standards.

1 National Standards incentives

Under the national standards incentives procedure, an SDA must exceed any six out of eight of its standards in order to share in ANY incentive money distribution. An SDA that fails to exceed one or two of its national standards will not be eligible to share incentive funds for those measures (if there is money associated with these measures), but it will be eligible to share funds for other measures (if there is money associated with these measures).

Under the PY 89 Incentive Policy, there will NO incentive money associated with exceeding the cost standards: (Adult) Cost per Entered Employment; (Youth) Cost per Positive Termination. However, exceeding these standards WILL count towards the "six out eight" criterion for receiving any incentive awards. The national standards incentive money will be divided equally among the remaining six performance standards.

All distributions made for exceeding the six performance standards 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 using the "range concept." The "range concept" means that funds will be divided on a 60 percent-30 percent-10 percent basis corresponding to three ranges. A range is defined for each measure equaling a multiple of the measure's Tolerance Factor (TF) as found in the DOL publication, "Guide for Setting Title II-A Performance Standards for PY 1988" (page G-4).

Range 1 (60 percent of the incentive money) is defined as the range of values equal to or greater than the regression model determined value but LESS THAN THE MODEL DETERMINED VALUE PLUS ONE TF.

Range 2 (30 percent of the incentive money) is defined as the range of values equal to or greater than the regression model determined value plus one TF but LESS THAN THE MODEL DETERMINED VALUE PLUS TWO TFs.

Range 3 (10 percent of the incentive money) is defined as the range of values EQUAL TO OR GREATER THAN THE REGRESSION MODEL DETERMINED VALUE PLUS TWO TFs.

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

On the measure, Weeks Worked During the Follow-up Period, an SDA is required to have a response rate of 70 percent on its follow-up surveys to qualify for its full incentive award on this standards. JTPA Letter 87-30, Change 1, June 30, 1988, fully describes the procedure for reducing the incentive award based on response rates.

2. State Standards Incentives

While SDAs are encouraged to exceeded 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. An SDA will not be subject to sanction for not meeting the state standards.

Incentive awards will be made in December, 1990 based on the SDAs' previous program year 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.

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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.

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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.

Attachment 7

Governor's Coordination Strategy & Criteria

GOVERNOR'S
Coordination Strategy and Criteria
for Program Year 1989

Introduction

Section 71, Article 9, Chapter 14 of the Laws of Minnesota, 1985 as amended (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 coordination strategies for job training and placement programs operated by state and local agencies.

The state acknowledges that in varying degrees there are already in place a mixture of formal and informal coordination arrangements in areas throughout the state. It also recognizes the need to maximize resources, reduce competition and increase the efficiency and effectiveness of job training and placement programs dictates that these efforts be strengthened and expanded.

Coordination Criteria

The following are key partners within the employment and training system whose roles, responsibilities and relationships in the delivery of services must be clearly defined and who must strive for coordination of resources. Where ever possible duplication of efforts and services must be eliminated.

1. Job Training and Job Service: Local Employment and Training Plans must include a written agreement developed by the State Job Service Agency and each Service Delivery Area describing each entity's respective roles and responsibilities in providing such services as:
 - a. Intake, referral and recruitment;
 - b. Job search/job seeking skills; and
 - c. Employer contacts, job openings and placement

The agreement must contain measurable objectives and specific actions that will be taken by both parties to eliminate service duplication and improve resource coordination.

2. Job Training and Human Services: Local Employment and Training Plans shall describe the respective roles and responsibilities established with area counties and cities to reduce welfare dependency. Efforts to coordinate JTPA with PATHS, Work Readiness and all other public and private agencies targeted to public assistance recipients (including food stamp recipients) must be clearly described. Existing written agreements which address these arrangements shall 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 vocational training, year round remedial and basic education and others. Efforts to coordinate JTPA with public and private agencies targeted to public assistance recipients (including food stamp recipients) must be clearly defined. Existing written agreements which address these arrangements shall be referenced and, where appropriate, included in the Job Training Plan.
4. Job Training and Other Supportive Services: Local Employment and Training Plans shall clearly describe efforts to coordinate JTPA services with the area's Displaced Homemakers Program(s), Transitional Housing Program(s), Overnight Shelter(s) and other emergency services.
5. Job Training and Private-forProfit and Private-non-Profit Agencies: Local Employment and Training Plans shall describe the respective roles and responsibilities established with private-for-profit and private-non-profit agencies to reduce welfare dependency. Existing written agreement which address these arrangements shall be referenced and, where appropriate included in the Job Training Plan.