

2009

**Local Unified Plan
UPDATE**

For Minnesota's

**INTEGRATED LOCAL
WORKFORCE INVESTMENT SYSTEM**

Program Year 2009

**– Submitted by –
Workforce Investment Board**

Name: Dakota-Scott Workforce Investment Board

Instructions

In accordance with WIA Law §118, this document provides directions to Minnesota's Local Workforce Investment Boards (WIBs) for preparing the *PY-2009 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System*. The PY-2009 LUP UPDATE covers the time period of July 1, 2009 to June 30, 2010. WIBs are required to submit an annual LUP to the Minnesota Department of Employment and Economic Development (DEED) in order for their Workforce Service Area (WSA) to receive funding under the Workforce Investment Act (WIA) and the State Dislocated Worker program.

The PY-2009 LUP UPDATE guidance is composed of three sections:

- **Section A: “Regional Strategies.”** DEED will use this section to benchmark the WIB's engagement in regional economic development strategies, as well as how the WIB conducts business beyond the narrow focus of WIA programs.
- **Section B: “Program Operations.”** This section collects information required by law in order for WIBs to receive their base funding.
- **Section C: “System Operations and Attachments.”** This section includes information needed to ensure that the local workforce delivery systems meets certain legal requirements as well as complies with agreements between DEED and Workforce Service Areas (WSAs). This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED's executive management, and other interested parties.

Please note: While a provision for 'no change from last year' was not provided as an option for responses, if there are truly no changes from last year for a particular response, feel free to 'cut and paste' your response from the PY-2008 LUP. Sections of your PY-2009 response may be used for other purposes and your local plans will be posted on the web as is, so any responses with 'no change from last year' may not provide appropriate information or confuse readers.

2009 LUP UPDATE Requirements

- **LUP UPDATE Due Date:** May 15, 2009 (1)
- **Deliverables:**
 1. Electronically submit, via e-mail, LUP UPDATE Sections A, B, and C, including all attachments to: Kyle.Temme@state.mn.us and;
 2. Mail one (1) hard copy of the Certification and Assurances which includes a signature page with original signatures to:

*Kyle Temme
Minnesota Department of Employment and Economic Development
Workforce Development Division – Location #036
1st National Bank Building
332 Minnesota Street – Suite E200
St. Paul, MN 55101-1351*

¹ If you cannot make the May 15, 2009 deadline, provide information on why an extension is needed and the duration of the requested extension to Peggie Hicks at Peggie.Hicks@state.mn.us or 651-259-7577. PY-2009 LUP UPDATE extension requests must be received by May 15, 2009 to be considered for approval.

Planning Timetable Estimates

February 4, 2009:	Draft Update Guidelines Sent to Workforce Service Areas for review and comment.
February 11, 2009:	Deadline for receipt of comments.
February 18, 2009:	Issuance of final LUP Guidelines.
April, 2009:	WIA and Wagner-Peyser Allocations issued to States.
April, 2009:	WSA WIA Allocations issued (including forms for Budget, Participant Information, and Activity Summaries).
May 15, 2009:	2009 LUP UPDATES are due at DEED, along with submittal of original signature page. Beginning of Public Comment Period.
June 15, 2009:	End of 30 Day Public Comment Period.
Week of June 15-19, 2009:	Approval of Local Plans.
July 1, 2009:	Beginning of PY-2009.

List of Acronyms used:

DW – Dislocated Worker Program
DVOP – Disabled Veterans Outreach Program
FSET – Food Support Employment & Training Program
ISP – Independent Service Provider
LUP – Local Unified Plan
LVER – Local Veterans Employment Representative
MFIP/TANF – Minnesota Family Investment Program/ Temporary Assistance for Needy Families
MYP – Minnesota Youth Program
RS – Rehabilitation Services
SCSEP – Senior Community Service Employment Program
SSB – State Services for the Blind
WIA – Workforce Investment Act
WIB – Workforce Investment Board
WP – Wagner-Peyser
WSA – Workforce Service Area

Section A: Regional Strategies

One of the state’s strategies for 2007-2010 is to invest in WIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the WIB’s engagement in regional development strategies, as well as how the WIB conducts business beyond the narrow focus of employment programs. DEED will use this information for guidance on allocating special grants and discretionary and incentive funds.

The response to questions A.-1. thru A.-4. must be limited to no more than 9 pages, not including attachments.

1. How does the WIB identify and analyze regional economies?

The Workforce Investment Board (WIB) uses several sources of data to analyze our regional economy and also completes analysis at several levels. In identifying our region, the WIB considers several sources of data including:

- Industry concentration and growth patterns;
- commuting patterns;
- political jurisdictions and alignments;
- unemployment, vacancy, and other traditional labor market indicators.

In recent years, these sources lead us to consider the regional economy to be centered around the “traditional” seven- County metropolitan region and extending through the “urban metroplex” as defined by the MN State Demographer Tom Gillaspay. The WIB is a partner in the Greater Metropolitan Workforce Council (GMWC). Using the data noted above, and given current alliances and agreements among county leaders, the GMWC formally includes eighteen counties including seven local Workforce Service Areas (Anoka, Dakota-Scott, Hennepin-carver, City of Minneapolis, Ramsey, Washington, and central Minnesota). Practically, we focus attention on an eleven-county, adding Wright, Sherburne, Isanti, and Chisago counties. As appropriate, we also engage the surrounding counties to the west and north which are part of the Central Minnesota WIB as well as colleagues in western Wisconsin with whom we also share a labor market.

Each of the metropolitan region’s Workforce Investment boards typically undertakes analysis on three levels:

1. Working cooperatively through the greater metropolitan Workforce Council (GMWC), the WIB participates in a biennial analysis of the regional economy that is completed by the GMWC and accompanied by the shared action plan for a broad array of regional stakeholders.
2. In addition to our cooperative regional analysis, the WIB also looks carefully at the “local” economy of our own specific workforce service area. The individual WSA data typically mirrors the metropolitan data; and, sometimes highlights pockets of activity in which we have particular strengths or needs to address.
3. Finally, in the course of our service delivery decision-making, the WIB often identifies specific economic issues within our localities that require attention. As an example, the Minneapolis WIB has specific strategies to address unemployment and underemployment in north Minneapolis. These strategies are in addition to, and often complementary to, broader regional strategies undertaken in cooperation with others in the region.

How is this information used to identify the key industries and demand occupations within your WSA?

Key industries and demand occupations are identified from a combination of the following sources:

1. Location quotient analysis for individual metro counties and the combined region;
2. US Bureau of Labor Statistics Current Employment Statistics data;
3. MN DEED Job Vacancy Survey data
4. US Bureau of Labor Statistics Employment Outlook projections;
5. MN DEED Occupations in Demand analysis;
6. Other sources including the Metropolitan Council, industry association data, Jobs Now Coalition, etc.

The WIB reviews these data sources through analysis prepared by DEED regional labor market analysts, WIB staff, and contracted staff supporting the Greater Metropolitan Workforce Council (GMWC). This review is done in presentations and discussion among WSA staff and at WIB meetings with members.

Using the information reviewed, WIB members-with the input of staff and other stakeholders- agree upon the key industries and demand occupation for the WSA.

How is this information incorporated into your service delivery strategies?

The WIB uses key industry and demand occupations in several ways:

- a) Service priorities are established within WIA programs that encourage jobseekers to explore key industries and demand occupations;
- b) WIB business outreach, in concert with DEED Business Service staff and area college business outreach staff, are focused on industries or occupations that the WIB has identified as priorities;

Initiatives are created in response to these identified priorities with WIB members beginning to organize themselves across the region in industry or occupational affiliations to support sector initiatives. With this beginning, current WIB members and other stakeholders will identify and develop industry cluster interventions as appropriate.

2. In a separate attachment, based on your analysis of regional economies, please provide a list of the key industries in your WSA.

The metropolitan WIBs have completed an analysis of our industry and occupational mix in the metro region. As in years past, we find that the metropolitan economy is dominated by service industries including retail trade, professional and business services, leisure and health, and government services. As noted in the attachment (under Columns 1 and 2) key industry groups that stand out based on location quotient analysis and sheer number of establishments include:

- i. Healthcare
- ii. Professional and technical Services
- iii. Administrative and Support Services
- iv. Food Service
- v. Manufacturing: Computer and Electronic Products, Fabricated Metals, Plastics and Rubber, and Machinery
- vi. Insurance, Finance, and Credit-related occupations
- vii. Retail Trade; and
- viii. Education Services

The metropolitan WIBs also acknowledge that industry concentration and size are not the only factors that would make an industry a “key” industry. Therefore, we have also completed an analysis that allows individual WIBs to consider industry concentration and size alongside wages and growth patterns, which may be more meaningful to job-seeking customers. Using that analysis, some occupational clusters (such as retail trade and/or foodservice) are highlighted whereas they previously were not (see attached).

Finally, we note again that the WIB, as part of the GMWC, will be completing its biennial analysis of the regional economy and may identify additional industry clusters and/or sectors at that time which may further shape our understanding of our best opportunities within the region.

3. Provide the following information for each regional development initiative that the WIB is involved in:

- a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

See attached

- b) Identify key players/partners and define their roles, including the role of the WIB.

- c) Summarize the status of the initiative, including the WIB’s level of involvement to date.

4. If applicable, Complete Attachment C, “Workforce Investment Board Subcommittee List”.

Section B: Program Operations

This section collects information required by “WIA Law, Section §118: Local Plan” in order for WIBs to receive their base funding.

WIA Law reference: (Section §118)

(a) IN GENERAL. – Each local board shall develop and submit to the Governor a comprehensive 5-year local plan (referred to this title as the “local plan”), in partnership with the appropriate chief elected official. The plan shall be consistent with the State plan.

(b) CONTENTS. – The local plan shall include –

(b)(1) an identification of –

- (A) the workforce investment needs of businesses, job-seekers, and workers in the local area;
- (B) the current and projected employment opportunities in the local area; and
- (C) the job skills necessary to obtain such employment opportunities;

The response to questions B.-1. thru B.-3. must be limited to no more than 5 pages.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local:

a) Businesses.

The business needs relative to workforce in the Dakota-Scott area range considerably which is reflective of the diverse group of employers in the area. With today’s current economic situation, the majority of business needs are related to needing more revenue. However, long-term, with the diversity, also comes a broad ranging set of issues, including:

- Need for employees with essential soft skills and basic writing and math skills;
- A shortage of skilled employees in such fields as health care, manufacturing and aerospace;
- Need for incumbent worker training – sometimes in technical skill; sometimes in English as a Second Language;
- Immigrants – the laws, best practices;
- Aging workforce – some industries, such as utilities are facing significant retirements in the next few years;
- Employee Attraction/Retention – varies by company;
- And the very common problem of providing health care.

b) Job-seekers.

Job-seeker needs in the Dakota-Scott area are also diverse. Some of those needs include:

- Transportation– the public transportation system in the area could be better
- Adequate job pay and benefits – this is a need from a couple of perspectives. The overall pay/benefit package is very important no matter what the person’s skill level. We see this as an issue for older workers who may have had well-paying jobs, but depending on their background and skills are seeing a much different market as they seek a new job. Additionally, while there are many available low-paying entry-level jobs available, the reality is that with childcare costs, it may not make sense for someone to take those positions.
- Adaptability to a rapidly changing market – Our challenge is staying in-tune

with these changes to best advise and/or retrain job seekers.

- Training- this ranges considerably but would include such things as soft skills, computer skills, basic reading and writing, English as a Second Language, Workplace English, and/or skills training.
- Transition help – this would be in the basic job seeker needs such as job search, resume writing and interviewing. Fortunately, the Workforce Centers do an excellent job helping people with these items.

c) Workers.

These needs vary by industry and are also quite diverse.

- Benefits – as rising benefit costs are increasingly passed on to workers in some cases there's a need for them to find affordable coverage.
- Training – we're seeing need for incumbent worker training primarily around ESL issues and secondarily around skills.

2. Describe the current and projected employment opportunities in your local area.

The employment opportunities range significantly. We review the DEED provided projections through 2014; reflect on the actual job postings that we see; and factor in our employer contacts.

The primary areas with projected job growth overall are in the

- Health Care and Social Assistance;
- Administrative and Support; and
- Professional Scientific and Technical Services.

The DEED-identified high demand/high wage occupations encompass many areas including:

- IT;
- Sales and sales management;
- Health-care related; and
- Some of the trades.

Reviewing the short-term employment needs shows a focus on

- manufacturing;
- IT; and
- entry-level jobs in retail, customer service, hospitality and others.

On the other side of the coin, there are three main areas where we see unemployment right now. They are:

- Construction;
- Manufacturing and
- Administrative and Waste Services.

Additionally, due to the significant presence of Northwest and other airline employees in our area, we're very focused on the impact of the merger and the employment situation of all employees of the airlines with a local presence. This is of significance on a current and future employment projections basis, as well as determining transferable skills and identifying key future employment opportunities for the affected individuals.

3. Describe the job skills necessary to obtain such employment opportunities.

For the long-term basis, one of the challenges for the health-care industry, especially in the nursing area, is the lack of training capacity at the colleges. However, much of the growth is for the personal care attendants, which are often filled by immigrants at this time. Their training needs are much more likely to be around workplace English issues.

The IT area provides an interesting dilemma in that the skills needed for these positions are quickly evolving due to a) rapidly-changing technical realities and b) the roller-coaster ride of the industry due to outsourcing. We're fortunate to work with MNSCU colleges, specifically Inver Hills with a great networking program.

Professional Scientific and Technical Services also provides an interesting opportunity. Many of the employees in this sector are highly skilled and coveted by companies. Our local high-tech companies are constantly looking for engineers. Within the area we have an outstanding nano-technology program at Dakota County Technical College, a medical networking group out of Burnsville, as well as a Bioscience effort through Dakota Future, the local economic development group, that provide excellent connections.

The job skills needed for the short-term opportunities also range significantly with more specific skills requirements for the IT and manufacturing industries. The entry-level jobs typically have more basic requirements focused on reading, writing, math and soft skills.

Law reference:

(b)(2) a description of the one-stop delivery system to be established or designated in the local area, including –

(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;

(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;

The response to questions B.-4. thru B.-7. must be limited to no more than 1 page per question.

4. How does the WIB ensure the continuous improvement of its providers of WIA Title I-B?

The WIB ensures continuous improvement in numerous ways. First and foremost is the Evaluation Committee formed specifically to look at contracts, program performance, customer satisfaction results and outcomes. Fitting within this realm, staff monitors program files, outcomes, and performance measurement results.

5. List the continuous improvement activities in which your local providers participated in PY 2007-2008. (i.e., Demand Driven Training, Microeconomics of Competitiveness Training, Sector Academies, Resource Area Advisory Team, etc.)

Providers participated in a variety of continuous improvement activities including such items as: Demand Driven Training, the Resource Area Advisory Team, Every Quarter

Training (provided by Workforce Services staff) and parent agency provided training.

6. Provide a list of planned continuous improvement activities for PY 2009 in which your local providers will participate.

We will continue to leverage state-provided training; encourage participation in agency-provided training and as a local area continue the Every Quarter Training activities.

7. How has the WIB's role changed to ensure that the local workforce system meets the needs of employers and participants?

We're fortunate to have an actively engaged WIB with excellent representation. Our members bring their broad-ranging expertise to the table. Beyond their professional responsibilities, most are also engaged in other community efforts making them even more valuable. It's members also excel in obtaining input and insights from a variety of internal and external sources.

The WIB recently completed an analysis of its Mission and Vision and identified a selected number of key strategies to implement. The majority of WIB work is done through its active committee structure. The goal of having identified strategies is to enhance the effectiveness of the committee work and lead to improved outcomes.

Partnered with the above, is the WIB's modified approach to its "Eye on the Future" component of meetings. The Eye on the Future is a guest speaker who does a presentation on a selected topic. We've had an excellent variety of speaker over the years including such topics as Generational Diversity, Veterans Employment Services and Poverty in Dakota County. These presentations are also posted on the WIB website. As the WIB moves forward, the goal is to have the Eye on the Future topics tied to the group's identified strategies and themes with part of the meeting devoted to discussion amongst the members of the issue, how the WIB/WorkForce Centers are working with the issue currently; and most importantly what should be done by the WIB and its committees on the topic.

The identified strategies combined with the more intensive discussions about selected topics at the overall WIB level will be a key approach to ensure the group is meeting employer and participant needs.

Finally, the WIB's success is dependent on the continued active participation of WIB members at the committee level as they a) bring their expertise to the table and b) consider the information provided by staff and/or presenters and c) have the thoughtful discussions on how to most effectively deal with immediate and future needs

8. Refer to *Section C* of this document for MOU requirement.

Law reference:

(b)(3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

9. **(PENDING – TBD)** Refer to **Attachment A**, “Performance Standards” for state and local figures.
10. What percentage of the participants will be in training (not pre-vocational services) programs that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A? (Note: There is a recommended state benchmark level of 60 percent.)

60%

Law reference:

(b)(4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

11. No response will be needed at this time. Forms required for Budget, Participant Information, and Activity Summaries for WIA Title I-B Adult and Dislocated Worker, and State Dislocated Worker programs will be forwarded when the final allocations are released. The applicable approved grant application and budgets will be attached to the Notice of Funds Available (NFA), which then becomes part of the Master Agreement with DEED.

Law reference:

(b)(5) a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate;

The response to questions B.-12. thru B.-14. must be limited to no more than 2 pages.

12. How does the WIB coordinate its workforce investment activities with the state’s Rapid Response office?

The WIB oversees the bidding process on special Minnesota Dislocated Worker projects and coordinates partnering throughout the Dakota-Scott WSA. The WIB ensures services, catered to the unique needs of the client groups, are available or created to serve clients within the Rapid Response Process. In addition, the WIB stays abreast of changes in the WSA which may result in layoff and refers such information to the Rapid Response Office for investigation. Such referrals have lead to special projects in the past and others have been deferred to formula.

13. **(New Question)** How will your local area work with DEED in calling in and conducting orientation sessions to people who are permanently unemployed?

DEED staff call in customers to the workforce centers in Burnsville, W. St Paul and Shakopee using UI rosters and WF1 for orientation sessions focused unemployment insurance and an overview of the programs and services available at the workforce center. The orientation participants are referred to programs that meet their needs, Veteran Services, Dislocated Worker Program, etc.

14. Who is the WIB’s rapid response liaison for mass layoffs?

Name: Helene Woods

Title: Program Developer

Phone: 651-554-5908

TTY: 651-554-5914

E-mail: helene.woods@co.dakota.mn.us

Law reference:

(b)(6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;

15. Youth planning is a separate process and is not required with this submittal process.

Law reference:

(b)(7) a description of the process used by the local board, consistent with subsection (c), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;

The response to question B.-16. must be limited to no more than 1 page.

16. Provide a description of the process used by the local board to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

Prior to submission, the plan is presented to the WIB for input and approval. The WIB meetings are open to the public. Also the membership on the WIB includes representatives from business and labor organizations.

Law reference:

(b)(8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(9);

17. Who is the entity responsible for the disbursement of grant funds?

Name: Dakota County

Address: 1590 Highway 55, Hastings, MN 55033

Phone: 651-437-3191

TTY: 711 for Minnesota Relay

18. Within the entity, who has authority to sign local plans, and who has authority to sign WIA Master Agreements?

Name: Dave Rooney

Title: Community Services Director

Phone: 651-554-5759

TTY: 651-554-5914

E-mail: dave.rooney@co.dakota.mn.us

Law reference:

(b)(9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;

The response to question B.-19. must be limited to no more than 2 pages.

19. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

County Board Bid, Grant and Contract Policy adopted in Resolution No. 01-767 provides that all County purchases and sales of goods, services, professional services or real estate should use a competitive process when practicable. The primary types of competitive processes used by the County are Requests for Bids (RFB), Requests for Proposals (RFP) and Requests for Quotations (RFQ).

In general one or more of the following factors determines the competitive process required by law or board policy:

- The types of Goods or Services
- The Estimated Contract Price
- If it is Real Estate related
- If the contract is between Governmental Units

Request for Bid

A RFB is required where the Estimated Contract Amount of the contract is \$50,000 (\$60,000 for rental of equipment) or more for the following types contracts:

- Work or labor, that is services for bodily labor or services where bodily labor is the principal factor.
- Purchase of furniture, fixtures or other property
- The construction or repair of roads, bridges or buildings (Minn. Stat. § 375.21)
- The sale or purchase of supplies, materials, equipment or the rental thereof
- Rental of equipment estimated to be more than \$60,000 (Minn. Stat. § 471.345, subd. 5a)
- The construction, alteration, repair or maintenance of real or personal property. (Minn. Stat. § 471.345, subd. 2.)
- The sale, lease or conveyance of real estate owned by the County (Minn. Stat. § 373.01, subd. 1)

Bids are received in the County Auditor's office, stamped with the date and time received, and held unopened until the bid opening. Information regarding sealed bids, including the number of bids received, is confidential until the bids are opened. (Minn. Stat. § 13.37, subd. 2). Bid openings are open to the public. The auditor conducts the bid opening with staff of the contracting Division/Department present. An attorney from the office of the County Attorney will be present upon request, when necessary. Requests for County Attorney attendance should be made at least two days in advance. The bids are checked against the bid specifications and bid bond requirements and evaluated under other appropriate criteria. Most questions need not be resolved immediately at the bid opening and may be submitted to the County Attorney for later response. The safekeeping of bids and bid bonds is the responsibility of the County Auditor. Bid bonds are returned to responding Contractors after a signed agreement with the selected Contractor is executed.

Request for Proposal

A Request for Proposals (RFP) is a document seeking proposals from potential Contractors to provide services to the County when a sealed bid (RFB) is not required. County Administration has determined that a RFP should be used when purchasing goods and services that exceed \$50,000. Using a RFP process is also beneficial when the value of a contract for services is less than \$50,000, because this process facilitates obtaining the best value for the County where selection of a Contractor should not be made on the basis of cost alone. This is particularly true when the services are of a professional, confidential, artistic, or technical nature. When purchasing services, cost is usually only one of a number of factors to consider when selecting a Contractor.

The RFP process includes a request to potential Contractors to submit proposals to perform some type of service or combination of goods and services. Once the proposals have been received, the County evaluates the proposals and chooses the Contractor that provides the best value (best balance of service and cost). The Division/Department will negotiate the contract terms with the Contractor that submitted the best proposal and, if successful, a contract is entered into for the performance of the service(s) requested in the RFP.

The RFP should sufficiently describe the project/work so that Contractors can submit proposals that are responsive to the Division/Department's needs and contain the type of information needed to judge the responder's experience and qualifications and determine which Contractor can best meet the Division/Department's needs.

Request for Quotations

A Request for Quotations is required for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property (Minn. Stat. §471.345), such as work and labor:

- If possible and practicable when the Estimated Contract Amount is more than \$10,000 but less than \$50,000, or less than \$60,000 for rental of equipment (Minn. Stat. § 471.345, subd. 4)
- If possible and so long as practicable when the Estimated Contract Amount is \$10,000 or less (Board Resolution 01-767)
- If possible and practicable if it involves the lease of real property owned by the County in the following circumstances: the lease of a residence acquired for the furtherance of an approved capital improvement project; or a lease that does not exceed \$15,000 per year [Minn. Stat. § 373.01, subd. 1(4)].

Even where the law allows for obtaining goods or services on the open market through direct negotiation with a Contractor, County policy requires that two or more quotations be sought when possible and so far as practicable, and if competitive quotes are not sought the reasons must be documented. The Division/Department must keep documentation of the process used to obtain quotations and the quotations received. All quotations must be kept one year after its receipt by the County. Note: the contract to which the winning quotation is attached must be kept for six years.

Section C: System Operations and Attachments

Law reference:

(b)(10) such other information as the Governor may require.

In this section, WIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between DEED and WSAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED's executive management, and other interested parties.

1. List contact information for the designated Workforce Center Site Manager(s) in each of your WorkForce Center (WFC) locations. (For Site Manager Position Description, please refer to: <http://www.deed.state.mn.us/wia/policy/title-one/sitemanager.htm>)
(Highlight, copy and paste additional contact information fields as needed for each WFC.)

WFC Location: West St. Paul

Name: Jill Pittelkow

Title: Program Supervisor

Phone: 651-554-5670

TTY: 651-554-5914

E-mail: jill.pittelkow@co.dakota.mn.us

WFC Location: Burnsville

Name: Mike Yanda

Title: Area Manager

Phone: 952-895-7614

TTY: 952-895-7661

E-mail: mike.yanda@state.mn.us

WFC Location: Shakopee

Name: Jean Sinell

Title: Employment & Training Supervisor

Phone: 952-496-8273

TTY: 952-403-7999

E-mail: jean.sinell@co.scott.mn.us

2. List contact information for one Americans with Disabilities Act (ADA) coordinator for all partner programs in your local area.

Name: Jill Pittelkow

Title: Program Administrative Supervisor

Phone: 651-554-5670

TTY: 651-554-5914

E-mail: jill.pittelkow@co.dakota.mn.us

Reports To: Mark Jacobs

3. List contact information for the local Equal Opportunity Officer.

Name: Jill Pittelkow
Title: Program Administrative Supervisor
Phone: 651-554-5670
TTY: 651-554-5914
E-mail: jill.pittelkow@co.dakota.mn.us
Reports To: Mark Jacobs

4. List contact information for one English as a Second Language (ESL) coordinator for all partner programs in the local area.

Name: Helene Woods
Title: Program Developer
Phone: 651-554-5908
TTY: 651-554-5914
E-mail: helene.woods@co.dakota.mn.us
Reports To: Mark Jacobs

5. List contact information for the local program complaint officer.

Name: Jill Pittelkow
Title: Program Administrative Supervisor
Phone: 651-544-5670
TTY: 651-544-5914
E-mail: jill,pittelkow@co.dakota.mn.us
Reports To: Mark Jacobs

Please list the programs this individual is responsible for taking complaints:

WIA Adult, WIA Youth, MN Youth Program, WIA Dislocated Worker, MN Dislocated Worker, FSET, MFIP

If the individual is NOT the complaint officer for any of the core partner programs, please list the contact information for the complaint officer for each of the other programs.
(Highlight, copy and paste additional contact information fields as needed.)

Program(s): Wagner-Peyser
Name: Mike Yanda
Title: Area Manager
Phone: 952-895-7614
TTY: 952-895-7661
E-mail: mike.yanda@state.mn.us
Reports To: Jim Korkki

Program(s): Rehab Services
 Name: Peg Killen
 Title: Rehab Services Manager
 Phone: 651-554-6560
 TTY: 651-554-5914
 E-mail: Peg.killen@state.mn.us
 Reports To: Connie Giles

Program(s): Rehab Services
 Name: Rich Wagner
 Title: Rehab Services Manager
 Phone: 952-895-7617
 TTY: 952-895-7661
 E-mail: richard.wagner@state.mn.us
 Reports To: Connie Giles

Program(s): State Services for the Blind
 Name: Jannea Hanson-Parks
 Title: Rehabilitation Counselor
 Phone: 651-554-6246
 TTY: 651-554-5974
 E-mail: jannae.hanson-parks.state.mn.us
 Reports To: Mary Kolles

6. List contact information for the local WFC data practices coordinator.

Name: Helene Woods
 Title: Program Developer
 Phone: 651-554-5908
 TTY: 651-554-5914
 E-mail: helene.woods@co.dakota.mn.us
 Reports To: Mark Jacobs

- 7. (New Question)** Complete **Attachment D**, “Workforce Service Area Sub-Grantee List” and provide a current listing for each of the WSA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a WorkForce Center (WFC).
- 8.** Complete **Attachment B**, “Workforce Investment Board/ Council Membership List” and provide current contact information for the members of the local workforce investment board, **including any vacancies**, and the organizations that are represented on the board. Please indicate whether the business representatives come from “targeted high-growth / high wage” industries, and/or provide demand driven occupations, and/or provide career laddering occupations. (See either Minnesota Statute. §116L.666, Subdivision 3 or the Workforce Investment Act, Section §117 for required composition.)

9. Is there a revised joint powers agreement since last year's plan submittal? If yes, please submit it, along with signature pages, with this plan.

Yes _____ No Not Applicable _____

10. Is there a revised Memoranda of Understanding, as described in the Workforce Investment Act, since last year's plan submittal? If yes, please submit it, along with signature pages, with this plan.(2)

Yes _____ No Not Applicable _____

According to DOL Training and Employment Guidance Letter (TEGL) 5-03 (<http://wdr.doleta.gov/directives/attach/TEGL5-03.html>) program operators/service providers are required to provide Veterans Priority of Service in twenty (20) DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, WIA Youth Formula Grants, pilots, and Research and Development.

Additional reference: Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs: (<http://www.thefederalregister.com/d.p/2008-12-19-E8-30166>)

In addition, Governor Pawlenty's Executive Order 06-02 (<http://www.governor.state.mn.us/priorities/governorsorders/executiveorders/2006/february/PROD005612.html>) requires state agencies and institutions of higher education to seek out and correct barriers to the employment and training of Veterans. Programs covered by this Executive Order include state-funded Dislocated Worker programs.

Considering the Public Law and Executive Order cited here, please answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority for service.

The response to questions C.-11. thru C.-13. must be limited to no more than 3 pages.

11. What is the process you use to identify Veterans coming into your WorkForce Center (WFC)?

Veterans self identify themselves when they register in the Customer Registration System, MinnesotaWorks (job bank) or if they verbally seek additional veterans specific resources from staff.

12. What is the process you use to assess the needs of Veterans seeking service in your WFC, and how do you identify Veterans with a barrier to employment?

Veterans who indicate any barriers are referred to the appropriate DEED Veterans Employment Representative.

13. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

Any customer who appears to have a specific barrier to employment is briefly questioned by intake staff to determine which program counselor can best serve them

(2) For more information on Memoranda of Understanding (MOUs), including a MOU template, see: www.deed.state.mn.us/wia/mou.htm .

Staffing

Workforce Service Area: Dakota-Scott WSA (#14)

A. Please provide the **TOTAL** number staff for each WFC. Each partner is to complete the information. Please indicate your full-time and part-time equivalents* as of April 1, 2009. Do not include vacancies.

A	B	C	D	E	F	G	H	I	J	K	L	M
WorkForce Center	WSA Suprvsr	WSA Staff	WP Suprvsr	WP Staff	RS Suprvsr	RS Staff	SSB Staff	LVER and/or DVOP	Non-Profit Staff	(Non-Profit) Name of Agency	Other Staff	(Other) Name of Agency
West St. Paul	2	6	0	1	.75	7	1	0.2	4	HIRED		
“ “ “											1	ABE
“ “ “											3	Field Audit
“ “ “											1	UI
“ “ “									12	Employment Action Center		
Burnsville	-	-	1	7	.75	15	-	0.8	2	HIRED		
									2	Employment Action Center		
											4.8	DEED Job Service
											2	Field Audit
											1	UI

Shakopee	.5	4.5	.20	2	.25	5	-	.20	-	-	1	UI
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**Full-time equivalent is a staff person who works more than 32 hours a week, receives benefits, etc. To separate out part-time from full-time, use the respective fraction of full-time. For instance, if one staff person works 40 hours a week and another works 20 hours a week part-time, the total would be 1.5 FTEs.*

Column headings A – M corresponding definitions on the following page.

Column A – WorkForce Center: List each WFC in your WIB's local WSA.

Column B – WSA Supervisors: Please identify the number of WSA managers located in each WFC. Do not include vacancies. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WorkForce Centers, the table would indicate .50 for each of the two sites).

Column C – WSA Staff: Indicate number of WSA staff in the WFC. Do not include vacancies. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column D – Wagner-Peyser Supervisor: Indicate the number of Wagner-Peyser manager(s) located in each WFC. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

Column E – Wagner-Peyser Staff: Indicate number of Wagner-Peyser staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column F – Rehabilitation Services Supervisor: Indicate the number of Rehabilitation Services manager(s) located in each WFC. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

Column G – Rehabilitation Services Staff: Indicate number of Rehabilitation Services staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column H – State Services for the Blind Staff: Indicate number of State Services for the Blind staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Columns I – Veterans (LVERs and/or DVOPs): Indicate the number of LVERs and/or DVOPs located in each WFC. Identify how the LVER and/or DVOP splits their time between WFCs (i.e., if the majority of the manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

Columns J and K – Non-Profit Staff and Agency Name: Identify the number of non-profit staff (who are not WSA staff) in the WFC. Include the name of their agency in Column J.

Columns L and M – Other Staff and Agency Name: Identify the number of full-time or part-time staff who are Field Audit, BCD Reps, non DEED, or non WSA in your WFC. List their agency in Column L.

Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2009 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with the Minnesota Unified State Plan;(3)
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor’s representative) by the local board and that available copies of a proposed local plan are made available to the public through such means as public hearings and local news media; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board’s and its components’ meetings and information regarding the board’s and its components’ activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by DEED have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans’ priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03, and Governor Tim Pawlenty’s Executive Order 6-02;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB) and it will maintain a certifiable local Youth Council;
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;
- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;

(3) The State Unified Plan is available on the DEED website <http://www.deed.state.mn.us/wia/unifiedplan/>.

Certifications and Assurances

- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;(4)
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding and Cost Allocation Plans are in place and available upon request for each WorkForce Center within the WIB's local workforce service area;
- P. that the required voter registration procedures described in Minnesota Statutes §201.162 are enacted without the use of federal funds;
- Q. that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations 20 CFR, Section §667.274;
- R. that the local policies on fraud and abuse adheres to DEED's Chapter 2.9 of WIA Title I-B and Related Activities Manual as required under Regulations 20 CFR, Section §667.630 (The local policy is to be in accordance with State requirements;(5))
- S. that it has provided an opportunity for public comment and input into the development of plan by persons with disabilities and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested;
- T. that core services are integrated such that all WorkForce Center partners provide the same high level and quality of core services to job seeking customers;
- U. that all staff are provided the opportunity to participate in appropriate staff training;
- V. that an acceptable WIA program complaint procedure will be established and will be maintained;
- W. that an acceptable WIA discrimination complaint procedure will be established and will be maintained;
- X. that there is an agreement between the WIB and the 'unit of local government' (that represents the local elected official/s) that outlines what powers the unit of local government agrees to give the WIB on their behalf and how they are going to work together;

(4) See WIA Title I-B Related Activities Manual at Chapter 5: Complaints and Grievances, Section 5.3: Discrimination Complaint Handling Procedures, http://www.deed.state.mn.us/wpd/policy/titleIB/5.0_complaints/complaints5.3.htm

(5) See Chapter 2.9 of WIA Title I-B Related Activities Manual at: http://www.deed.state.mn.us/wpd/policy/titleIB/2.0_fiscal_mngmnt/fiscal_mngmnt2.9.htm

Certifications and Assurances

- Y. that (if applicable) if there is a joint powers board, that there is a joint powers agreement which outlines who is on the joint powers board and how the local units represented on it are going to work together;
- Z. that it will comply with the nondiscrimination provisions of WIA, Section §188 and it's implementing Regulations at 29 CFR, Part 37. Each grant applicant for financial assistance as defined in Regulations 29 CFR, Part 37.4 must include in the grant application the exact language as is in the following (29 CFR, Part 37.20):

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A, which prohibits discrimination on the bases of race, color, creed, religion, natural origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, citizenship, or age;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impairment;*
- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Certifications and Assurances

Signature Page

Program Year 2009
Local Unified Plan UPDATE for an Integrated Local Workforce Investment System

Workforce Service Area Name: Dakota-Scott

Workforce Investment Board Name: Dakota-Scott Workforce Investment Board

Name and Contact Information for the WIB:

Cathy Weik
cweik@stratishealth.org
952.853.8519

Name and Contact Information for the Local Elected Official(s):

Commissioner Kathleen A. Gaylord
kathleen.gaylord@co.dakota.mn.us
651-438-4428

We, the undersigned, attest that this submittal is the Program Year 2009 Local Unified Plan UPDATE for our WIB / WSA and hereby certify that this LUP UPDATE has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board

Name: Cathy Weik

Title: WIB chair

Signature: _____

Date: _____

For the Local Elected Officials

Name: Commissioner Kathleen A
Gaylord

Title: Chair, Board of Commissioners

Signature: _____

Date: _____