



Minnesota



Title V – Older American Act Senior Community Service Employment Program

Annual Provider Application of SCSEP Subgrant For Program Year 2010

July 1, 2010 to June 30, 2011

Provider Submitted By:

Duluth Workforce Development, Duluth, MN

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Background and Guidelines

The Department of Employment and Economic Development (DEED) issue application guidelines announcing the availability of State SCSEP funds. The guidelines contain application due dates, application instructions and other necessary information. All Program Operators must submit applications in accordance with DEED instructions and will be approved by a review team.

✚ To be eligible for continued funding, each Program Operator must complete and submit **all** of the following with their application:

- ◆ Provide a detailed description of each of the items identified in the program narrative that **have changed or are identified as a NEW question.**
- ◆ Application Signature page with original signature of the Provider's authorized official.
- ◆ Attachment 1 – Detailed SCSEP Budget and Participant Information Summaries and Work Plan.
- ◆ Other items deemed necessary by the Department of Employment and Economic Development (DEED) as specified.

Instructions

SCSEP Annual Provider Application of Subgrant and electronic attachments must be completed and returned by **June 16, 2010**. Providers are to submit their application by electronic mail to:

Taryn Galehdari at: Taryn.Galehdari@state.mn.us

In addition, please submit one hard copy, containing the original required signatures of the authorized official to: (Additional non-electronic documentation or attachments should also be included.)

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

All applications will be reviewed upon receipt and either approved or returned with a request for additional or revised information. Allocations for the SCSEP program may be delayed if applications are submitted late or are disapproved.

If you have questions or require additional information regarding the plan, contact:

Taryn Galehdari
Phone: 651-259-7540
or
E-mail: Taryn.Galehdari@state.mn.us

Part A

Contact Information

Please provide updated contact information for the Provider and the Coordinator or Manager, and Financial individuals who are involved with the SCSEP program. *(Copy and paste additional contact information lines as necessary.)*

Provider: *(include Director)*

Provider Name: Duluth Workforce Development

Director: Don Hoag

Official Title: Manager, Workforce Development

Address: 332 City Hall, 411 W. 1st St., Duluth, MN 55802

Phone: 218-730-5770

Fax: 218-730-5902

TTY: _____

E-mail: dhoag@duluthmn.gov

Coordinator or Manager:

Name: Carol Turner

Title: SCSEP Director

Address: 332 City Hall, 411 W. 1st St., Duluth, MN 55802

Phone: 218-730-5770

Fax: 218-730-5902

TTY: _____

E-mail: cturner@duluthmn.gov

Other Coordinator or Manager:

Name: Deborah Jackson

Title: Assistant SCSEP Director

Address: 332 City Hall, 411 W. 1st St., Duluth, MN 55802

Phone: 218-730-5770

Fax: 218-730-5902

TTY: _____

E-mail: djackson@duluthmn.gov

Financial Contact:

Name: Janie Miller
Title: Financial Analyst
Phone: 218-730-5042
Fax: 218-730-5919
E-mail: jmmiller@duluthmn.gov

Equal Opportunity Officer Contact:

Name: Robert Grytdahl
Title: EEO Officer
Address: 411 W. 1st St., Duluth, MN 55802
Phone: 218-730-5630
Fax: 218-730-5918
TTY: _____
E-mail: bgrytdahl@duluthmn.gov

Americans with Disabilities Act (ADA) Contact:

Name: Robert Grytdahl
Title: EEO Officer
Address: 411 W. 1st St., Duluth, MN 55802
Phone: 218-730-5630
Fax: 218-730-5918

English as a Second Language (ESL) Contact:

Name: Beth Tamminen
Title: Area Learning Center Coordinator
Phone: 218-336-8790
Fax: _____
E-mail: beth.tamminen@duluth.k12.mn.us

Local Complaint Officer Contact:

Name: Robert Grytdahl
Title: EEO Officer

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Address: 411 W. 1st St., Duluth, MN 55802

Phone: 218-730-5630

Fax: 218-730-5918

Data Practices Contact:

Name: Alison Lutterman

Title: Deputy City Attorney

Phone: 218-730-5490

Fax: 218-730-5918

E-mail: alutterman@duluthmn.gov

NEW QUESTIONS

1. Please provide the current resolution in place showing who has been delegated authority to sign contracts.

Attachment B shows the current resolution in place showing who has been delegated authority to sign contracts.

The resolution passed City Council as follows:

BY COUNCILOR HARTMAN (INTERGOVERNMENTAL RELATIONS)

10-0125R - RESOLUTION AUTHORIZING PROPER CITY OFFICIALS TO ENTER INTO AN AGREEMENT WITH AND ACCEPT FUNDS FROM THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT FOR PROVISION OF WORKFORCE INVESTMENT ACT TITLE I SERVICES, MINNESOTA YOUTH PROGRAM SERVICES AND OLDER AMERICAN PROGRAM SERVICES FOR THE PERIOD 2010 - 2015. -- PASSED

2. Provide a list of your Board members.

Attachment A lists members of the Duluth Workforce Council, Inc.

3. Describe the policy and process for filling Board membership vacancies.

The Duluth Workforce Council's policy for filling vacancies is to do so as soon as practical after they occur. As with any volunteer group, unexpected vacancies can occur – for example, in 2009 the Duluth Workforce Council lost one member when he was appointed to the Duluth Economic Development Authority and resigned from the WIB, and lost another when he was called up to active duty in the National Guard. As a result, in spite of the fact that we added five new members in the past year, we still

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seek to recruit two more private sector members. We rely on business groups such as the Duluth Chamber and APEX to help us identify potential new members, as well as recommendations from WIB members, the Mayor, and other City officials. We will strive to recruit the two additional private sector members by September 30, 2010.

We are also in need of a second labor representative. A potential candidate has been identified, is interested in serving, and we are in the process of formalizing the appointment. This should be complete by the time PY 2010 begins on 07/01/10.

4. Describe the competitiveness process to be used for awarding grants and contracts for WIA and State funded programs (if applicable).

No grants or contracts are anticipated at this time, but in the event they become necessary, we would complete an RFP process similar to that used to determine our Dislocated Worker provider in 2009. In that process, an RFP was publicly issued, with the results reviewed by an ad-hoc committee of the WIB, and the final decision approved by both the full WIB and the Mayor.

Part B

Program Narrative

This section includes an overview of program operations and assures that activities are in compliance with Title V of the Older Americans Act. In completing the application narrative, provide a brief response to each question.

Program Administration:

- A. Describe the structure of the organization/agency as it relates to the administration of the SCSEP program. IF NO CHANGE – INSERT “NO CHANGE”

No change -

- B. Describe the staff positions/job duties assigned to work on this project. IF NO CHANGE – INSERT “NO CHANGE”

No change –

Carol Turner, SCSEP Director
Deborah Jackson, SCSEP Assistant Director

Program Activities:

- C. Strategies for Employment Opportunities.

Describe host agency strategies for providing sufficient skill development for participants.

Through the IEP process we determine the skills development needs of each participant related to their job goal. Through host agency monitoring we work closely with the participant and their supervisor to further identify skills gaps and to try to fill the skills training through the host agency assignment.

Many of the skills are general in nature and can be learned through a variety of host agency assignments. Examples of skills developed through host agency assignments include customer service, data entry, basic computer skills, general office duties, infection control, confidentiality, emergency protocols as pertain to a hospital nursing floor, route mail throughout a large business, operation of postage and mailing machines, use of maintenance equipment such as a vacuum, lawn mower, snow blower, weed trimmer, floor scrubber, etc., knowledge about chemicals and supplies such as paint, floor stripper, window cleaner, oven and stove cleaner, etc. and the proper way to use the chemicals in a safe manner, hands on training in using tools such as a plumbing snake, power drills, key cutting machine, etc., and how to itemize inventory taken out of stock for work orders.

Soft skills training such as punctuation, getting along with co-workers, customer service, using initiative, appropriate work dress, etc. is emphasized during orientation, host agency monitoring, and quarterly group meetings.

Participants are offered free or low cost training in the following areas:

- Free one-on-one Internet Training for Seniors using the “Generations-On-Line” web tool through a SCSEP assignment in the Duluth Workforce Development office
- Free one-on-one Computer Skills Tutoring in Microsoft Word, Excel, PowerPoint through a SCSEP assignment at the Workforce Center
- Computer Training through Minnesota Resource Center - examples include “Introduction to the Workplace” 52 hours; “Office Careers Training” 96 hours; “Operations Training” (back office duties) 96 hours; “Accounting Support Training” 48 hours; “Health Support Training” 64 hours; “Computer Technician Training” 480 hours. This specialized training is funded on an individual participant basis through the Department of Vocational Rehabilitation Services.
- Free Basic Computer Training through the senior centers - 10 hours
- SOAR Career Solutions offers Basic Computer Training, Career Development, and STEPS motivational and positive affirmation training. Training is provided through SOAR grants.

Some host agencies provide skills development specific to their agency’s unique needs. Examples include:

- Animal Care/Compassion Fatigue training accessed through the host agency and paid through SCSEP funds
- AWARE On Line Education Center “Eye and Vision” course - training in vision rehabilitation accessed at the host agency and paid through SCSEP funds
- dynamics of domestic violence, cultural and societal norms that contribute to violence against women
- annual preventive maintenance on different pump devices used in the medical setting

Describe any specialized training opportunities.

Examples of specialized training opportunities include:

- Free one-on-one Internet Training for Seniors using the “Generations-On-Line” web tool through a SCSEP assignment in the Duluth Workforce Development office
- Free one-on-one Computer Skills Tutoring in Microsoft Word, Excel, PowerPoint through a SCSEP assignment at the Workforce Center
- Computer Training through Minnesota Resource Center - examples include “Introduction to the Workplace” 52 hours; “Office Careers Training” 96 hours; “Operations Training” (back office duties) 96 hours; “Accounting Support Training” 48 hours; “Health Support Training” 64 hours; “Computer Technician Training” 480 hours. This specialized training is funded on an individual participant basis through the Department of Vocational Rehabilitation Services.
- Free Basic Computer Training through the senior centers - 10 hours
- SOAR Career Solutions offers Basic Computer Training, Career Development, and STEPS motivational and positive affirmation training. Training is provided through SOAR grants.
- Certified Nursing Assistant through Lake Superior College and funded by the Dept. of Vocational Rehabilitations Services
- Phlebotomist/Dialysis Technician through Lake Superior College and funded by the Dept. of Veterans Affairs

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- Animal Care/Compassion Fatigue training accessed through the host agency and paid through SCSEP funds
- AWARE On Line Education Center “Eye and Vision” course - training in vision rehabilitation accessed at the host agency and paid through SCSEP funds
- Five hour specialized training about the Family Justice Center and intake specialist/receptionist’s duties such as an overview of the intake paperwork, direction for how the phone and computer systems work, and aspects of compassionate advocacy.

Describe strategies to engage employers – paying particular attention to the local job market and skills needed by employers – to successfully transition participants in the current economic climate.

Employers regularly report to us a need for employees to possess skills in three areas: problem solving, critical thinking and “soft” skills. These are not “occupational skills” per se, but their importance is almost universally acknowledged by employers. Their importance may be understood by the fact that Lake Superior College has begun to ensure such skills (particularly the first two noted above) are a part of each of their technical occupational training programs. Soft skills training is emphasized during orientation, host agency monitoring and quarterly group meetings.

In terms of “hard” occupational skills, it must be noted that in order to obtain employment which will provide a “living wage”, it is increasingly necessary to have post secondary training, usually in a technical area. When appropriate, we partner with other agencies such as the Department of Veterans Affairs, and the Department of Vocational Rehabilitation for funding for post secondary education. Two examples are: one SCSEP (federal) participant completed her Dialysis and Phlebotomy Technician degree, and one (federal) participant completed a Certified Nursing Assistant (CAN) course.

Through outreach and job development activities, our Marketing and Recruitment participant staff continuously networks with employers to make them aware of the SCSEP and emphasizes the advantages of hiring older workers. Outreach material showcases the positive attributes of older workers such as their maturity, experience and knowledge, loyalty, follow through, and initiative. Host agencies are encouraged to assist in the effort to transition participants into unsubsidized employment, including permanent unsubsidized employment with the host agency.

We will continue to collaborate with Duluth Workforce Council to identify employment opportunities available to seniors, and to attract and provide information in linking employers with older workers.

D. Green Jobs Efforts:

Describe your success in providing participants in green industries. Describe any of your challenges with the green jobs effort and the strategies to overcome these challenges.

We have not been successful transitioning participants to jobs with green employers. Our success has been placing participants in green host agency assignments.

Habitat for Humanity places emphasis on incorporating “green” technology into all projects. SCSEP Participants are trained to incorporate existing and emerging “green” technologies into Habitat for Humanity modern home green construction. Participants also attend Habitat for Humanity sponsored training sessions on line and in person related to green building technology.

Hartley Nature Center provides people with opportunities for understanding, appreciation and stewardship of the natural world. To do so, Hartley Nature Center provides natural history programs and park stewardship projects for interested groups and individuals in the community. Participants are trained in facility maintenance and back office support of green environmental services.

The Salvation Army Thrift Store “recycles” household goods and clothing by reselling them to the community. Kids’ Closet “recycles” gently used and new children’s clothing to needy families. Damiano Clothing Exchange and Clothes That Work Program “recycles” used clothing and work/interview appropriate clothing. Participants are trained as cashiers, sorters, merchandisers, and customer service/store clerks.

“Green” agencies such as the Environmental Protection Agency, Western Lake Superior Sanitary District, Second Harvest, and weatherization and recycling agencies have been contact to recruit their participation as host agencies and train participants in “green” assignments.

None of the placements in either the state or nationally funded SCSEP projects have been in green industries. Our challenges have been making a direct link to green employers. Our strategy is to work closely with green host agencies to assist them in hiring participants. Two green agencies, Hartley Nature Center and Habitat for Humanity have made initial commitments to hire SCSEP participants in the future.

A new initiative, the Duluth Sustainable Community Summit: Green Jobs Action Plan outlines plans to create green-collar jobs in five sectors including natural resources protection, food systems, built environment, energy production, and transportation. Some examples cited in the plan call for further clean up of local waterways, urban agriculture, and locally growing food. One aim is to create green job training and placement systems to engage local residents and employers in creating green jobs in almost any business by focusing on wasted energy and materials and minimizing those whenever possible.

E. Service to Minorities:

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Describe ANY changes in enrollment levels or outcomes for minority individuals. If changes, what steps will you take to address any under-serve to minorities or discrepancies in outcomes.

Minority groups primarily served are Black and American Indian. Recruitment efforts have been contacting minority agencies directly, posting flyers in minority agencies, having SCSEP participants staff the Resource Room in the Workforce Center, posting flyers, and emphasizing minority recruitment by our SCSEP Recruitment Team. Barriers to enrolling minority individuals include Duluth's minority demographic profile which is small relative to the total population.

Performance Standards and Reporting Requirements:

Performance Measures will be negotiated for the upcoming program year at a later date. The following is a list of the levels that are currently in effect:

Community Service: 77%
Service Level: 100%
Entered Employment: 60%
Retention Rate: 70%
Most-in-Need: 2.73
Average Earnings: \$5,969

Proposed PY 2010 Goals as of May 25, 2010:

Community Service: 50%
Service Level: 100%
Entered Employment: 43.9%
Retention Rate: 70%
Most-in-Need: Not yet determined
Average Earnings: \$7,183

F. Specify: (For the upcoming program year)

- The number of authorized SCSEP employment positions;
Number: 15
- The number of individuals you will need to enter into unsubsidized employment to reach your Entered Employment Goal during the funding period;
The number depends on the following:
$$43.9.0\% = \frac{\# \text{ employed in the 1}^{\text{st}} \text{ quarter after exit}}{\# \text{ of exits - exclusions}}$$

Number: _____
- The number of participants to be served during the program year;
Number: 15

Part C

Program Year 2010 - 2011 Allocations

Grantee	Slots	Allocation	Match
Anoka Anoka County	22 22	\$206,193	\$23,741
Arrowhead EOA Itasca County Koochiching County Lake County St. Louis County	11 2 3 2 4	\$103,097	\$11,871
Carver County WFC Carver County	11 11	\$103,097	\$11,871
City of Duluth St. Louis County	16 16	\$149,959	\$17,267
Experience Works Carlton County Crow Wing County Dakota Marshall County Olmstead Polk County Norman County Winona	41 0 0 19 0 0 0 18 0 4	\$384,269	\$44,245
Inter-County CCI Clearwater County Pennington County Polk County Red Lake County Lake of the Woods County Roseau County	14 2 2 3 2 3 2	\$131,214	\$15,108
Minneapolis Urban League Hennepin County	24 24	\$224,938	\$25,900
Minnesota Chippewa Tribes Becker County Cass County Carlton County Cook County Itasca County Koochiching County Mille Lacs County Mahnommen County	10 2 1 1 1 0 1 2	\$93,724	\$10,791

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St. Louis County	2 0		
MN Valley Action Council	59	\$552,972	\$63,670
Blue Earth County	14		
Brown	11		
Faribault County	11		
Martin County	10		
Nicollet County	7		
Watonwan County	6		
Rural MN CEP	21	\$196,821	\$22,662
Becker County	2		
Beltrami County	1		
Clay County	2		
Crow Wing County	1		
Hubbard County	2		
Mahnomen County	2		
Morrison County	1		
Ottertail County	2		
Pope County	1		
Grant County	1		
Traverse County	0		
Wadena County	0		
Wilkin County	1		
Stevens County	3		
Todd County	1		
Clearwater County	0		
Douglas County			
Scott County	10	\$93,724	\$10,791
Scott County	10		
SE MN Workforce Dev.	10	\$93,724	\$10,791
Goodhue County	2		
Rice County	5		
Wabasha County	3		
SW MN Opportunity Council	33	\$309,290	\$35,612
Cottonwood County	6		
Jackson County	5		
Murray County	6		
Nobles County	7		
Pipestone County	5		
Rock County	4		
Washington County	10	\$93,724	\$10,791
Washington County	10		
Totals--	292	\$2,736,746	\$315,111

Part D

Title V – SCSEP Equitable Distribution Census 2000 for PY-2010

The Equitable Distribution Table will be sent at a later date. Minnesota gained 12 slots for the State Grant and 49 slots for the National Grants for a total of 61 slots. An updated ED report will be completed after conference calls have been held to discuss mutual concerns in regards to movement of slots to correct any equitable distribution slot imbalances.

Attachment a

Signature Page

Application for:
Title V – Older Americans Act
Senior Community Services Employment Program

Provider Application of Subgrant for Program Year 2010
Effective: July 1, 2010 to June 30, 2011

Provider Name: City of Duluth Workforce Development

Address: 332 City Hall, 411 West 1st Street

Duluth, Minnesota 55802

Contact Person: Don Hoag

Title: Manager, Workforce Development

Phone: 218-730-5770

Fax: 218-730-5902

E-mail: dhoag@duluthmn.gov

A program summary has been submitted to the following Workforce Investment Board (WIB) for review and comment:

Duluth Workforce Council

CERTIFICATION and SIGNATURE

I hereby certify that this application has been prepared as required and in accordance with Title V of the Older Americans Act.

Name of Authorized Official: Don Hoag

Title: Manager, Workforce Development

Authorized Signature: _____

Date: 06-16-10



Issued By:

Minnesota Department of Employment and Economic Development
Workforce Development Division – Office of Adult Services
1st National Bank Building
332 Minnesota Street
Suite E200
St. Paul, Minnesota 55101-1351

(651) 259-7540
TTY (651) 296-3900
Fax (651) 215-3842



Attachment A - Duluth Workforce Council. Inc. Membership List

Workforce Investment Board/Council Membership List

Program Year 2010

WIB: Duluth Workforce Council, Inc. Date Submitted: 05/14/2010
WSA: WSA 4, City of Duluth

Please indicate any **vacant** positions or other constituency represented as well.
 (To Add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut.)

<u>Name / Address / E-mail / Phone / Fax</u>	<u>Organization</u>	<u>Position</u>	<u>Business/ Industry Represented</u> (Private Sector Only)	Business Representation From Targeted Industry/ Occupation? (Yes / No)	<u>Term Start and Term End</u>
<u>A. Private Sector:</u>					
(Chair): Kevin Snyder 4212 Enterprise Circle Duluth, MN 55811 ksnyder@northstaraerospace.com 218-720-2920, X31 218-270-0905 fax	Northstar Aerospace	Vice President	Aviation Mfg	Yes	08/01/07 – 07/31/10
Mark Branovan 915 E. 1 st Street Duluth, MN 55805 mbranovan@slhduluth.com 218-249-2425 218-249-2401 fax	St. Luke's	Director, Hospitality Svcs	Health Care	Yes	09/07-09- 08/31/12
Chris Dixon 4515 Taylor Circle Duluth, MN 55811 cdixon@cirrusdesign.com 218-727-2737 218-788-3532 fax	Cirrus Design	Director, Factory Services	Aviation Mfg	Yes	01/01/07 - 12/31/10
Sally Freese 407 E. 3 rd St.	SMDC	Director, Environmental	Health Care	Yes	08/01/09- 07/31/12

Attachment A - Duluth Workforce Council. Inc. Membership List

Duluth, MN 55805 sfreese@smdc.org 218-786-4667 218-786-2497 fax		& Nutrition Svc			
Lisa Heyesen 306 West Superior Street Duluth, MN 55802 lheyeson@apexgetsbusiness.com 218-740-3667	Area Partnership for Economic Expansion	Director, Business Expansion	Private Economic Development	No	01/10/10- 12/31/12
Nicole Johnson 30 West Superior Street Duluth, MN 55802 nrjohnson@allete.com 218-722-5642 Ex 3467 2188-723-3944 fax	Minnesota Power/Allete	Supervisor, Human Resources	Electric Power Utility	No	09/01/08- 08/31/11
Tom Livingston 230 East Superior Street Duluth, MN 55802 tom.livingston@provideoproductions.com	ProVideo Productions	Owner/CEO	Video Production	No	09/01/08- 08/31/11
Jon Obrecht 414 W. Superior St. Duluth, MN 55802 Jon.obrecht@expresspros.com 218-393-0919, Cell	Express Employment Professionals	Owner	Employment/Staffing	No	05/01/08 – 04/30/11
Cindy Potts 332 W. Superior St., Suite 414 Duluth, MN 55802 218-722-8003 218-722-6067 fax	Shperion	Branch Manager	Employment/Staffing	No	07/01/09- 06/30/12
Jennifer Ryan 130 W. Superior St Duluth, MN 55802 218-723-2961 218-720-1097 fax	US Bank	Vice President	Banking	No	01/01/10- 12/31/12
Judy Rugg jrugg@hotmail.com	Retired	Human Resources	Hospitality	No	07/01/09- 06/30/12

B. Public Assistance Agency:

Attachment A - Duluth Workforce Council. Inc. Membership List

Doreen Michals 320 West 2 nd Street Duluth, MN 55802 michalsd@co.st-louis.mn.us 218-726-2018	St. Louis County Public Health & Human Services	Supervisor, Financial Assistance			08/01/07 – 07/31/10
<u>C. Organized Labor:</u>					
Chad McKenna 2002 London Road. Suite 113 Duluth, MN 55812 chad@nealc.org 218-310-8412, Cell 218-724-1413. Fax	Northeast Area Labor Council	Field Rep			05/01/08 – 04/30/11
(second appointment in process)					
<u>D. Rehabilitation Agency:</u>					
Roland Root 320 W. 2 nd Street, Suite 205 Duluth, MN 55802 Roland.root@state.mn.us 218-723-4730	Division of Rehabilitation Services, DEED	Regional Manager			01/01/09- 12/31/11
<u>E. Community-Based Organization:</u>					
Rebecca Ellenson 205 West 2 nd Street Duluth, MN 55802 rellenson@soarcareers.org 218-722-3126	SOAR Career Solutions	Executive Director			08/01/07 – 07/31/10
Kim Hall 411 W. 1 st Street Duluth, MN 55802 k.hall@duluthmn.gov 218-730-5201	City of Duluth	Manager Human Resources, Health Care & Safety			09/01/07 – 08/31/10
Tim Wigchers 424 W. Superior St., Suite 202 Duluth, MN 55802 timwigchers@yahoo.com 218-726-4721	American Lung Association in Minnesota	Manager, Mission Programs			01/01/09- 12/31/11

Attachment A - Duluth Workforce Council. Inc. Membership List

218-726-4722 fax					
<u>F. Economic Development Agency:</u>					
Jim Skurla 19 SBE, 412 Library Drive Duluth, MN 55812 jskurla@d.umn.edu 218-726-7895 218-726-6555 fax	UMD Bureau of Business & Economic Research	Director			07/01/08- 06/30/11
<u>G. Public Employment Service:</u>					
Betsy Harmon 320 West 2 nd Street, Suite 205 Duluth, MN 55802 betsy.harmon@state.mn.us 218-725-7750	MN DEED	Job Service & Business Service Manager			08/01/09 - 07/31/12
<u>H. Educational Agency:</u>					
(Required ABE Representative): Beth Tamminen 2 E. 2 nd Street Duluth, MN 55802 Beth.tamminen@duluth.k12.mn.us 218-336-8790 218-336-8791 fax	Duluth Public Schools	Director, Adult Basic Education			07/01/09- 06/30/12
Jim Arndt 802 East Central Entrance Duluth, MN 55811 Jim.arndt@duluth.k12.mn.us 218-336-8975, Ext. 4028	Secondary Technical Center	Principal			07/01/07 - 6/30/10
Diane Rauschenfels 412 Library Drive, Educ. 177 Duluth, MN 55812 djrausch@d.umn.edu 218-726-8547	UMD	Education Leadership Program			09/01/08- 08/31/11

Attachment A - Duluth Workforce Council. Inc. Membership List

218-310-9550 cell					
Steve Wagner Lake Superior College 2101 Trinity Road Duluth, MN 55811 s.wagner@lsc.edu 218-733-5934	Lake Superior College	Vice President, Workforce & Community Development			04/01/10- 03/31/13
<u>I. Local Elected Official:</u> (Please list contact information even if CEO is not a member of the WIB.)					
Don Ness 411 W. 1 st Street Duluth, MN 55802 d.ness@duluthmn.gov 218-730-5317	City of Duluth	Mayor			
<u>J. Youth Council Chairperson:</u> (Please list contact information even if YCC is not a member of the WIB.)					
Tim Wigchers (member of WIB, contact information above)					

Attachment B - Current resolution in place showing who has been delegated authority to sign contracts

INTERGOVERNMENTAL RELATIONS COMMITTEE

10-0125R

RESOLUTION AUTHORIZING PROPER CITY OFFICIALS TO ENTER INTO AN AGREEMENT WITH AND ACCEPT FUNDS FROM THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT FOR PROVISION OF WORKFORCE INVESTMENT ACT TITLE I SERVICES, MINNESOTA YOUTH PROGRAM SERVICES AND OLDER AMERICAN PROGRAM SERVICES FOR THE PERIOD 2010 - 2015.

CITY PROPOSAL:

RESOLVED, that proper city officials are hereby authorized to execute and implement a contract, in substantially the form and containing substantially the terms of the contract on file of the city clerk as Public Document No. _____, with, and accept funds from, the Minnesota department of employment and economic development to provide services under Title I of the workforce investment act, the Minnesota youth program services, Minnesota state dislocated worker program services and older American program as defined in the local workforce investment plan, for the term beginning April 1, 2010 and ending March 31, 2015. Program funds will be accepted upon receipt of notices of funds available. For Title I workforce investment act, Minnesota youth program services, and Minnesota state dislocated worker program services funds will be deposited into and paid from Fund 268. For older American program, funds will be deposited into and paid from Fund 270. City officials authorized to execute the

Attachment B - Current resolution in place showing who has been delegated authority to sign contracts

contracts are the mayor, city clerk, city attorney, city auditor and manager of workforce development.

Approved:

Approved for presentation to council:

Department Director

Chief Administrative Officer

Approved as to form:

Approved:

Attorney

Auditor

DWD DRH:met 3/2/2010

STATEMENT OF PURPOSE: This resolution is to authorize city officials to enter into an agreement with and accept funds from, the Minnesota department of employment and economic development to provide workforce development services to Duluth residents under Title I of the Workforce Investment Act (W.I.A.), the Minnesota Youth Program Services, Minnesota State Dislocated Worker Program Services and the Older American Program for the period April 1, 2010, through March 31, 2015. Services to be provided are described in the local workforce investment plan.

Program funds will be accepted upon receipt of notices of funds available and be deposited into funds as follows:

Attachment B - Current resolution in place showing who has been delegated authority to sign contracts

FUND	AGENCY	ORGANIZATION	DESCRIPTION
268	031	6210	Dislocated Worker - State
268	031	6211	Dislocated Worker - W.I.A.
2689	031	6212	Dislocated Worker - Special Projects
268	031	6228	Miscellaneous Projects
268	031	6229	Marketing
268	031	6230	Performance Incentives
268	031	6231	W.I.A. Adult
268	031	6232	W.I.A. Youth (In School)
268	031	6234	Minnesota Youth Program
270	031	6235	Senior Programs - State

Finally, at the request of DEED, this resolution specifies who is authorized to execute the contract.