

# City of Minneapolis

COMMUNITY PLANNING & ECONOMIC DEVELOPMENT (CPED)

## Employment and Training Program

### SUMMARY REPORT

January 1, 2009 - December 31, 2009



### MISSION STATEMENT

The Minneapolis Employment and Training Program is committed to growing a competitive workforce.

### Minneapolis Community Planning and Economic Development (CPED) MISSION STATEMENT

The Department of Community Planning and Economic Development works to grow a sustainable city.

### Mayor

R.T. Rybak

### City Council

Barbara Johnson,  
*Council President*

Scott Benson

Elizabeth Glidden

Lisa Goodman

Cam Gordon

Betsy Hodges

Diane Hofstede

Robert Lilligren

Paul Ostrow

Ralph Remington

Sandra Colvin Roy

Don Samuels

Gary Schiff

# Minneapolis Workforce Council

January 1, 2009 through December 31, 2009

The Minneapolis Workforce Council provides strategic guidance for the broad partnerships that make up the local workforce development system – a “one-stop” service delivery system for area jobseekers and employers. The collective goal is to build a workforce with the skills employers seek, in order to help strengthen and maintain the area’s economy. Employers benefit by hiring workers with the skills they need for business success; workers benefit by achieving and maintaining economic self-sufficiency for themselves and their families. A primary responsibility of the Workforce Council is guidance and oversight of employment and training programs administered by the City of Minneapolis.

**Carolyn Roby**

*Vice President  
Wells Fargo Foundation  
Minnesota*

**David Ahlers**

*Vice President  
Human Resources  
Graco Inc*

**Laurie Rice**

*Director of Information  
Technology - Medical  
Division  
3M*

**Sharon Bredeson**

*President & CEO  
Staff-Plus, Inc.*

**Lief Larson**

*President  
Valhalla Worldwide LLC,  
Workface Inc.,  
Consumable Media LLC.*

**Elizabeth Campbell**

*Inclusion Coordinator  
Ryan Companies US Inc*

**Michael McHugh**

*Merchandise Presentation  
Target Corporation*

**Mark Anderson**

*President & CEO  
Impact Mailing &  
Fulfillment*

**Jacqueline Salisbury**

*President & CEO  
Mack Engineering Corp*

**Thomas MacNally**

*Chief Operating Officer  
Mount Olivet Lutheran  
Church*

**Terrell Towers**

*Business Services  
Manager  
MN Department of  
Employment and  
Economic Development*

**Todd Klingel**

*President & CEO  
Minneapolis Regional  
Chamber of Commerce*

**Daniel McConnell**

*Political Director  
IBEW Local 292*

**Douglas Flateau**

*Executive Director  
Working Partnerships*

**Ken Lundquist**

*Vocational  
Rehabilitation Area  
Manager  
Department of  
Employment and Econ  
Development (DEED)  
Rehabilitation Services  
(RS)*

**Carlye Peterson**

*Manager  
Adult Basic Education  
Minneapolis Public  
Schools*

**Craig Vana**

*Associate  
Superintendent for  
Emergency  
Preparedness  
Management  
Minneapolis Public  
Schools*

**Jim Roth**

*Director  
Metropolitan  
Consortium of  
Community Developers*

**Joseph Gaspard**

*Human Services  
Program Manager  
Hennepin County*

# City of Minneapolis

COMMUNITY PLANNING & ECONOMIC DEVELOPMENT (CPED)

## Employment and Training Program

***“I have had my struggles, even on the job, but I believe that dedication to oneself - coupled with people who believe in you - can make you a success!”***

*METP  
Adult Program  
Participant*

**Deb Bahr-Helgen**  
*Director*

**Mark Brinda**  
*Workforce Manager*

**Matt Kruger**  
*Program Assistant*

**Felisha Burns**  
*Assistant to Director*

**Dislocated Worker**  
**Catherine Christian**  
*Program Manager*

**Savi Samaroo**  
*Program Staff*

**Adult Programs**  
**Doug Suker**  
*Program Manager*

**Merga Hunde**  
*IRP Case Manager*

**Tim Beaver**  
*Contract Manager*

**Kent Robbins**  
*Business Services &  
Special Projects*

**MFIP**  
**Linda DeHaven**  
*Program Manager*

**Terri Ellingsworth**  
*Human Service Representative  
for Hennepin County*

**Youth Programs**  
**Anne Fischer**  
*Program Manager*

**Teresa Harrold**  
*Program Manager*

**Tammy Dickinson**  
*STEP-UP Director*

**Pat Behrend**  
*Special Projects Coordinator*

**Chelsea Meyer**  
*Program Assistant*

**Kha Vue**  
*Outreach to Schools Project  
Intern*

# METP Employment & Training Service

## January 1, 2009 – December 31, 2009

	Youth Program	Welfare- To- Work Program	Dislocated Workers Program	Adult Program
AchieveMpls	X			
African Community Services	X			X
American Indian OIC	X	X		X
Asian Media Access	X			
Centre for Asians and Pacific Islanders (CAPI)		X		
St. Stephen's Human Services		X		
Comunidades Latinas Unidas en Servicio (CLUES)		X		X
East Side Neighborhood Services, Inc.	X	X		X
Goodwill/Easter Seals	X	X	X	X
Hennepin County W.E.R.C.		X		
HIRED	X	X	X	X
Hmong American Mutual Asst. Assoc. (HAMAA)	X			X
Hmong American Partnership		X		
Jewish Vocational Services		X		X
Lifetrack Resources		X		
Lutheran Social Services		X		
Minneapolis Employment and Training Program (METP)				X
Minneapolis Park and Recreation Board	X			
Minneapolis Public Schools	X	X		
Minneapolis Urban League	X	X		X
MN Dept. of Employment and Economic Development	X	X	X	X
Neighborhood Development Corporation				X
Pillsbury United Communities/Emerge	X	X		X
Project for Pride in Living	X	X		X
RESOURCE, Inc.	X	X	X	X
RISE, Inc.		X		
South East Asian Refugee Community Home (SEARCH)				X
Tree Trust	X			
Urban Arts Academy	X			
Youth Farm and Market	X			
YouthCARE	X			

# City of Minneapolis

COMMUNITY PLANNING & ECONOMIC DEVELOPMENT (CPED)

## Employment and Training Program

### Demographics

1/1/09–12/31/09

People Placed *	Year-Round/ Summer Youth	Dislocated Worker	Adult	Total
<b>Black or African American</b>	1,306 (55%)	53 (20%)	383 (58%)	<b>1,742 (52.5%)</b>
<b>White</b>	385 (16%)	191 (71%)	118 (18%)	<b>694 (21%)</b>
<b>Asian</b>	338 (14%)	4 (1%)	117 (18%)	<b>459 (3.5%)</b>
<b>American Indian or Alaska Native</b>	127 (5%)	10 (4%)	22 (3%)	<b>159 (4.5%)</b>
<b>Hawaiian Native or Pacific Islander</b>	4 (1%)	0	0	<b>4 (1%)</b>
<b>Hispanic Ethnicity/Other</b>	227 (9%)	11 (4%)	22 (3%)	<b>260 (7.5%)</b>

\* Program participants are able to indicate more than one race plus ethnicity during enrollment



Mayor R.T. Rybak and 2009 Step Up Interns

# Employment and Training Program DISLOCATED WORKER PROGRAM 1/1/09-12/31/09

*Total Placed into  
Unsubsidized  
Employment:*  
**249**

*Average Wage for  
Unsubsidized  
Employment  
Terminations:*  
**\$20.25**

*Placement Wage/  
Dislocation Wage  
Ratio:*  
**89%**

*Total Served:*  
**1,033**

The Dislocated Worker Program serves an important need for Minnesota jobseekers and aids employers by providing a pool of experienced workers to meet future labor needs. METP's Dislocated Worker Program is funded by the federal Workforce Investment Act (WIA) and Minnesota Workforce Development funds. In 2009, the American Recovery and Reinvestment Act of 2009 (ARRA) also provided supplemental funding. These ARRA (Stimulus) funds were used to substantially increase the number of dislocated workers who had access to education and training opportunities in regionally identified demand occupational skill training. The Minnesota Department of Employment and Economic Development (DEED) administers these funds to the City.

In both the federal and state-funded programs, dislocated workers are assessed by service providers to determine how their current skills can best be used in a new job; or, if retraining is needed. A full range of re-employment services is available including career counseling, skill updating and job search assistance. The goal of the program is to help the dislocated worker return to the workforce quickly into a suitable job at comparable wage.

Most dislocated workers served are from individual or small layoffs. Participants in the Dislocated Worker Program are referred to the program from employers, labor organizations, the Minnesota WorkForce Center system, and other organizations. METP contracts with DEED at the two Minneapolis Workforce Centers, HIRED, RESOURCE, Inc.'s Employment Action Center, and Goodwill/Easter Seals to provide the services.

The Dislocated Worker Program also serves workers who are part of a large plant closing or a mass layoff. The service delivery process differs for those in a mass layoff from those who are dislocated in smaller numbers. These workers may become part of a company-specific "project". However, services are consistently provided by WorkForce Centers, community-based and labor-based organizations located throughout the state. In 2009, METP with DEED as the subcontractor ended a special project that served 39 customers from G & K Services. The project, which started in March 2008, placed 23 clients at an average wage of \$18.47 which was 97% of their previous wage.

**Dislocated worker success story:** *Dana came to the Dislocated Worker Program through METP's service provider, Goodwill/Easter Seals, after completing Employment Ready U at the Minneapolis WorkForce Center. She had been laid off from an inventory planner position at the Donaldson Company. Previously, Dana had been laid off from similar position at two different companies. She was passionate about this type of work and wanted to stay in the industry, but was worried that she needed to update some of her skills in order to establish a more stable position. She worked with her Goodwill/Easter Seals Dislocated Worker Program counselor to identify training that would broaden her business knowledge, and decided on a mini-MBA program focused on inventory at the University of Saint Thomas. Just after starting this ARRA funded training program she had an interview with a local hospital for an inventory specialist position. She brought up her attempts to advance and broaden her knowledge through her training, and was offered a position just as she was finishing her training.*

# Employment and Training Program ADULT PROGRAM 1/1/09-12/31/09

*Total Adult Program  
Participants Placed  
into Unsubsidized  
Employment:*  
**645**

The Adult Program serves low-income Minneapolis residents. All clients are provided career counseling, job placement, and retention services. Selected participants are provided with tuition assistance to pursue post-secondary vocational/technical training prior to job placement.

*Average Wage for  
Unsubsidized  
Employment  
Terminations:*  
**\$11.15**

For the period of 1/1/09-12/31/09, 645 clients were placed in jobs at an average wage of \$11.15 per hour. Funding sources include the Workforce Investment Act (WIA), Community Development Block Grant (CDBG), Close the Gap (CTG) and Economic Stimulus (ARRA).

METP's adult employment and training services are provided by community agencies that compete for performance-based contracts through a request for proposal process.

*Workforce Investment  
Act (WIA)  
Placements: 321  
Average Wage: \$10.91*

The agencies are paid a contracted fixed dollar amount for assisting their participants in obtaining and retaining employment.

*Community  
Development Block  
Grant (CDBG)  
Placements: 175  
Average Wage: \$11.56*

### **Individual Referral Program (IRP)**

IRP provides financial assistance and case management services to low-income and program eligible residents pursuing training at metro area community and technical colleges to work in high-demand/high-growth occupations. IRP is currently funding students enrolled in a variety of training areas including: nursing (RN), radiological technology, medical assistant, robotics, dental assistant, project management and electronic technology. Students are selected based on their ability to succeed in the program and their potential of being employed upon graduation. In 2009, 61 students were funded with 18 students completing their programs during the calendar year and finding employment with an average starting wage of \$20.42 per hour.

*CDBG Construction  
Skills  
Placements: 20  
Average Wage: \$19.48*

### **American Recovery and Reinvestment Act (ARRA-Economic Stimulus)**

Eleven proposals were received in response to an RFP for employment and training programs to serve low-income Minneapolis residents funded through the 2009 American Recovery and Reinvestment Act (ARRA). The proposals were read, rated and ranked by members of the Minneapolis Workforce Council and METP staff. The group of readers made the following provider selection and funding allocations:

*Close the Gap (CTG)  
Placements: 123  
Average Wage: \$10.17*

*American Recovery and  
Reinvestment Act  
(ARRA)  
To Date -  
Placements: 6  
Average Wage: \$14.13*

- Resource Inc.: \$75,000 to provide 21 individuals with training and career laddering opportunities primarily in the health care industry. Partnerships have been developed with Minnesota Resource Center, Minneapolis Community and Technical College and Hennepin Technical College. Training courses will be offered in Healthcare Office Support, Office Careers, Dental Office Support Personnel, Community Health worker, Certified Nursing Assistant/Home Health Aide, Phlebotomy and Central Services Technician

**ADULT  
PROGRAM  
CONTINUED**

- EMERGE: \$75,000 to provide training and work experience for individuals in the field of weatherization. Partnerships have been developed with a training provider (Dunwoody) and employers. The model will use Dunwoody's Weatherization Insulation Installer Certification Training followed by 7 weeks of paid work experience with partnering contractors with ongoing learning sessions.
- Eastside Neighborhood Services: \$62,951 to provide 64 individuals with training in the field of Personal & Home Care with opportunities for career laddering. A partnership has been formed with Minneapolis Community and Technical College and the American Red Cross to provide the teaching of curriculum.
- Goodwill/Easter Seals Minnesota: \$75,000 to provide training to 25 individuals in identified high demand/high growth occupations. Partnerships have been formed with the Minneapolis South Workforce Center and Minneapolis Community and Technical College. Training areas are: Bank Skills, Construction Skills, Automotive Skills, and Certified Nursing Assistant.
- American Indian O.I.C.: \$38,000 to provide 20 individuals with training related to construction and weatherization. Partnerships have been formed with AIOIC's pre-construction classes and M & J Environmental Institute. M & J will provide training in lead abatement and safety. Relationships are in place with the Green Institute, Ryan Companies and Building Minnesota to provide employment opportunities.
- Department of Employment and Economic Assistance: \$75,000 to train 20 individuals in Healthcare Support and to become Certified Nursing Assistants. The training would be followed by 320 hours of related work experience.
- Summit Academy OIC: \$75,000 to provide 30 students at SAOIC's short term weatherization technician training. The training would be integrated into an existing carpentry program.
- African Community Services: \$75,000 to train 25 individuals through on-line, self-paced training in Industrial Readiness, Medical Administrative Assistant, Accounting Administrative Assistant, Administrative Assistant and Call Center Assistant. The training would be provided by Manpower.
- Project for Pride in Living (PPL): \$75,000 to train 30 individuals in the fields of Laboratory Processing and Electronic Health Records. PPL's model pays a stipend of \$8.50/hr for the time spent in class with an educational grant provided to program completers.

**ADULT  
PROGRAM  
CONTINUED**

**Health Care Related Projects**

In July 2008, METP was awarded a grant from Minnesota Job Skills Partnership Program to fund clients in two healthcare programs at the Minneapolis Community and Technical College (MCTC): Central Services Technician and Certified Nursing Assistants. The application for this project was submitted jointly with MCTC and the MN Department of Employment and Economic Development (DEED). To be eligible for this program, the client must be at or below the 200% level of the Federal Poverty Guidelines. The program plans to provide tuition assistance for a total of 75 students. The grant period ends 2/28/10.

**Construction Related Projects**

METP has contracted with the Minneapolis Urban League and Goodwill/Easter Seals to provide job placement and retention services to low-income residents seeking construction related employment and pre-apprenticeships. In 2009, 20 clients were placed into construction-related employment at an average starting salary of \$19.48 per hour.

**North side Jobs Connection**

METP funded the North side Jobs Connection with Pillsbury United Communities/Emerge Community Development and Jordan Area Community Council as partners. The program is designed to connect at-risk job seekers, primarily ex-offenders, to comprehensive employment services and employment opportunities. In 2009, North side Job Connection placed 25 clients into unsubsidized employment with an average wage of \$9.19 per hour.

**Adult Program Success Story:** *LaToya, a 28 year-old single mother of three has been a Minneapolis resident for over 18 years. She successfully completed Certified Nursing Assistant & Home Health Aid Training and passed her Nursing Registry in April of 2010. She will start a paid work experience with a partnering health care agency in May 2010. LaToya's previous work experience was in group homes but she lacked credentials to move on to a better position. "I feel I have accomplished so much and am very proud of this achievement" said LaToya. She also hopes to add additional nursing trainings to her resume in the future.*



*LaToya with Kathy Carney, Manager of Minneapolis Workforce Centers at DEED*

# Employment and Training Program WELFARE TO WORK PROGRAM 1/1/09-12/31/09

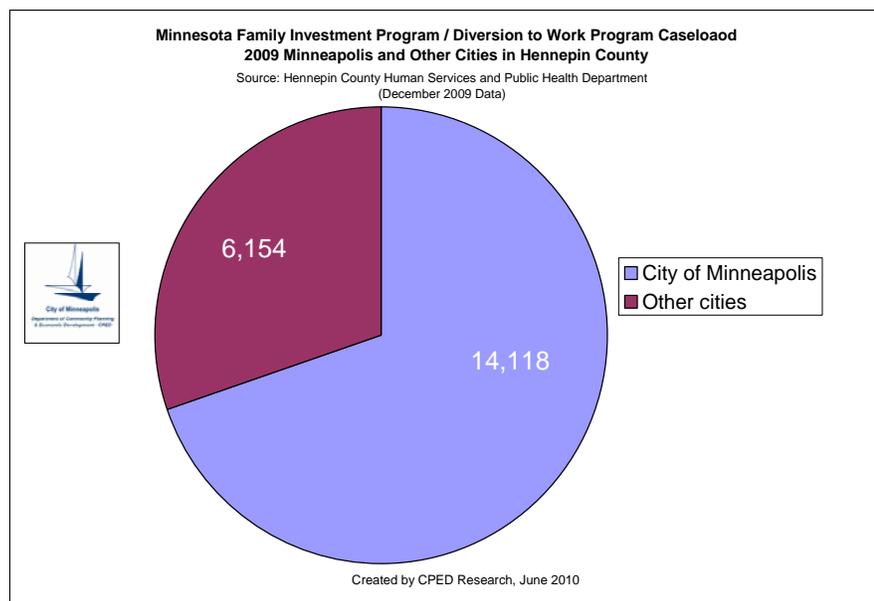
In Minnesota, the federal Temporary Assistance for Needy Families (TANF) is known as the Minnesota Family Investment Program (MFIP), the Diversionary Work Program (DWP), and Family Stabilization Services (FSS). These programs assist low-income citizens into employment and self sufficiency.

The City of Minneapolis and Hennepin County work in partnership to administer and oversee these welfare programs. There are a system of 16 employment services vendors who provide job seeing and employment services to these participants. The soft economy in 2009 resulted in a larger population of low income participants served through MFIP, DWP and FSS as seen in the pie chart below. Employment outcomes were lower than average due to fewer jobs available in the job market.

Since the data systems were changed in 2009, the chart below includes outcome data ending August 31, 2009:

Employment Outcome	MFIP
Working and on MFIP- 8/31/09	1,720
Average Hourly Wage	\$9.31
Working and off MFIP	663
Average Hourly Wage	\$10.92

The chart below represents the number of citizens on MFIP and DWP assistance in the City of Minneapolis and Hennepin County.



# Employment and Training Program

## YOUTH PROGRAM

### 1/1/09-12/31/09

*Total Youth Placed  
into Year-Round  
Employment:*  
**117**

*Average Wage for  
Year-Round Youth  
Jobs:*  
**\$8.73**

*Total Youth Placed  
into Summer  
Employment:*  
**2,270**

*Average Wage for  
Summer Youth Jobs:*  
**\$7.44**

#### **SUMMER YOUTH PROGRAMS**

2,270 Minneapolis youth were provided with critical employment and training opportunities and gainful summer employment in 2009 thanks to a combination of federal, state and local funds.

#### **STEP-UP**

The STEP-UP Program provides a pathway to education and career success by offering quality, summer employment experiences to Minneapolis youth, ages 14-21.

#### **2009 Employment**

- 3,200 youth applied for STEP-UP.
- 2,200 applicants were invited to attend work readiness training.
- More than 1,400 youth successfully completed work readiness training.
- 1,282 youth were interviewed and placed.
- Youth workers earned an estimated 1.8 million dollars, approximately \$1,459 each.

#### **2009 Employers**

- 174 Minneapolis employers offered jobs
- Non-profit organizations employed 14-15 year-old youth. METP subsidized their wages with \$730,616 of local, state and federal funds.
- 16-21 year-olds received paid internships with employers that included non-profit, government and private businesses. Eighty percent of these employers paid the interns' wages directly. Twenty percent of the interns were paid by STEP-UP with job subsidy funds, which allowed employers who could not afford the intern wages.

#### **Work Readiness Training**

- All youth attended three two-hour classroom sessions.
- 37 youth received specific health careers work readiness training.
- Curriculum for 14-15 year-olds was developed for youth with little or no work experience, emphasizing employer expectations, communication, problem solving and interviewing.
- Curriculum for 16-21 year-olds included resume development, networking, career assessment, advanced communication and culminated in a mock interview with a business professional.

#### **Training**

- Nearly 440 youth, ages 14-15, attended class for three hours per week for eight weeks.
- Classes were operated by the Minneapolis Park & Recreation Board and held at North High School and Richard Green Central School.
- 160 youth in grade 10 and above, earned a one-half high school credit for their participation.
- 16-21 year-old interns received training opportunities that included U.S. Bank credit and finance workshops and University of Minnesota college entry workshops.

## ***YOUTH PROGRAM CONTINUED***

### **STEP-UP Enhancements**

- 110 youth, ages 14-15, participated in the Business Partners Program and were paired 1:1 with a mentor from the business community during the summer. Some of the businesses involved included Wells Fargo, Thrivent Financial Services, Best Buy, General Mills, and Phoenix University.
- 31 STEP-UP youth attended YouthCARE Camp Sunrise, a weeklong camp experience where youth can earn wages while they work and learn outdoors.
- 107 youth attended “Golden Gopher Day” at the U of M to learn about college options.

### **Partnerships**

- STEP-UP benefits from the strong leadership of Mayor R.T. Rybak who leads the effort to inform businesses of the value of hiring STEP-UP interns.
- STEP-UP co-chairs, Richard Davis, Chairman, President and CEO of U.S. Bancorp, and Dr. Robert Jones, U of M's Senior Vice President for System Academic Administration are key to the development and success of the program.
- Both the University of Minnesota and US Bank have been leaders in hiring STEP-UP interns and encouraging other businesses to do the same.

According to Richard Davis, *“The STEP-UP Program serves as an outstanding model of how businesses can effectively partner with education to build a better future for our youth.”*

- The U of M hired 78 STEP-UP interns in 2009 and considers their involvement in STEP-UP as a platform to engage and recruit academically qualified and diverse students.
- In 2009, the U of M created and piloted The Junior Entrepreneurs of Minnesota (JEM) program, recruiting current STEP-UP youth to take part in a three-week class led by the Carlson School of Management. Twenty-three youth completed the training, which focused on business model development. Following their classroom training, the youth completed a six-week internship on the University of Minnesota campus.

### **Special STEP-UP Events**

- Two events recognized the contributions of employers and interns to the STEP-UP program. Both events, emceed by Mayor Rybak, included speakers from the Minneapolis business community as well as STEP-UP interns.
- On June 15, approximately 200 STEP-UP interns and supervisors attended the STEP-UP Kick Off at City Hall .
- On August 5, nearly 1,000 STEP-UP youth, parents and supervisors gathered at the Convention Center to celebrate the contributions of the 2009 STEP-UP interns and their employers. Employers Best Buy and Minneapolis Public Housing Authority received awards in recognition of their outstanding contributions to the STEP-UP Program.

**YOUTH PROGRAM  
CONTINUED**

**2009 STEP-UP Youth Demographics**

- 77% of youth were eligible for free or reduced school lunch.
- 11% self-reported that they had a disability.
- 13% were English Language Learners (ELL).
- 82% were youth of color.
- Races represented were 43% African American, 18% Asian, 18% Caucasian, 11% More than 1 race, 8% Other, 1% Native American and 1% did not disclose their race.
- 56% were female and 44% were male.
- Grade levels included 28% seniors, 20% juniors, 18% sophomores, 20% freshman, 12% 8<sup>th</sup> Graders and 1% 7<sup>th</sup> Graders.

**STEP-UP Success Story**

*Azia Jacobs spent her summer with STEP-UP working at the Hmong American Mutual Assistance Association (HAMAA). In her role at HAMAA, she worked with children in HAMAA's summer enrichment program and performed administrative tasks for the organization.*

*During the first couple of weeks on the job, Azia struggled with acclimating to an organization that served primarily the Hmong community and was staffed with mostly native Hmong speakers. Azia had little previous exposure to the Hmong community and culture.*

*After a rocky start, trying to adjust to a new environment, Azia stepped up to learn more about the Hmong language and culture. She began to learn and then use some words and phrases in Hmong, helping her to become more engaged with her co-workers.*

*Now, Azia views her experience as valuable to helping her reach her goal of becoming a doctor someday. She understands that she will need to be able to work with people from all backgrounds and cultures in her chosen profession. "It was really hard at first," comments Azia, "but after a while, I felt like I just fit in."*

*Azia was selected to represent the youth interns at the end-of-summer STEP-UP Celebration, telling nearly 1,000 interns, parents, mentors and employers about her experience with STEP-UP. Thankfully her positive experience at HAMAA this past summer encouraged her to embrace new opportunities, while helping her feel like she is on a pathway to a successful future.*



***YOUTH PROGRAM  
CONTINUED***

**American Recovery and Reinvestment Act Program (ARRA)**

American Recovery and Reinvestment Act (ARR) stimulus dollars assisted METP's existing youth employment efforts by increasing its capacity to provide Minneapolis youth, ages 14-24, with summer jobs and other employment opportunities through the end of the year. METP staff worked with the WIA Youth Council to select projects that created jobs and provided work readiness training for low-income youth.

- 448 Minneapolis youth worked while receiving exposure to viable career paths in targeted industries such as healthcare, green-related work and construction.
- 81 employers were recruited by the following twelve employment and training providers: Minneapolis Park and Recreation Board, Minneapolis Public Schools Career & Technical Education Department, AchieveMpls, African Community Services, American Indian OIC, City of Minneapolis Department of Public Works, Eastside Neighborhood Services, Employment Action Center, Hmong American Mutual Assistance Association, HIRED, YouthCARE and the Summer Construction Internship Program with the Minneapolis Urban League.
- Approximately \$1 million of the stimulus funding went to youth wages.
- Some of the unique services offered included:
  - The Minneapolis Urban League Construction Internship Program where youth found work in the building and construction trades while receiving OSHA certification and work supports such as tools and work boots.
  - African Community Services provided employment to 29 Oromo and Somali recent immigrant youth with multiple barriers to gainful employment.



*HAMAA ERA Program participants Farhia Mohamed & Nathan Lor with Ann Yin & Jeff Lo of De'Lish,*

## ***YOUTH PROGRAM CONTINUED***

### **Special Youth Initiatives**

State Workforce Development dollars funded the Special Youth Initiatives Program, which enabled 330 youth to take advantage of the following employment and enrichment opportunities:

- Minneapolis Park and Recreation Board Garden Crew and Green Team: gardening and environmental stewardship projects for north Minneapolis minority and immigrant youth.
- Emerge StreetWerks: community beautification projects and educational opportunities for north Minneapolis youth and youth involved in foster care and corrections.
- Emerge Homegrown Minneapolis: gardening and green-industry career exposure.
- Youth Farm & Market Project: “Project LEAD” youth staff with focus on urban agriculture.
- Pillsbury United Communities & Minnesota Transition Charter School: health and construction careers program for teen parents and youth with multiple barriers including disabilities and homelessness.
- Urban Arts Academy: teaching assistants, mentorship opportunities and art education.
- Asian Media Access: multimedia exposure, job shadows and education classes for north Minneapolis Asian American and Pacific Islander youth and foster care youth.
- YouthCARE Community Service Stars: green careers, service learning and volunteer activities.



*Emerge Homegrown Workers*

**YOUTH PROGRAM  
CONTINUED**

**YEAR-ROUND YOUTH PROGRAMS**

**Workforce Investment Act (WIA) Youth Program**

WIA youth programs encourage high school completion, reduce welfare dependency and assist youth in making successful transitions from school to work, apprenticeships, the military and post-secondary training. WIA programs increase youth long-term employability by enhancing educational, occupational and citizenship skills. The Year-Round WIA program utilizes a one-on-one case management model that outlines action plans for the attainment of participants' education, work readiness and training and/or employment goals. Activities include vocational counseling, basic skills training, work experience, mentoring, counseling, follow-up and support services, summer employment and leadership development. Youth must be economically disadvantaged and have at least one of the following at-risk barriers to be eligible for services: basic skills deficient, school dropout, homeless, runaway or foster child, pregnant or parenting' offender, requires additional assistance to complete an educational program or secure and hold employment and youth with a disability.

- Six community-based agencies (American Indian OIC, Goodwill/Easter Seals, HIRED, Pillsbury United Communities, RESOURCE, Inc. and Tree Trust) provided year-round WIA services including education, employment and training services in Program Year 2008 (7/1/2008-6/30/2009). Four hundred and one Minneapolis youth, ages 16-21, participated in the program.
- Workforce Service Area (WSA) 10, the City of Minneapolis, received WIA Youth Incentive Award funds via DEED for PY'08. Upon recommendation by the WIA Youth Council, the funds went towards the WIA Older Youth Paid Internship Project to enhance employment history and resumes of older youth as they work towards unsubsidized employment. Forty-eight youth, 19-21, received \$7.00 per hour internships.
- METP presented the Youth Employment Service Partner of the Year Award to Employment Action Center, a division of RESOURCE Inc., a community partner that provided outstanding employment services to Minneapolis youth in Program Year 2008 (July 1, 2008-June 30, 2009).



*EAC youth staff: Marc Geiselhart, Stacy Rasmussen, Sherry Glanton, Kira Wagner and Rebecca Lopez*

***YOUTH PROGRAM  
CONTINUED***

**2009 Year-Round WIA @ MPS**

- 216 youth worked part-time for four weeks and earned \$6.55 per hour (July 7-16) and \$7.25 per hour (July 20-30).
- The youth worked as park maintenance trainees, merchandise handlers, teacher aides, landscapers, childcare aides, food assistants, laundry workers and recycling/stockers at parks, hotels, stores, restaurants, childcare centers, non-profit agencies and schools.
- Minneapolis Public Schools developed job sites and provided job coaching and supervision.
- METP provided wages and payroll services.



*MPS job coach Cathy Hardy-Lemon with Year-Round WIA@MPS participants Ben Nebelung and Michael Hill*

**WIA Youth Harrison Neighborhood Project**

In its fifth year, this special project provided at-risk Harrison Neighborhood youth with long-term, comprehensive WIA youth services. The program, housed at the Harrison Neighborhood Association, is staffed by Employment Action Center.

- 40 youth received educational planning, work readiness and employability skills in 2009.
- 20 youth were placed in paid internships, a core component of the project, made available to youth who successfully complete work readiness and employability skill attainments. All 20 youth successfully completed their internships. Internship sites included La Creche Daycare, HAMAA (Hmong American Mutual Assistance Association), Plymouth Youth Center, Harrison Park, YWCA, Harrison Neighborhood Association and Cookie Cart.
- This year, EAC expanded its youth recruitment efforts and is delivering services once a week at both Dunwoody High School and at EAC's north office at 3200 Penn Ave.

## ***YOUTH PROGRAM CONTINUED***

### **Outreach to Schools**

For the fourth year, METP was awarded funding from DEED (Minnesota Department of Employment and Economic Development) to operate Outreach to Schools.

- In 2009, the funds enabled METP to hire a college intern to provide career education and employment services at four north Minneapolis alternative and charter schools (The City, Inc., Plymouth Youth Center, Four Directions Charter School and Long Tieng Academy), and at the South Workforce Center's "Zone", a resource area for teen job seekers.
- Approximately 500 Minneapolis high school students received group presentations or one-on-one training sessions on MN Workforce Center services and programs, developing resumes and cover letters, filling out applications; interviewing skills, identifying skills and career interests and post-secondary planning.

### **MISCELLANEOUS YOUTH PROGRAM ACTIVITIES**

Passport to Public Service (Academic Year 2008/2009)

On February 20, 2009, 30 students from Edison High School learned about public sector careers at a job shadow event hosted by CPED (Community Planning and Economic Development). The goal of the event was to demonstrate the connection between academics and careers and how the skills the students learn in school relate to the workplace. The students took part in activities such as:

- Learning from city planners about heritage preservation and community planning.
- A tour of the Mill City District to discover how CPED worked to create housing and development along the riverfront.
- Meeting with METP staff who coordinate STEP-UP and other youth employment programs.
- Learning the legal aspects of community development from an attorney.
- Convening with project managers to gain knowledge about how CPED projects are put together.



*CPED and Edison High School job shadow participants*

## ***YOUTH PROGRAM CONTINUED***

### **Construction Apprentice Training Tour**

On December 17, METP, in partnership with the Minneapolis Building and Construction Trades Council, sponsored a tour of construction apprentice training facilities for Minneapolis high school students enrolled in high school construction programs or interested in finding out about careers in construction.

- 51 students from Roosevelt High School and Dunwoody Academy participated.
- The Construction Laborers Apprentice Program in Lino Lakes and the Operating Engineers Apprentice Program in Hinckley hosted the group.
- An electrician and a sheet metal worker addressed the group during the tour.

### **High School Career Fairs**

METP staff recruited fellow City of Minneapolis employees to help students explore career options at career fairs at the seven comprehensive Minneapolis high schools.

- In March and April, 32 city employees hosted tables and spoke at the events.
- Departments taking part included: Police, Fire, Emergency Communications, BIS (Business Information Systems), City Attorney's Office, Civil Rights, Communications, Health and Family Support and Public Works.

### **Minneapolis Teen Job Fair**

Approximately 1,300 teens learned about job, internship and volunteer opportunities at the third annual Minneapolis Teen Job Fair on Saturday, April 25, at the Hennepin County Central Library in downtown Minneapolis. METP, the Hennepin County Library, AchieveMpls, the Minnesota Department of Employment and Economic Development, the Mall of America and UPS Store 5860 hosted the event. Teens attended the following workshops:

- Job Hunting- Successful online job search and networking techniques
- Stand Where You Land- Being Successful on the Job
- Interviewing Skills
- Youth Panel- Our Experiences in School and at Work
- Parents in the Know: School and Community Resources
- Cool Careers: Professionals talk about their jobs and answer questions
- 33 businesses and non-profit organizations hosted tables at the event.

### **Homeless Outreach**

METP staff helped homeless teens and adults find employment programs and resources at four events including:

- June 11: Project Homeless Connect, a one-stop-shop of comprehensive support services for youth and adults experiencing homelessness.
- October 5: Youth Connect
- October 20: YouthLink's Job Fair
- December 7: Project Homeless Connect

## ***YOUTH PROGRAM CONTINUED***

### **Summer Youth Worksite Tour**

On July 14, METP hosted the 2009 Summer Youth Worksite Tour, an opportunity to showcase the work of METP's community partners and summer youth participants. The tour began at the Minneapolis Park and Recreation Board headquarters, where Council Member Scott Benson was presented an award for his continuous advocacy and support of youth employment programs. Stops included:

- The Plymouth Youth Center where STEP-UP 14-15 year olds assisted staff in the "Summer Friends Enrichment Program", helping K-6 grade children with academic and social skills, arts and recreation.
- U.S Bankcorp where STEP-UP 16-21 year old interns worked as banking assistants, computer technicians and accounting specialists.
- HIRED at YouthLink where the Economic Recovery Act provided funding for youth to learn culinary arts, outreach and administrative skills at a center for homeless youth.



*Summer Worksite Tour participants Deb Bahr-Helgen, Director, METP, Carolyn Roby, Chair, Minneapolis Workforce Council, Sen. Karen Clark, CM Scott Benson, Catherine Jordan, Executive Director, AchieveMpls and U.S. Bancorp STEP-UP interns*

**YOUTH PROGRAM  
CONTINUED**

**Minneapolis Promise Outcomes**

The Minneapolis Promise is an innovative cluster of coordinated efforts designed to eliminate barriers to college for Minneapolis students. The Promise provides young people with:

- Quality summer jobs to prepare them for the workforce (STEP-UP).
- Counseling to help them plan a vision for their future (Career and College Centers).
- Financial assistance to attend college (Power of You and Founders Free Tuition Program).

**STEP-UP (2009)**

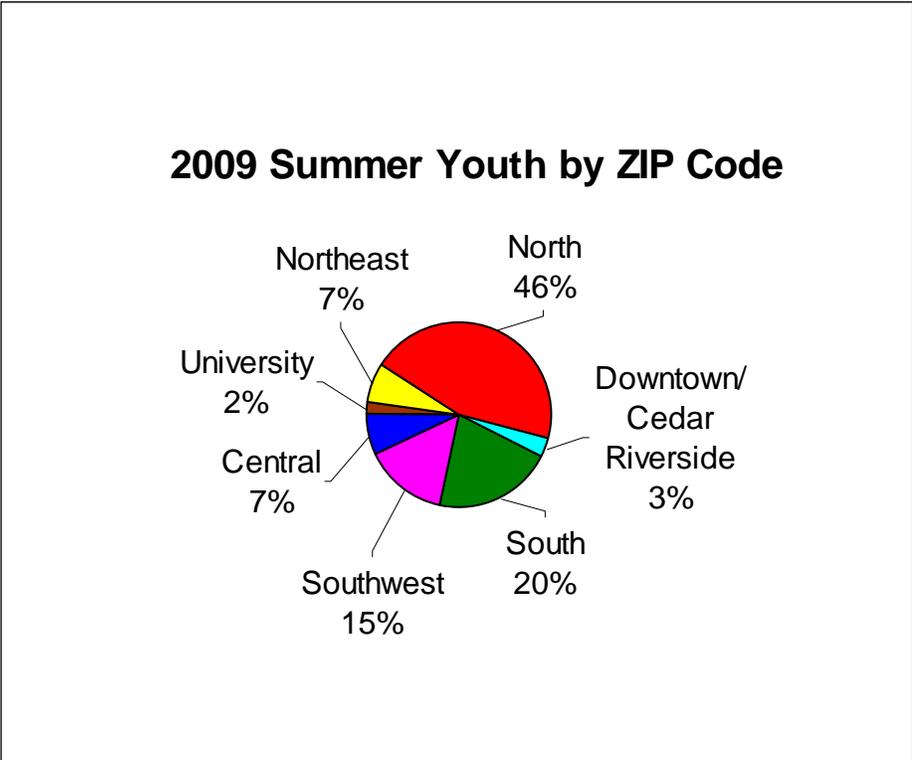
- 1,282 youth employed
- 160 youth earned high school credit
- 79 STEP-UP interns employed by the University of Minnesota

**College and Career and College Centers (2009)**

- 30,226 student connections for career and college planning
- 929 financial aid/scholarship searches
- 9,055 students worked on My Life Plan milestones

**Free Tuition (2006-2009)**

- 1,193 Minneapolis youth have enrolled in college through two free tuition programs.
- 757 students enrolled at MCTC, Metro State and St. Paul College via the Power of You.
- 436 students enrolled at the University of Minnesota using the Founders Free Tuition Program, now named U Promise.
- 166 STEP-UP interns have enrolled at the University of Minnesota



# Employment and Training Program

## SPECIAL PROJECTS

### 1/1/09-12/31/09

#### Minneapolis Business Services

- In 2009, METP staff continued to chair the Minneapolis Business Services Team, a partnership involving CPED, DEED and the Minnesota State Colleges and Universities to coordinate and deliver services to Minneapolis businesses. This team monitors and reviews business visits to companies in six industries targeted by the Minneapolis Workforce Council. Transportation, Financial Services, Healthcare Services, Advanced Manufacturing, Professional Services, and Construction. Activities included presentations and on-site visits to these businesses and institutions: Standard Heating Company, Minneapolis Refuse Inc., CURA, Cooperative Print Solutions, Dunwoody College of Technology, and a presentation from the Internal Revenue Service with information on Federal and State employment tax credits.
- Business visits were made to over 217 Minneapolis companies and included the delivery of a variety of business services. Businesses received human resource and business loan information, industry trend reports, tax credit information, and distribution of their job openings to employment and training service providers throughout Minneapolis.

#### Minneapolis Marketing Program

CPED and METP staff continued implementing a new marketing initiative to existing and potential Minneapolis business. A key features of this marketing program includes visits to businesses in Minneapolis that are part of industry sector clusters. These industry sectors, such as printing, have concentrations of businesses in numbers that exceed national averages. During 2009, staff visited 15 companies in the printing industry sector.

#### Central Corridor Light Rail Project

Staff attended and presented material on Workforce Plans to the Central Corridor Light Rail Disadvantaged Business Enterprise/Affirmative Action committee throughout the First Quarter of 2009.

METP helped plan and conduct the Construction Workforce Diversity and Inclusion Mixer held on May 20, 2009 at the Wilder Center in Saint Paul. As a result of staff input, language that prefers local hiring of Minneapolis and St. Paul residents according to zip codes was inserted into the Central Corridor Light Rail Pre-Construction bidding documents.

Workforce Plan language recommending education outreach to public high school students from Minneapolis and Saint Paul was also added to the Pre-Construction bidding documents.

METP staff also helped develop a Construction Careers Youth Pilot Project that focuses on transit construction trades that are utilized on the Central Corridor Light Rail Project.

**SPECIAL  
PROJECTS  
CONTINUED**

**Workforce Plans**

METP staff has developed and executed 7 Workforce Plans adding two in 2009. A Workforce Plan was executed with Shubert Performing Arts/ Artspace/McGough Construction Company to rehabilitate the Historic Shubert Theater on Hennepin Avenue in downtown Minneapolis. In addition, the City's Public Works Department joined CPED to sign a Workforce Plan with Lund-Martin Construction Company for Improvements and Modifications to Parking Ramp B in the downtown warehouse district.

*List of all Workforce Plans:*

- Midtown Exchange Workforce Plan- Ryan Construction Co./ City of Minneapolis
- Minneapolis Children's Hospital/Knutson Construction Company (2008)
- University of Minnesota-Fairview Children's Hospital/Kraus Anderson Construction Company (2008)
- Coloplast Inc./Kraus Anderson Construction Company (2007)
- Great Neighborhoods Development Corp./Ryan Companies US, Inc.(West Broadway Plaza) (2008)
- Lund-Martin Construction/City of Minneapolis (Parking Ramp rehabilitation) (2009)
- Schubert Performing Arts/Artspace/McGough Construction Co. and City of Minneapolis (2009)

A new Workforce Plan that includes the Central Roofing Company, Convention Center and City staff in the installation of new roof with solar panels on the Minneapolis Convention Center is in progress.

During 2009, staff met with Minneapolis Children's Hospital, Knutson Construction Company, University of Minnesota-Fairview Children's Hospital, Kraus Anderson Construction Company, Coloplast Inc. and Civil Rights staff to measure workforce plan progress on local and minority hiring goals.

**Construction Partnering Program**

METP Special Projects continue strong participation with and support of the Construction Partnering Program, a local initiative started in 1996 with the objective of developing competitive, self sufficient women and minority owned construction contractors. Their primary goal is to create general contractor partnerships between majority and minority contractors. The program currently has 11 established partnerships between majority and minority construction contractors. During its 14 year history, 26 contractors have participated in 19 major economic development projects in the metropolitan area.

**Living Wage and Job Linkage Agreements**

The 2008 Living Wage survey of Job Linkage businesses was presented to the Minneapolis City Council in August.

- Job Linkage agreements are voluntary agreements that each business signs with CPED that set five-year job hiring and retention goals. Businesses are asked to employ Minneapolis residents whenever possible. Jobs that offer wages that are equal to the area's 2009 Living Wage of \$13.78 per hour or higher are preferred. 73 Job Linkage Agreements covering 184 Minneapolis businesses are in place.

**SPECIAL  
PROJECTS  
CONTINUED**

- Highlights of the 2009 survey for 2008 job linkage businesses hiring include these accomplishments:
  - ✓ 7,106 individuals were hired during the year
  - ✓ 76 % of these individuals earned at or above the area's Living Wage of \$13.25 per hour
  - ✓ 27.75 % of these individuals lived in Minneapolis
  - ✓ Living wage job hires decreased from 2007 by 801 or 10.13%

**MINNEAPOLIS  
EMPLOYMENT  
AND TRAINING  
STAFF**

**Back Row:**

*Doug Suker  
Linda DeHaven  
Catherine Christian  
Felisha Burns  
Teresa Harrold  
Marie Larson  
Deb Bahr-Helgen*

**Middle Row:**

*Tim Beaver  
Matt Kruger  
Savi Samaroo  
Tammy Dickinson  
Pat Behrend  
Mark Brinda  
Kent Robbins  
Hubert Fernandez*

**Front Row:**

*Kha Vue, Intern  
Merga Hunde  
Anne Fischer*

**Not Pictured**

*Chelsea Meyer, Intern*



# Employment and Training Program FUNDING 1/1/09-12/31/09

## **METP FINANCIALS**

*Adult Program*  
**\$3,187,824**

*Youth Program*  
**\$4,539,616**

*Dislocated  
Worker  
Program*  
**\$2,378,295**

*Welfare-to-  
Work Program*  
**\$466,334**

**TOTAL**  
**\$10,572,069**

The City of Minneapolis Employment and Training Program would like to acknowledge the following government entities and organizations whose continued support has contributed to the success of all METP programs.

The City of Minneapolis

The United States Department of Labor

The Department of Housing and Urban Development (HUD)

The City of Minneapolis Department of Community Planning and Economic Development (CPED)

The Minnesota Department of Employment and Economic Development (DEED)

