

2008

Local Unified Plan

For Minnesota's

INTEGRATED LOCAL WORKFORCE INVESTMENT SYSTEM

Program Year 2008

– Submitted by –
Workforce Investment Board

Name: Minneapolis Workforce Council, WSA # 10

Instructions

In accordance with WIA Law §118, this document provides directions to Minnesota's Local Workforce Investment Boards (WIBs) for preparing the *2008 Local Unified Plan (LUP) for an Integrated Workforce Investment System*. The 2008 LUP covers the time period of July 1, 2008 to June 30, 2009. 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 2008 LUP 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.

2008 LUP Requirements

- **LUP Due Date:** May 13, 2008 (1)
- **Deliverables:**
 1. Electronically submit, via e-mail, LUP Sections A, B, and C, including attachments, 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*

E-mail: Kyle.Temme@state.mn.us

¹ If you cannot make the May 13, 2008 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. LUP extension requests must be received by May 13, 2008 to be considered for approval.

Planning Timetable Estimates

January 22, 2008:	Draft Update Guidelines Sent to Workforce Service Areas for review and comment.
February 1, 2008:	Deadline for receipt of comments.
February 5, 2008:	Issuance of final LUP Guidelines.
April, 2008:	WIA and Wagner-Peyser Allocations issued to States.
April, 2008:	WSA WIA Allocations issued.
April, 2008:	Technical Assistance Workshop – to be conducted only if requested by the WIBs / WSAs.
May 13, 2008:	LUPs are due at DEED, along with submittal of original signature page. Beginning of Public Comment Period.
June 13, 2008:	End of 30 Day Public Comment Period;
June 16, 2008:	Approval of Local Plans
July 1, 2008:	Beginning of PY 2008

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 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 region, 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 a shared action plan for a broad array of regional stakeholders. In 2006-07, this analysis and action plan was presented as the Workforce Regional Assessment for a Competitive Economy, often referred to as the Workforce RACE report. In 2008-09, we are completing a fresh analysis together with many other stakeholders who were part of our "Action Agenda" in 2006-07. We anticipate a written product in late 2008 and an action plan that will carry us through early 2010.
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 analyses 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 occupations 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 efforts, 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.
- c. 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. Key occupational clusters that stand out (based on LQ analysis and sheer number of establishments) include:

- Computer and Electronic Product Mfg.
- Manufacturing (fabricated metals, plastics and rubber, and machinery)
- Insurance, Finance, and Credit-related occupations
- Retail Trade
- Construction
- Transportation and Utilities-related occupations
- Education Services
- Health 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 jobseeking customers. Using that analysis, some occupational clusters (such as retail trade and/or foodservice) are highlighted whereas they previously were not.

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

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

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. Describe the workforce investment needs of your local:

a) Businesses.

Minneapolis is the largest City in Minnesota and serves as the center for finance, industry, trade and transportation for the Upper Midwest of the United States. Minneapolis is a developed city with 22 lakes and 182 City parks, one acre of parkland for every 60 residents.

Minneapolis has a strong and highly diverse business foundation of companies. Seven Fortune 100 Companies have their headquarters within the City. The City is home to several major financial institutions and with seven hospitals and the University of Minnesota’s medical school, Minneapolis is a nationally known medical center with many spin-off companies that produce high technology medical products.

Workforce Investment needs include these critical elements:

- a. Increased skills for entry level workforce.
- b. Continued use of federal tax credit for employment of qualified workers.
- c. Increased limited English proficiency training for immigrant workers.
- d. Continued development of transit services that provide workers with affordable transportation to and from work.
- e. Increased accelerated depreciation on capital equipment for business modernization and expansion.
- f. Access to incumbent training funds.

b) Job-seekers.

Minneapolis has seen a steady increase of racial and ethnic diversity in its population since the 1950’s when the city was 1.6% non-white to 2006 when the City was 36% non-white. While its Scandinavian and European roots are still evident, Minneapolis has the largest urban population of Native Americans in the country and large minority groups of Black/African American at 18.5 percent, and Hispanics at 10 percent of the total population.

The City's population is also growing because of new residents from Mexico and Latin America. Asia and Somalia, Ethiopia and other African countries. On average these new residents are younger than the existing population, have higher birth rates and communicate in over 90 languages.

Job seekers are often products of a K-12 public education system that suffers from declining enrollment and competition from suburban, private and charter schools. Taken as a whole, they have less income and job readiness skills than suburban or greater Minnesota job seekers. The perception of public safety is a serious barrier to increased business activity. Minneapolis faces competition from suburban and exurban areas for business development.

Job seekers needs include these critical programs and services:

- a. Increased access to transit and mobility to job sites.
- b. Continued training in job soft skills.
- c. Increased training in computer and technical skills.
- d. Increased access to affordable health care services and affordable housing opportunities.
- e. Continued and increased youth employment opportunities so that career preferences can be discovered and enhanced.
- f. Increased access to day care services.
- g. Increased and concentrated services for job seekers returning from prison.
- h. Counseling for job seekers with spouses or family members that are currently incarcerated.
- i. Increased availability of living wage jobs (2008 Living Wage is \$13.25 per hour).
- j. Follow-up counseling to ensure retention of new job holders.
- k. Specific and targeted Limited English Proficiency training for newly arrived immigrants and children of first generation immigrants.

c) Workers.

Minneapolis is part of the Minneapolis/St. Paul Metropolitan Statistical Area (MSA) and draws its workforce from throughout the larger metropolitan area. Employment has fluctuated in recent years resulting from national and economic conditions largely beyond the city's control, such as globalization, the dot.com bust, and the post 9/11 national recession. In 2006, Minneapolis gained jobs at a faster rate than either the metropolitan area or state.

Recent data suggests that the City is keeping pace with regional and national trends, expanding its labor force and tracking below the national unemployment rate. Recent Metropolitan Council forecasts suggest the City is entering a growth phase where employment is projected to increase to 317,000 jobs by 2010 and 346,000 jobs by 2030.

There were nearly 295,000 jobs in the 2006 Minneapolis Workforce. The largest sectors of that workforce were health care and social assistance at 15% of the labor force, professional/ technical services and finance/insurance at 11% each and educational service at 10%.

The Minneapolis workforce contributes to the reputation that Minnesota has for a high labor force participation rate. In 2006, 73.5% of the working-age population was

employed. That was the highest in the nation. Its unemployment rate is lower than the State's and just slightly higher to the greater 7-County Metro Area. (The unemployment gap between Minneapolis and its suburbs has closed in recent years and eliminated briefly during the first quarters of 2006 and 2007.)

The Minneapolis workforce is younger than both the 7-County Metro Area and State's workforces. However, Minneapolis faces the same jump in workers turning age 62 that the State does. Beginning in 2008 Minnesota will see a 30 percent jump in workers that turn that age. Because competition for the future workforce will increase, migration of new workers to our city will be an increasingly important counter point to the slowing of our present workforce.

Given this environment and conditions, the Minneapolis workforce needs include:

- a. Increase access to affordable health care and housing.
- b. Continued customized Limited English Proficiency services to newly hired workers.
- c. Increase skill levels for entry level workers that will allow them to successfully compete in the 21st Century workforce.
- d. Increased access to transit services.
- e. Lower costs for basic necessities such as financial services, cars, and mortgages.
- f. Increased and continued access to daycare services.
- g. Continued youth mentorship and internship programs.
- h. Renewed emphasis and application of incumbent training funds to increase technical skills.
- i. Increased opportunity to earn the area's living wage of \$13.25 per hour.
- j. Training that increases workers knowledge of and proficiency with digital technology.
- k. Increased succession planning to meet the oncoming wave of retirements in the next few years.
- l. Increased and continued services for workers recently release from prison.
- m. Services for workers with a family member or spouse that is currently incarcerated.

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

- The total number of Twin City job openings needed from 2004-to 2014 to satisfy the regions industry growth and net replacement demand is 626,482. In that time period, DEED projects that 224,862 new jobs will be added to the Twin Cities regional economy. That is a 13% employment growth rate.

Current employment opportunities in the Twin Cities regional economy:

- Health care occupations including registered nurses, home health aides, orderlies, physical therapists, medical and clinical technicians and medical and health services managers.
- Professional/Technical Services including accountants, auditors, paralegals, management analysts, computer system analysts, computer and network system administrators, market research analysts, and industrial engineers,
- Business Operations Specialists
- Sales Representatives, Wholesale and Manufacturing
- Plumbers, Pipefitters, and Steamfitters
- Dental Assistants
- Sales managers

- Police and Sheriff's Patrol Officers
- Automobile Service Technicians and Mechanics
- Pharmacists
- Financial Managers

Projected employment opportunities for the Twin City Regional Area:

The following industry sectors are projected to add the most new jobs between 2004 and 2014:

- Education and health services- 59,424
- Professional and business services- 57,377
- Trade, transportation and utilities- 28,161 jobs
- Leisure and hospitality- 23,005
- Financial activities- 19,946- jobs

The occupational sectors which will add the most jobs include

- Business and financial operations- 22,700 jobs
- Food preparation and serving related- 19,040 jobs
- Health care practitioners and technical-18,853 jobs
- Sales and related- 18,255 jobs
- Management – 15,564 jobs

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

The skills areas projected to be most utilized by future occupations are:

- Reading comprehension
- Active listening
- Speaking
- Writing
- Active learning
- Coordination
- Monitoring
- Instructing
- Critical thinking

Knowledge Areas projected to be most utilized by future occupations are:

- Customer service
- Mathematics
- Clerical
- Education/Training
- English
- Sales/marketing
- Psychology
- Computers/electronics
- Administration & Management

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?

WSA #10 addresses the issue of continuous improvement for Adult and Dislocated Worker providers on multiple fronts:

- Most of METP's Adult program vendors are members of the Neighborhood Employment Network (NET), a coalition of employment and training providers who meet regularly to share strategies and improve service delivery.
- The WSA's Dislocated Worker Task Force Committee meets on a quarterly basis to coordinate services and to facilitate discussion between service providers. This group is made up of members of the City of Minneapolis Workforce Council (formerly Minneapolis Private Industry/Workforce Council) Dislocated Worker Committee, METP staff, and the non-profits that provide the service delivery. These open forums keep the members of the Minneapolis Workforce Council fully informed and engaged with the service providers; they also provide an opportunity to share updates, technical assistance, and best practices.
- METP vendors are graded quarterly on their success at placing and retaining clients in full time permanent employment. (Refer to Section B, question 18 for a detailed description of the evaluation process). The amount each vendor is awarded in a contract with METP is related to the grade the agency receives at the end of a funding cycle. This method of linking the level of funding to actual performance encourages vendors to implement job placement and retention services to the best of their abilities.
- At least annually, METP staff monitor all service providers. The visit includes a review of sample files to determine that each contracted service provider is delivering their services according to the policies and regulations set forth by City, State, and Federal guidelines.
- METP's Adult and Dislocated Worker program staff have created manuals for each program area for service provider staff. These manuals are updated annually and changes are covered in a face-to-face annual meeting. METP staff also provides on-going technical assistance via email, phone and in-person.
- METP's Adult Programs also use a performance-based contracting method; the amount the vendor is paid is earned by placing clients into employment and providing job retention services. The service providers have been traditionally reimbursed for job placement and after 90, 183, and 365 days of job retention. METP has recently changed the intervals for reimbursement to 90, 183, and 275 days to mirror the Federal and State standards. Follow-up with the client after 365 days is still required and documented in the case notes.
- All WSA and service provider staff that perform assessment and create employment plans for METP must be a certified Global Career Development Facilitator (GCDF). Continuing education is required to maintain current GCDF certification. From the GCDF website: "...GCDFs must demonstrate that they engage in continuing education activities to remain abreast of current information in the career development field".

5. List the continuous improvement activities in which your local providers participated in PY 2006-2007. (i.e., Demand Driven Training, Microeconomics of Competitiveness Training, Sector Academies, Resource Area Advisory Team, etc.)

WSA #10 and service provider staff from the Adult and Dislocated Worker programs participated in the following:

- Adult/Dislocated Worker MWCA Ad Hoc meetings
- DOL/ETA's Accrual training
- Veteran's Summit
- MN Career Development Association conference
- Demand Driven training
- DW/Adult Roundtables
- Orientation to Vet's Services MN
- MN Performs training
- LMI training
- Veteran's Workshop
- The Career Mystique; Cracks in the American Dream
- Current Situations in America Involving Racism
- Psychology of Homelessness
- Chemical Dependency Awareness and Issues
- Insights for Teambuilding and Customer Service
- Solution Selling
- Somali Culture
- National Job Search
- Telework (a training program that allows participants to work at home)
- How to Market the Dislocated Worker program
- Issues of Employment Practices and Discrimination
- Generations and Cultures in the Workplace
- Gay, Lesbian, BiSexual and Transgender Training
- Job Search for Clients with Criminal Records
- Race, Are we so Different
- DEED Performance Management: Understanding Common Measures
- Definition of Credentialing
- Self Employment as a Career Option
- Financial Literacy
- Surviving and Thriving during Change
- Training for Leading, Selling and Networking
- Respect in the Workplace
- Demystifying Disability and Exploring Partnerships with Vocational Rehabilitation
- Adult Basic Education training
- Behavioral Interviewing
- Coaching and Development Techniques
- Workplace Engagement

6. Provide a list of planned continuous improvement activities for PY 2008 in which your local providers will participate.

- Sexual Harassment
- MN Career Development Association conference: Beyond the Obstacles – What Your Client Needs to Know to Win the Job, Career One-Stop and ISEEK Career Planning, Resumes, Cover Letters and Techie Gremlins
- Serving Veterans
- Global Career Development Facilitator (GCDF) training
- Adult/Dislocated Worker MWCA Ad Hoc meetings
- The Aging Workforce and How it Affects Job Search
- Internet Job Search

- City of Minneapolis Cultural Diversity training
- DW/Adult Roundtables
- DEED conference for Adult/DW counselors
- MN Performs training
- LMI training
- METP Adult program and provider staff will continue to attend monthly NET meetings to address employment issues and share ideas.
- Workplace Violence
- Data Privacy
- All GCDFcertified counselors will continue to seek out training and educational opportunities to maintain their active GCDF certification.

7. What role does the WIB play to ensure that the local workforce system meets the needs of employers and participants?

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. These programs are supported by a variety of funding sources including the Workforce Investment Act (WIA) – the Federal law that mandates and empowers Workforce Councils in each jurisdiction in the country that receives WIA funds. Under this law, the Council has equal decision-making ability with the Mayor and City Council on how WIA employment and training programs operate in the City. In Minneapolis, the purview of the Workforce Council has expanded to include all employment and training programs funded by the City as well as coordination with other partner agencies that make up the broader local workforce development system.

The current annual budget for employment and training programs directly operated by the City is about \$10 million; partner resources under other local control or state control add several million more dollars to coordinated local efforts on workforce development.

The Minneapolis Workforce Council is made up of nineteen individuals appointed by the Mayor. Members serve two-year terms that are staggered to provide continuity. Council members are leaders and key decision-makers within their organizations and/or the community. They include business owners and executives as well as agency and program directors. They are people with the knowledge, influence, and interest to envision, guide, and support positive action and outcomes.

Federal law mandates that a majority of the Council members be private sector representatives, and that the Chair also be selected from the private sector. The private sector seats deliberately include both large and small employers. The remainder of the Council's members represent other key stakeholders in the workforce development arena, including education, labor, community agencies, economic development, public assistance, rehabilitation services, and public employment services.

The Minneapolis Employment and Training Program (METP) is a program of the City's Community Planning and Economic Development Department. METP administers employment and training programs under the direction of the Mayor, City Council, and Workforce Council. METP also staffs the Workforce Council. City programs under the oversight of the Workforce Council include services for low-income adults, dislocated workers, welfare recipients, and youth. On an annual basis, about 19,000 people receive services aimed at securing and retaining employment and economic self-sufficiency. For every person placed and retained in employment there is an employer who has acquired an employee who meets their needs and enhances their economic stability and growth. In Minneapolis, these services are delivered to job seekers and employers by about 20 community-based organizations which have been competitively evaluated and selected based on their ability to effectively serve target groups and achieve employment-related outcomes, including both placement and support for retention in employment.

The Workforce Council currently meets five times a year (on the third Tuesday of the month starting in September). The meetings start at 7:30 a.m. and conclude by 9:00 a.m. A sixth meeting occurs in the summer when the Council visits youth at work in the Summer Youth Program. There are three standing committees (Dislocated Worker, Adult and Youth) that do much of the work of the Council. Each member of the Council is asked to serve on one standing committee. METP supplies staff support for these committees.

The Workforce Council Chair develops the meeting agendas and conducts the meetings. The Chair also establishes committees of the Council. The Chair is selected by the Mayor

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. 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.)

The WSA will adopt the state's recommended benchmark of directing 60% of our WIA Dislocated Worker clients who receive training into training programs (except short-term, pre-vocational training) that prepare job seekers for high-growth, high-wage industries, demand driven occupations, and/or career laddering occupations.

The WSA will target 100% of our WIA Adult program training dollars to prepare workers for employment in the one of six demand industries. These industries were identified in 2005 as a shift towards a demand driven system was formalized through the PI/WC. A Labor Market Analyst for DEED analyzed the local labor market data and determined which areas should be targeted in a demand driven system. The industries are:

- Healthcare
- Finance and Insurance
- Professional and Technical
- Transportation
- High-Tech Manufacturing
- Construction

Construction was added by the Minneapolis Workforce Council due to a number of large, local projects that include two stadiums, two children's hospitals and Coloplast.

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. and B.-13. 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?

If a mass layoff/plant closing is announced or if a Worker Adjustment and Retraining Notification (WARN) is issued, the State Rapid Response Team (RRT) is the entity that takes the lead. If WSA staff become aware of a substantial layoff or plant closing in the area, state staff are informed so that they can investigate. Local Elected Officials and WSA staff who may have company contacts share their network with the RRT to facilitate employer contacts and garner cooperation.

When a large layoff event results in a competition among all eligible service providers of Dislocated Worker services, the WSA decides based on the particular details of each event whether to join the competition with sub-contractors as partners or release local service providers to apply on their own. If a competition is developed, the WSA is bound to the policies that apply to project competition designed by the state. The extent to which the WSA is involved is largely dictated and delimited by the established procedures that govern the competitive process.

In the case of smaller layoffs or situations where competition for a project is not developed, the WSA is allowed to play a larger role. Staff from the WSA and/or local Dislocated Worker service providers meet in-person, on-site with affected workers whenever possible; the WSA coordinates with the RRT if they are involved. Information about local resources and services is shared with the workers.

- 13.** Who is the WIB's rapid response liaison for mass layoffs?

Name: Catherine Christian
Title: Dislocated Worker Program Coordinator
Phone: 612 673-6230
TTY: 612 673-2157
E-mail: Catherine.christian@ci.minneapolis.mn.us

Name: (1st Alternate) Savi Samaroo
Title: Family Support Specialist II – Dislocated Worker Program
Phone: 612 673-6229
TTY: 612 673-2157
E-mail: Savi.samaroo@ci.minneapolis.mn.us

Name: (2nd Alternate) Deb Bahr-Helgen
Title: Director, METP
Phone: 612 673-6226
TTY: 612 673-2157
E-mail: Deb.bahr.helgen@ci.minneapolis.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;

14. 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.-15. must be limited to no more than 1 page.

15. 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.

The Minneapolis Workforce Council provides opportunity for public comment through posting the Local Unified Plan and its supporting materials on the Minneapolis Employment and Training Plan website at <http://www.ci.minneapolis.mn.us/metp>. Responses can be sent via e-mail to board staff.

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);

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

Name: Deb Bahr-Helgen

Title: Director, METP
 Phone: 612 673-6226
 TTY: 612 673-2157
 E-mail: Deb.bahr.helgen@ci.minneapolis.mn.us

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

Name: Deb Bahr-Helgen
 Title: Director, METP
 Phone: 612 673-6226
 TTY: 612 673-2157
 E-mail: Deb.bahr.helgen@ci.minneapolis.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.-18. must be limited to no more than 2 pages.

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

Every five years, the Minneapolis Employment and Training Program issues Requests For Proposals (RFP) and, under a competitive solicitation, selects potential vendors to deliver employment and training services. A Master Contract list is created that defines the universe of eligible providers for a specific time period. The open competition for this RFP is advertised on the METP website; former Master Contract vendors are also alerted to check the website for the upcoming RFP. The vendor requirements are determined by the Minneapolis Workforce Council. Some of the proposal questions used in the last process included:

- Describe your agency's experience in providing the service(s). Describe background and experience demonstrating ability to provide required services.
- What is the volume of service or the number of people you provided this service to during the last program year?
- Why should the City consider your organization as a service provider?

Historically, the Minneapolis Workforce Council has also been very interested in issues such as living wages, benefits, and long term retention for clients served in our programs.

The responses to the RFP are systematically reviewed by neutral parties and ranked. The criteria used to evaluate the proposals includes:

- Quality, thoroughness and clarity of proposal.
- How well the scope of services offered meet department objectives.
- Financial responsibility and capacity of company.
- Organization and management approach and involvement for a successful project.
- Insurance coverage as appropriate for the services.

Staff then make recommendations to the Minneapolis Workforce Council and the Minneapolis City Council on which agencies should be awarded contracts. Agencies that are selected are placed on a "Master Contract" list that is updated every five years. When WIA and other funding opportunities become available, a funding-specific RFP is issued to vendors who have met the requirements to be placed on METP's Master Contract list. The current list became effective January 1, 2006 and remains in force until December 31, 2010.

Accountability measures are built into each contract. Each contract contains very specific outcome measures. All vendors are required to collect data in the Management Information System (MIS) so that METP staff can evaluate their performance against the desired outcomes. The information is then used to test compliance with the contract outcome measures. Information collected in the MIS is randomly verified for accuracy.

METP also takes action on performance data. Vendors are formally reviewed against outcome measures on a quarterly basis. Performance is then graded on an "A through F" scale with individual contract assessments provided to the vendors and a summary report provided to the Minneapolis City Council. Vendors that consistently receive "D"s or "F"s are required to complete corrective action and may be recommended for contract termination. This evaluation system has been in effect in the City of Minneapolis since 1990. It is a sound system and provides clear incentives for service providers to improve performance. On an annual basis contract amounts are adjusted based on the amount of funding that is available and the each agencies past performance.

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>)
(Copy and paste additional contact information fields as needed for each WFC.)

WFC Location: South Minneapolis, 777 E. Lake St., Mpls, 55407

Name: Kathy Carney

Title: Workforce Development Field Operations Manager

Phone: 612 821-4010

TTY: 612 821-4013

E-mail: kathy.carney@state.mn.us

WFC Location: North Minneapolis, 1200 Plymouth Ave. N., Mpls, 55411

Name: Ken Lundquist
 Title: Rehabilitation Services Area Manager
 Phone: 612-821-4060
 TTY: 612 302-7061
 E-mail: ken.lundquist@state.mn.us

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

Name: Linda DeHaven
 Title: MFIP Manager
 Phone: 612 673-5294
 TTY: 612 673-2157
 E-mail: linda.dehaven@ci.minneapolis.mn.us
 Reports To: Deb Bahr-Helgen

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

Name: Linda DeHaven
 Title: MFIP Manager
 Phone: 612 673-5294
 TTY: 612 673-2157
 E-mail: linda.dehaven@ci.minneapolis.mn.us
 Reports To: Deb Bahr-Helgen

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

Name: Narin Sihavong
 Title: Minneapolis Multicultural Services Coordinator
 Phone: 612 673-3737
 TTY: 612 673-2157
 E-mail: narin.sihavong@ci.minneapolis.mn.us
 Reports To: Michael Jordan, Director of Civil Rights

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

Name: Linda DeHaven
 Title: MFIP Manager
 Phone: 612 673-5294
 TTY: 612 673-2157
 E-mail: linda.dehaven@ci.minneapolis.mn.us
 Reports To: Deb Bahr-Helgen

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

This individual takes complaints from all programs except Wagner Peyser and the

Veterans Program.

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. (Copy and paste additional contact information fields as needed.)

Program(s): Wagner Peyser and Veterans Programs
Name: Kathy Carney
Title: Workforce Development Field Operations Manager
Phone: 612 821-4010
TTY: 612 821-4013
E-mail: kathy.carney@state.mn.us
Reports To: Jim Korkki

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

Name: Cher Schowalter
Title: Office and Admin Specialist, Principal
Phone: 612 821-4012
TTY: 612 821-4013
E-mail: cher.schowalter@state.mn.us
Reports To: Kathy Carney

7. 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.)

8. 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 X Not Applicable _____

9. 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 X 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

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

Demonstration Projects, Youth Opportunity Grants, WIA Youth Formula Grants, pilots, and Research and Development.

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.-10. thru C.-12. must be limited to no more than 3 pages.

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

All persons coming to the Minneapolis WorkForce Centers (WFCs) are asked to attend an orientation. Orientation is given six times a day with the purpose of giving all users basic information about the resources available to them at the WFCs. The resources include Veterans services, rehabilitation services, universal services, assessment, and Employment Ready U. (Employment Ready U is a program developed by staff at the Minneapolis WFC that integrates classroom job-seeking skills with the job-seeking activities of the Resource Room, Employer of the Day, and Educational Assistance Programs).

At the orientation all customers are asked to complete a general assessment form identifying which services they are interested in. Individuals are asked if they are a veteran or the spouse/child of a veteran. Those customers who identify themselves as a veteran are asked to complete a Veterans assessment. (See attachment 2). The Veterans assessment is given to the Disabled Veteran Outreach Program Representative (DVOP) and the general assessment is given to the appropriate service provider and follow-up services are provided.

11. 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?

The South Minneapolis WFC provides daily orientations where veterans are provided with an assessment. This assessment identifies barriers and is given to the Veterans Representative. The assessment form was developed by the state office.

At the North Minneapolis WFC veterans are identified as they come into the center and provided an assessment. Again this assessment is given to the appropriate staff person.

12. 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?

The general assessment that is completed by all individuals attending orientation is given to the appropriate service provider based on the interest of the person attending the orientation.

The Minneapolis WFCs have both a Veterans Representative and a DVOP. The Veterans assessment is given to the Veterans staff so that they can further diagnose any barriers and do follow up with the veteran. All follow-up for Veterans is

completed as quickly as possible.

Staffing

Workforce Service Area: _____ WSA #10 – City of Minneapolis _____

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, 2008. 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
Minneapolis South			2.5	10.5	1	20	0	1.5	3	Hennepin County Good Will Easter Seals	1	TRIO – Minneapolis Community Technical Colle
Minneapolis North			.5	9	1	19	0	.5	45	Hennepin County, Hired, Good Will Easter Seals	1	Job Corps

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.

**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.*

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 2008 Local Unified Plan (LUP) 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 2008
Local Unified Plan for an Integrated Local Workforce Investment System

Workforce Service Area Name: City of Minneapolis

Workforce Investment Board Name: Minneapolis Workforce Council

Name and Contact Information for the WIB:

Carolyn Roby, Chair
Vice President
Wells Fargo Foundation Minnesota
Wells Fargo Center N9305-192
Sixth Street and Marquette Avenue
Minneapolis, MN 55479-1055
(612) 667-8847
carolyn.h.robby@wellsfargo.com

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

Mayor R.T. Rybak
City Hall, Room 331
350 South Fifth Street
Minneapolis, MN 55415
(612) 673-2100
rt@minneapolis.org

We, the undersigned, attest that this submittal is the Program Year 2008 Local Unified Plan for our WIB / WSA and hereby certify that this LUP has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board

For the Local Elected Officials

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Performance Standards

The tables below indicate the local area's target level of performance for the common measures for the core partner programs. **These are the minimum standards for which each locality will be held responsible.** Upon notification to DEED, local areas can set higher standards for which they will be held responsible.

Statewide Performance Measures Program Year 2008 July 1, 2008 to June 30, 2009	Wagner-Peyser	Senior Community Service Employment Program (SCSEP)	Adult (WIA Title I-B)	Dislocated Worker (WIA Title I-B and State)
Entered Employment Rate: Of those not employed at registration: Number of adults who have entered employment by the end of the first quarter after the exit quarter <i>divided by</i> Number of adults who exit during the quarter.	61%	41.4%	State 86% WSA 1 to 17 86% WSA 18 85%	State 86% WSA 1 to 18 86% ISPs 86%
Employment Retention Rate: Of those employed in the first quarter after the exit quarter: Number of adults who are employed in the second and third quarter following the exit quarter <i>divided by</i> Number of adults who exit during the quarter.	83%	63.2%	State 82% WSA 1 to 18 82%	State 90% WSA 1 to 18 90% ISPs 89%
Average Earnings: Of those employed in the first, second, and third quarter after the exit quarter: Total post-program earnings (earnings in quarter 2 plus (+) quarter 3 after exit quarter) <i>divided by</i> Number of adults who exit during the quarter.	\$13,577	\$6,633	State \$11,308 WSA 1 \$ 9,442 WSA 2 \$12,345 WSA 3 \$10,493 WSA 4 \$10,387 WSA 5 \$10,638 WSA 6 \$11,215 WSA 7 \$8,517 WSA 8 \$11,798 WSA 9 \$12,727 WSA 10 \$10,331 WSA 12 \$8,914 WSA 14 \$11,217 WSA 15 \$11,587 WSA 16 \$9,316 WSA 17 \$14,089 WSA 18 \$9,733	State \$17,123 WSA 1 \$13,915 WSA 2 \$12,552 WSA 3 \$11,679 WSA 4 \$13,942 WSA 5 \$14,916 WSA 6 \$15,003 WSA 7 \$14,986 WSA 8 \$16,952 WSA 9 \$20,646 WSA 10 \$19,324 WSA 12 \$17,963 WSA 14 \$17,690 WSA 15 \$19,584 WSA 16 \$20,940 WSA 17 \$12,988 WSA 18 \$11,832 ISPs \$18,723

Statewide Performance Measures - continued -	Wagner-Peyser	Senior Community Service Employment Program (SCSEP)	Adult (WIA Title I-B)	Dislocated Worker (WIA Title I-B and State)
Employment and Credential Rate: Of adults who received training services: Number of adults who were employed in the first quarter after the exit quarter and received a credential by the end of the third quarter after the exit quarter <i>divided by</i> Number of adults who exit during the quarter.	N/A	N/A	State 66%	State 62%
			WSA 1 to 18 66%	WSA 1 to 18 62%
				ISPs 62%
Hours of Community Service Employment: Total number of hours of community serviced provided by SCSEP participants <i>divided by</i> Number of hours of community serviced funded by the grant, after adjusting for differences in minimum wage. Paid training hours are excluded from this measure.	N/A	72.2%	N/A	N/A
Number of Eligible Individuals Served: Total number of adults served <i>divided by</i> Grantee's authorized number of positions, after adjusting for differences in minimum wage.	N/A	162%	N/A	N/A
Number of Most-in-Need Individuals Served: Of those adult participants described in OAA-2006, Subsection §(a)(3)(B)(ii) or (b)(2) of Section §518. Counting the total number of the described characteristics for all adult participants <i>divided by</i> Number of adult participants served.	N/A	1.6	N/A	N/A

Customer Satisfaction Standards Program Year – 2008	WIA Title I-B	SCSEP
Participant:	76%	87%
Employer:	77%	87%
Host Agency	N/A	85%

Performance Standards

RS & SSB Statewide Performance Measures – Federal Fiscal Year 2008 October 1, 2007 to September 30, 2008	Rehabilitation Services	State Services for the Blind
<p><u>Employment Outcomes:</u></p> <p>Performance Indicator 1.1 – Comparison of Employment Outcomes The number of individuals exiting the VR program with an employment outcome during the current program year compared to the number of individuals exiting the VR program with an employment outcome during the preceding program year.</p>	2,503	81
<p>Performance Indicator 1.2 – Entered Employment Rate Of all of the individuals who exited the VR program after receiving services, the percentage of those who achieved an employment outcome.</p>	58.8%	46.6%
<p>Performance Indicator 1.3 – Wage at Placement Of all the individuals determined to have achieved an employment outcome, the percentage who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage.</p>	72.6%	94%
<p>Performance Indicator 1.4 – Wages at Placement for Those with Significant Disabilities Of all individuals who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage, the percentage who are individuals with significant disabilities.</p>	72.6%	98.8%
<p>Performance Indicator 1.5 – Comparison of Wages of VR Placements as Compared to the Overall Wage Level The average hourly earnings of all individuals who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage as a ratio to the State's average hourly earnings for all individuals in the State who are employed.</p>	.52 (Ratio)	.69 (Ratio)
<p>Performance Indicator 1.6 – Enhancement of Self-Sufficiency Of all individuals who exit the VR program in competitive self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage, the difference between the percentage who report their own income as the largest single source of economic support at the time they exit the VR program and the percentage who report their own income as the largest single source at the time they apply for VR services.</p>	53.0 (Math Difference)	43.6 (Math Difference)
<p><u>Equal Access to Services:</u></p> <p>Performance Indicator 2.1 The service rate for all individuals with disabilities from minority backgrounds as a ratio to the service rate for all non-minority individuals with disabilities.</p>	.80 (Ratio)	Not calculated if fewer than 100 individuals from minority backgrounds exit the program

NOTE: These percentages are national standards set by the Rehabilitation Services Administration. There is a formula for the general agency and a different formula for the agency serving the Blind to determine whether the standard was met.

Workforce Investment Board/Council Membership List

Program Year 2008

WIB: Minneapolis Workforce Council

Date Submitted: _____

WSA: 10

Please indicate any **vacant** positions or other constituency represented as well.
(Add or delete rows in each category as needed for members)

<u>Name / Address / E-mail / Phone / Fax</u>	<u>Organization / 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>
A. Private Sector:				
(Chair): Carolyn Roby / Wells Fargo Center N9305-192, Sixth Street and Marquette Avenue, Minneapolis, MN 55479, Carolyn.H.Roby@wellsfargo.com (612) 667-8847 (p), (612) 667-8283 (f)	Wells Fargo Foundation Minnesota Vice President	Financial Services	Yes	7/1/06 – 6/30/08
Ann Eilbracht Thompson / 720 Washington Av SE, Minneapolis, MN 55414, anneilbracht@earthlink.net (612) 884-0721 (p),	University of Minnesota Physicians Vice President – Human Resources	Health Care	Yes	7/1/06 – 6/30/08
Karen Gallivan / 88 11th Street NE, Minneapolis, MN 55413, kgallivan@graco.com, (612) 623- 6604 (p), (612) 623-6944 (f)	Karen Gallivan Attorney, Executive	Manufacturing	Yes	7/1/07 – 6/30/09
Judi Nevonen / 801 Nicollet Mall, BC-MN-H17E, Minneapolis, MN 55402, judi.nevonen@usbank.com, (612) 303-7687 (p), (612) 303-2352 (f)	U.S. Bancorp Director, Human Resources	Financial Services	Yes	7/1/07 – 6/30/09

Laurie Rice / 3M Center, Building 275-06-E02, St. Paul, MN 55144, lrice@mmm.com , (651) 733-0182 (p)	3M Director of Information Technology – Medical Division	Manufacturing	Yes	7/1/06 – 6/30/08
Candice Fieldman / 1400 Washington Ave N, Minneapolis, MN 55411, cef@ambpress.com , (612) 521-0123 (p), (612) 521-4587 (f)	Ambassador Press, Inc. Operations	Printing	No	7/1/06 – 6/30/08
Susan Mackay / 1235 Yale Place, Suite 404, Minneapolis, MN 55403, spmackay@msn.com , (612) 333-1212 (p), (612) 397-8904 (f)	Mackay & Associates President	Professional Services	Yes	7/1/06 – 6/30/08
Sharon Bredeson / 27 Greenway Gables, Minneapolis, MN 55403, sharonb@staff-plus.com , (612) 868-1754 (p)	Staff-Plus, Inc. President & CEO	Professional Services	Yes	7/1/07 – 6/30/09
Todd Wood / 1154 N 5 th St, Minneapolis, MN 55411, transitteam@earthlink.net , (612) 332-3323 (p), (612) 332-7075 (f)	Transit Team, Inc. Human Resources Manager	Transportation	Yes	7/1/07 – 6/30/09
Vacant				7/1/07 – 6/30/09
<u>B. Public Assistance Agency:</u>				
Joseph Gaspard / 330 South 6th St, Minneapolis, MN 55487, joe.gaspard@co.hennepin.mn.us , (612) 348-8188 (p), (612) 677-6096 (f)	Hennepin County Human Services Area Manager			7/1/06 – 6/30/08
<u>C. Organized Labor:</u>				
William McCarthy / 312 Central Avenue, Suite 542, Minneapolis, MN 55414, bmccarthy@mplsclucl.com , (612) 379-4206 (p), (612) 379-1307 (f)	Minneapolis Central Labor Union Council President			7/1/06– 6/30/08
Jenny Leabo / 312 Central Avenue, Minneapolis, MN 55114, jenny@scc.net, (612) 331-4234 (p)	Minneapolis Building and Construction Trades Council Director of Marketing and Public Relations			7/1/07 – 6/30/09

<u>D. Rehabilitation Agency:</u>				
Vacant				7/1/07 – 6/30/09
<u>E. Community-based Organization:</u>				
Harvey Rucker / 4728 Portland Av S, Minneapolis, MN 55407, (612) 822- 1383 (p)	The City, Inc. Board Member			7/1/07– 6/30/09
<u>F. Economic Development Agency:</u>				
Jim Roth / 3137 Chicago Av S, Minneapolis, MN 55407, jroth@mccdmn.org , (612) 789-7337 (p), (612) 789-8448 (f)	Minneapolis Consortium of Community Developers Director			7/1/06 – 6/30/08
<u>G. Public Employment Service:</u>				
Mark Tessmer / 777 E Lake St, Minneapolis, MN 55407, mark.tessmer@state.mn.us, (612) 821-4028 (p), (612) 821-4014 (f)	MN – DEED Veterans Representative/Business Services			7/1/07 – 6/30/08
<u>H. Educational Agency:</u>				
Jon Westby / 1501 Hennepin Ave, Minneapolis, MN 55403, jon.westby@minneapolis.edu , (612) 659-6590 (p), (612) 659-6544 (f)	Minneapolis Community and Technical College Associate Dean			7/1/07 – 6/30/09
Craig Vana / 807 Northeast Broadway, Room 113, Minneapolis, MN 55413, cvana@mpls.k12.mn.us, (612) 668-0650 (p), (612) 668-0142 (f)	Minneapolis Public Schools Associate Superintendent			7/1/07 – 6/30/09
<u>I. Local Elected Official:</u> (Please list contact information even if CEO is not a member of the WIB)				
RT Rybak / 350 South 5 th Street, Room 331, Minneapolis, MN 55415, mayor@ci.minneapolis.mn.us , (612) 673-2100 (p), (612) 673-2305	City of Minneapolis Mayor			1/1/06 - 12/31/09
<u>J. Other Category:</u>				

Add or delete as necessary				
K. Youth Council Chairperson: (Please list contact information even if YCC is not a member of the WIB)				
Craig Vana / 807 Northeast Broadway, Room 113, Minneapolis, MN 55413, cvana@mpls.k12.mn.us, (612) 668-0650 (p), (612) 668-0142 (f)	Minneapolis Public Schools Associate Superintendent			7/1/07 – 6/30/09

Workforce Investment Board Subcommittee List

Program Year 2008

WIB: Minneapolis Workforce Council

If applicable, provide a current list of the Board's committees and/or task forces along with a summary of the committee's objectives.

<u>Name of Committee or Task Force</u>	<u>Objective / Purpose of Committee or Task Force</u>
Adult Committee	To oversee the operations of Adult programs.
Dislocated Worker Committee	To oversee the operations of Dislocated Worker programs.
Youth Council	To oversee the operations of Youth programs.