



CENTRAL MINNESOTA Joint Powers Board

Joint Powers Board

Mission: To guarantee the success and viability of the CareerForce system in Local Workforce Development Area 5 (LWDA 5), provide Workforce Development Board oversight, preserve local control efforts, and support the LWDA 5 Central Minnesota Jobs and Training Services, Inc. Joint Powers Board Agreement

AGENDA

December 12, 2025

12:40 pm–1:30 pm

In-person attendance at CMJTS' Monticello office in conference room 127.

Please go to board meeting page for all meeting materials and links to join meetings virtually:

<https://www.cmjts.org/cmjts-joint-powers-board-workforce-development-board-and-committee-meetings>

JPB MEMBERS:

- | | |
|---|--|
| <input type="checkbox"/> Commissioner Jeanne Holland, Chair – Wright | <input type="checkbox"/> Commissioner Doug Krueger – McLeod |
| <input type="checkbox"/> Commissioner Dan Whitcomb, Vice Chair – Mille Lacs | <input type="checkbox"/> Commissioner Beth Oberg – Meeker |
| <input type="checkbox"/> Commissioner Duane Anderson, Secretary – Kandiyohi | <input type="checkbox"/> Commissioner Steve Hallan – Pine |
| <input type="checkbox"/> Commissioner Rick Greene – Chisago | <input type="checkbox"/> Commissioner John Robinson - Renville |
| <input type="checkbox"/> Commissioner Alan Duff – Isanti | <input type="checkbox"/> Commissioner Gregg Felber – Sherburne |
| <input type="checkbox"/> Commissioner Wendy Caswell – Kanabec | |

STAFF:

- | | |
|---|---|
| <input type="checkbox"/> Dina Wuornos, Executive Director | <input type="checkbox"/> Jake Humphrey, Finance Manager |
| <input type="checkbox"/> Kristin Yeager, HR/IT Director | |

1. Call to order

2. Welcome/Introduction of Members and Guests

CONSENT AGENDA: A single motion and vote are taken on all items listed under the consent agenda. Items may be added or deleted at the request of committee chairs, staff, or partners.

3. Approval of the Consent Agenda

- a. Meeting Agenda*
- b. Previous Meeting Minutes*
- c. Financial Report*
- d. Region 3 Leadership & Planning Board Minutes – no information to report
- e. CMJTS Grant Report*
- f. County Unemployment Rates – October and November rates to be released December
- g. Incumbent Worker Report (WDD)*

GUEST SPEAKER 11:40 am – 12:30 pm

Talent Development Program

NOTE: If you are unable to attend this meeting, please contact Kristin Yeager at kyeager@cmjts.org or 612-805-9312 (cell)

Upon request, this material can be made available in alternate formats.

Auxiliary aids and services are available upon request to individuals with disabilities by contacting the front desk at 763.271.3700

Dina Wuornos, Executive Director and Leslie Wojtowicz, Development Manager
Central Minnesota Jobs and Training Services, Inc.

REGULAR AGENDA

4. Legislative Updates – Wuornos

5. Old Business

- a. 2026 Board Meeting Schedule * (Motion to Approve) – Holland/Wuornos
- b. 2024-25 Fiscal Audit Update - Humphrey

6. New Business

- a. Dina Wuornos Years of Service – Holland
- b. Welcome to Commissioner Robinson, Renville County – Holland
- c. Bob Voss Resignation (Motion to Accept) – Holland
- d. Training Brainstorm – what do you want to learn? – Wuornos
- e. CentraCare Subcontract with Career Solutions * (Motion to Accept) - Wuornos
- f. 2026 Officer Nominations (Motion to Approve) – Holland
- g. Adult Priority of Service Policy* (Motion to Approve) – Wuornos
- h. MAWB Platform* - Wuornos
- i. Grants received (Motion to Accept)– Holland

Information on all CMJTS grants can be found on the CMJTS website at: [Grant Management Contacts - CMJTS](#)

- i. Initiative Foundation Board Training - \$5,000
- ii. DLI Registered Apprenticeship Hub Development - \$136,538
- iii. LEAP - \$93,063
- iv. Ag Careers Pathway Development - \$254,000
- v. MN Youthbuild - \$150,000
- vi. WESA - \$140,000
- vii. CMJTS RA Development program - \$29,834
- viii. Paid Leave Outreach - \$300,000

7. County Updates (time permitting)

8. Future Meeting Agenda Items

a.

9. Adjournment

***Attachment**

NEXT MEETING SCHEDULE

March 13, 2026

8:00 am –8:50 am	Operations Committee
9:00 am –9:50 am	Workforce Development Committee
9:00 am –9:50 am	Community & Government Relations Committee
9:00 am –9:50 am	Youth Committee
10:00 am –10:50 am	Workforce Development Board Meeting
11:00 am –11:30 am	LMI Presentation
11:40 am –12:30 pm	Presentation/Guest Speaker
12:40 am – 1:30 pm	Joint Powers Board Meeting

NO MEETINGS IN FEBRUARY

All Meeting information, Meeting Links, and attachment information can be found:

CMJTS Joint Powers Board, Workforce Development Board, and Committee Meetings Page:

<https://www.cmjts.org/cmjts-joint-powers-board-workforce-development-board-and-committee-meetings/>

**JOINT POWERS BOARD and WORKFORCE DEVELOPMENT BOARD JOINT
MEETING MINUTES**

October 10, 2025

WORKFORCE DEVELOPMENT BOARD MEMBER PRESENT:

Rob Stark (chair), Bob Voss (Treasurer), Lori Vrolson (Secretary), Melissa Ball-Warriner, Dr. Craig Johnson, Mark Netzing, Sherry Smith, Denise Stewart, Trevor Turek, Lisa Zwart, Brent Thompson

WORKFORCE DEVELOPMENT BOARD MEMBERS ABSENT:

Rebecca Nelson (vice chair), Joy Beise, Merle Bobbitt, Janelle Sowers, Ian Weiss, Tim Truebenbach

JOINT POWERS BOARD MEMBERS PRESENT:

Commissioners Jeanne Holland (chair), Dan Whitcomb (vice chair), Duane Anderson, Rick Greene, Wendy Caswell, Doug Krueger, Beth Oberg, Steve Hallan, Gregg Felber

JOINT POWERS BOARD MEMBERS ABSENT:

Commissioner Alan Duff, Commissioner Greg Mertens

The meeting was called to order at 10:15 am

WELCOME/INTRODUCTIONS

Additions to the Agenda

APPROVAL OF THE CONSENT AGENDA:

WDB Motion: Netzing made the motion to approve the consent agenda. Seconded by: Thompson. Roll Call taken - Motion carried.

JPB Motion: Felber made the motion to approve the consent agenda. Seconded by: Whitcomb. - Roll Call taken - Motion carried.

APPROVAL OF THE AMENDED CONSENT AGENDA:

WDB Motion: Netzing made the motion to amend the consent agenda to add the fiscal audit. Seconded by: Turek. Roll Call taken - Motion carried.

JPB Motion: Caswell made the motion to approve the consent agenda to add the fiscal audit. Seconded by: Whitcomb. - Roll Call taken - Motion carried.

REGULAR AGENDA

Workforce Development Board Committee Chair Reports – Stark:

- WFD Committee – Netzing.
 - a) No report.
- CGR – Voss
- Skills Based Hiring presentation by Allen Mavis, Sr. Specialist Workforce Development Training. The committee will continue discussing and potentially offer this training to employers in our sub regions using grant dollars.
 - a) On-going work with board recruitment strategies.
 - b) Engagement with legislators supporting the work we do.
- Youth Committee
 - a) Youth committee did not meet.

Governor's Workforce Development Board Update - Stark

- Subcommittee work has started. Stark is chairing the alignment with the state and local workforce developments boards. Scheduled to meet next month.

OLD BUSINESS

Corrective Action Update* (JPB) - Wuornos

- We received notification from DEED leadership that we now meet all expectations within our correction.

Strategic Planning - Wuornos

- Wuornos and Wojtowicz have attempted to reach out several times to our representative at Amplified DMC and have not heard back. They will begin looking for a new vendor. We will keep the same plan.

Golf Tournament Update (JPB) - Wuornos

- Postponed the golf tournament and will be doing something different.

Open Meeting Law - Wuornos

- Grace Baehren, Policy Analyst with the Data Practices Office at the State of Minnesota confirmed the change went into effect on May 24, 2025.
- A voting member must be present if everyone is virtual; it cannot be ex officio Wuornos.
- If our agenda states members may attend virtual, we do not have to give notice every time someone changes their mind last minute and will not be attending in person.
- We are required to follow open meeting laws as we do receive state and federal funds to exist as a Workforce Development Board and we are also governed by DEED requirements.

- Commissioner Krueger questioned what constitutes a quorum and the number of counties that are a part of the Joint Powers Board (JPB).
 - We have 11 county commissioners on the JPB, and it would take 6 to be a quorum.
 - Wuornos will be presenting on October 21 to the McLeod County Board of Commissioners and will bring a copy of the JPB agreement.

CMJTS FINANCIAL UPDATE

2023-2024 Annual Fiscal Audit Update (JPB) – Humphrey

- Completed

WDB Motion: Netzinger made the motion to approve the Annual Fiscal Audit. Seconded by: Holland. Roll call taken - motion carried

JPB Motion: Whitcomb motion to approve the Annual Fiscal Audit. Seconded by: Felber. Roll call taken - motion carried

Operations Motion: Netzinger motion to approve the Annual Fiscal Audit. Seconded by: Holland. Roll call taken - motion carried

NEW BUSINESS

Welcome Commissioner Hallan – Pine County (JPB) – Holland

2026 Board Meeting Schedule* – Stark

- There are no WFD board meetings in February, July, August, or November.
- The Operations committee will meet on August 14, 2026.

WDB Motion: Netzinger motion to approve the board meeting schedule. Seconded by: Holland. Roll call taken – motion carried.

Janelle Sowers – WDB Application* (JPB Motion to Approve) – Holland

Ian Weiss – WDB Application* (JPB Motion to Approve) – Holland

2025-27 Member Reappointments* (JPB Motion to Approve) – Holland

- Tim Truebenbach
- Joy Beise

JPB Motion: Whitcomb made the motion to approve the WDB applications for Ian Weiss and Janelle Sowers. The motion also included the 2025-27 WDB member reappointments for Tim Truebenbach and Joy Biese. Seconded by: Felber. Roll call taken – motion carried

Board Survey Update (JPB) - Wuornos

- Members were sent a survey asking for feedback on additional training or information they would like to have.
- Diane Johnson will be scheduling Wuornos for one-on-one meetings with members. The feedback received from the survey results will help drive the topics for these meetings.

Executive Director 2025 Performance Review Process – Stark/Holland

- Received the self-evaluation from Wuornos.
- A survey will be sent to staff and direct reports for Dina. Once the data is received, the operations committee will review the feedback and organize it in a formal performance review.

PY26 WIOA State Plan Modification Requirement - Wuornos

- The US Department of Labor sent out notification to all state Workforce Boards informing them that they need to review their four-year plans and ensure that they are in sync with the current administration's initiatives. The portal opened on October 1 and the Job Skills Partnership Board, and they will work with the Governor's Workforce Development Board as well as the Governor to review our entire state plan to ensure it is current with expectations.

America's Talent Strategy: Building the Workforce for the Golden Age - Wuornos

- This is the blueprint that the Department of Labor and our president want to be moving our programming towards (apprenticeship, shoring up manufacturing and bringing it back to the United States, as well as AI). We may need to update our goals.

Advocacy – Legislative Action – Holland/Wuornos

- Met with Emmer's staff person Luke and discussed concerns regarding cuts to WIOA.

Reports (Informational – attached in packet) - Wuornos

- County Unemployment Rates*
- CMJTS Workforce Development Division (WDD) Grant Report*
- Incumbent Worker Report (WDD)

County Updates

- County Levies

- Wright - 5.5%
- Mille Lacs – 3.5%
- Kandiyohi - 7.1%
- Sherburne – 6.5%
- Chisago - 4.96%
- Pine - 2.6%
- Meeker - 9.25%
- McLeod – 3%
- Kanabec – 3.5%

Future Agenda Items

- Board Training

ADJOURNMENT

Motion: Caswell made the motion to adjourn. Seconded by: Hallan. Motion Carried

WDB Secretary Signature

JPB Secretary Signature

Central Minnesota Jobs and Training Services, Inc.

Balance Sheet

	Month Ending 10/31/2025 <small>Current Balance</small>	Month Ending 10/31/2024 <small>Prior Year</small>	Difference
Assets			
Current Assets			
Cash and Cash Equivalents	25,259.12	(120,135.65)	145,394.77
Accounts Receivable, Net	246,327.82	206,388.21	39,939.61
Other Current Assets	26,245.14	22,315.29	3,929.85
Total Current Assets	297,832.08	108,567.85	189,264.23
Long-term Assets			
Property & Equipment	(219,794.57)	(219,794.57)	0.00
Right of Use Assets, Net	2,626,704.00	2,626,704.00	0.00
Total Long-term Assets	2,406,909.43	2,406,909.43	0.00
Loans Receivable	1,231.00	1,231.00	0.00
Total Assets	2,705,972.51	2,516,708.28	189,264.23
Liabilities and Net Assets			
Liabilities			
Short-term Liabilities			
Accounts Payable	76,933.28	377.06	76,556.22
Accrued Liabilities	212,468.15	198,446.29	14,021.86
Accrued Taxes	(178.35)	27,849.03	(28,027.38)
Deferred Revenue	73,186.25	73,186.25	0.00
Notes Payable - Current Portion	891.80	1,496.17	(604.37)
Other Short-term Liabilities	365,186.00	474,247.16	(109,061.16)
Total Short-term Liabilities	728,487.13	775,601.96	(47,114.83)
Long Term Liabilities			
Other Long-term Liabilities	2,371,506.00	2,371,506.00	0.00
Total Long Term Liabilities	2,371,506.00	2,371,506.00	0.00
Other Liabilities	(232,256.47)	(232,256.47)	0.00
Interfund Due to	18,958.44	19,188.63	(230.19)
Total Liabilities	2,886,695.10	2,934,040.12	(47,345.02)
Net Assets	(180,722.59)	(417,331.84)	236,609.25
Total Liabilities and Net Assets	2,705,972.51	2,516,708.28	189,264.23

Central Minnesota Jobs and Training Services, Inc.
Statement of Activities - All Funds

	Quarter Ending 12/31/2024	Quarter Ending 03/31/2025	Quarter Ending 06/30/2025	Quarter Ending 09/30/2025	Quarter Ending 10/31/2025
Operating Revenue					
Grant Revenues					
Grant Revenue - Governmental	1,302,310.40	1,402,156.62	1,728,537.27	1,595,308.92	458,200.00
Grant Revenue - Other	30,734.19	7,607.20	39,650.19	23,384.93	0.00
Total Grant Revenues	1,333,044.59	1,409,763.82	1,768,187.46	1,618,693.85	458,200.00
Contributions	225.00	(250.00)	17,155.02	16,208.03	62.00
Revenue - Other	40,911.62	64,182.45	78,565.36	37,844.19	2,063.56
Total Operating Revenue	1,374,181.21	1,473,696.27	1,863,907.84	1,672,746.07	460,325.56
Expenditures					
Direct	175,407.98	261,224.55	436,288.09	398,691.27	141,574.45
Personnel					
Salary and Wages	506,904.46	742,257.65	722,232.75	776,196.13	275,229.83
PR Benefits	136,033.78	185,512.80	201,631.62	180,575.41	62,557.14
PR Taxes	35,991.16	53,924.59	51,859.56	50,651.61	16,858.81
Total Personnel	678,929.40	981,695.04	975,723.93	1,007,423.15	354,645.78
Occupancy	55,404.52	112,946.45	52,761.10	78,931.06	26,825.99
Professional Fees	24,741.61	82,188.93	104,601.82	8,236.55	7,792.90
General and Administrative Expenses					
Advertising and Promotion	1,143.00	1,575.00	2,614.20	4,208.67	55.00
Conferences, Conventions, and Meetings	5,895.26	29.98	400.00	3,759.45	44.99
Copying and Printing	2,152.16	5,185.38	8,688.92	7,486.29	2,642.22
Due and Subscriptions	44,046.65	81,444.72	54,369.82	60,069.86	14,243.54
Finance Charges	2,359.20	2,089.26	1,125.43	629.19	135.00
Insurance	2,437.02	3,595.61	11,072.24	8,993.32	1,222.54
Interest Expenses	1,900.57	472.65	583.54	435.32	0.00
Miscellaneous Expense	29,823.28	2,465.25	10,099.22	1,691.38	0.00
Office Supplies	5,507.67	5,857.82	7,856.44	4,812.39	261.35
Postage and Delivery	1,055.92	1,659.63	1,469.65	981.75	78.00
Repairs and Maintenance	24.25	1,247.00	(792.16)	479.20	0.00
Telecommunication	11,511.87	12,438.44	20,688.70	22,806.47	1,993.49
Travel Expenses	8,302.60	16,800.04	24,601.63	19,087.93	5,860.07
Utilities	63.46	675.55	932.89	551.50	0.00
Allocated Indirect Costs	0.00	0.00	3,334.71	0.00	0.00
Total General and Administrative Expenses	116,222.91	135,536.33	147,045.23	135,992.72	26,536.20
Payments to Affiliates	0.00	35,390.79	34,600.89	7,261.20	3,626.86
Total Expenditures	1,050,706.42	1,608,982.09	1,751,021.06	1,636,535.95	561,002.18
Change In Net Assets	323,474.79	(135,285.82)	112,886.78	36,210.12	(100,676.62)

Central Minnesota Jobs and Training Services, Inc. Quarterly Expenses with Budget by Activity Code

Reporting Book:

As of Date:

Project:

ACCRUAL

10/31/2025

Adult Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Meat Processing	17,593.07	17,593.07	0.00
PY24 WIOA Adult Formula Grant	738,733.86	766,236.00	27,502.14
PY24 WIOA Dislocated Worker Formula Grant	520,553.48	642,455.00	121,901.52
PY24 State Dislocated Worker Formula Grant	1,480,487.35	1,603,579.00	123,091.65
PY25 WIOA Adult Formula Grant	23,103.13	752,593.00	729,489.87
PY25 WIOA Dislocated Worker Formula Grant	17,462.99	576,539.00	559,076.01
PY25 State Dislocated Worker Formula Grant	79,079.20	748,011.00	668,931.80
Isanti County Opioid	10,476.30	90,000.00	79,523.70
Total Active Projects	<u>2,887,489.38</u>	<u>5,197,006.07</u>	<u>2,309,516.69</u>

*Meat Processing Grant is a grant with partners that does not have a specific budget for CMJTS, but amounts are billable.

*CMJTS received 2nd allotments of PY25 WIOA Adult and DW grants.

*PY25 State DW initially had a significant cut to our allocation from prior year. However, additional funding was approved.

Central Minnesota Jobs and Training Services, Inc. Quarterly Expenses with Budget by Activity Code

Reporting Book:

As of Date:

Project:

ACCRUAL

10/31/2025

Youth Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Robotics Grant	35,106.14	62,428.00	27,321.86
PY24 WIOA Youth Formula Grant	669,234.27	900,030.00	230,795.73
PY24 Minnesota Youth Program	466,883.00	466,883.00	0.00
PY24 Minnesota Youthbuild Program	112,537.82	131,389.00	18,851.18
PY24 Youth Employment Transition Model (ETM)	458,387.90	700,000.00	241,612.10
PY24 Youth at Work Competitive Grant	188,000.00	188,000.00	0.00
PY25 LYFT	9,479.39	0.00	(9,479.39)
PY25 WIOA Youth	26,669.67	801,840.00	775,170.33
PY25 Minnesota Youth Program	30,135.31	221,988.00	191,852.69
PY25 Youth Employment Transition Model (ETM)	11,103.30	0.00	(11,103.30)
2025 TANF Youth	9,849.19	22,500.00	12,650.81
Total Active Projects	<u>2,017,385.99</u>	<u>3,495,058.00</u>	<u>1,477,672.01</u>

*PY 24 MN Youth and Youth at Work grants closed.

*We are able to spend on PY25 LYFT, but grant is still pending. Budget will be loaded once finalized.

*We are able to spend on PY25 ETM, but grant is still pending. Budget will be loaded once finalized.

Central Minnesota Jobs and Training Services, Inc.
Quarterly Expenses with Budget by Activity Code

Reporting Book:

As of Date:

Project:

ACCRUAL

10/31/2025

PA Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
PY25 Kanabec DWP	36,885.85	44,091.00	7,205.15
PY25 McLeod DWP	31,837.76	31,956.00	118.24
PY25 Meeker DWP	29,201.97	29,952.00	750.03
PY25 Renville DWP	27,888.19	28,893.00	1,004.81
PY25 Pine DWP	75,759.49	77,687.99	1,928.50
PY25 Chisago DWP	45,361.22	45,180.00	(181.22)
PY25 Kanabec MFIP	103,723.85	145,386.00	41,662.15
PY25 McLeod MFIP	116,232.50	130,084.00	13,851.50
PY25 Meeker MFIP	91,927.88	115,887.00	23,959.12
PY25 Renville MFIP	88,144.86	121,536.00	33,391.14
PY25 Pine MFIP	239,317.90	258,312.01	18,994.11
PY25 Chisago MFIP	143,284.27	183,122.00	39,837.73
Total Active Projects	1,029,565.74	1,212,087.00	182,521.26

*Working on modifications between DWP and MFIP for Chisago County.

Central Minnesota Jobs and Training Services, Inc.
Quarterly Expenses with Budget by Activity Code

Reporting Book:

As of Date:

Project:

ACCRUAL

10/31/2025

Business Svrc Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Xcel Energy Power Up	343,568.28	350,000.00	6,431.72
Initiative Foundation - Strategic Planning	7,500.05	12,500.00	4,999.95
Initiative Foundation - Focus Groups	62.52	6,000.00	5,937.48
PY25 Rural Career Counseling (RC3)	28,990.53	95,000.00	66,009.47
Regional Plan Implementation Funding (WIOA Set Aside)	2,759.64	21,272.00	18,512.36
Total Active Projects	382,881.02	484,772.00	101,890.98

*More new and exciting grants have been awarded since October.

CMJTS Grant Report

GRANT	Requested Amount	Grant Duration	Due Date	Submitted	Received Yes or No and Amount	Grant Summary
Initiative Foundation	\$6,000	1 year	8/9/2024	✓	funded	funds to facilitate focus groups - feedback received will assist in strategic plan development
probono design application	N/A	1 year	8/20/2024	✓	not selected	request to receive pro-bon design services to assist with physical location updates - customer focused, and marketing to become provider of choice
Transformative career pathway	\$212,510	18 months	10/7/2024	✓	not selected	transportation career pathways for 20 POC or low-income in Kandiyohi county
Hutchinson EDA endowment foundation	\$5,790	1 year	9/30/2024	✓	not funded	to support staffing and lunches for Hutchinson OE camp
IF board development	\$12,000	1 year	11/7/2024	✓	funded at \$7,500	strategic planning for Board and leadership
Resource Training and Solutions	\$15,000	6 months	11/15/2024	✓	not funded	central Operation Exploration career camps
GTUW - Career Academies	\$8,723	1 year	11/13/2024	✓	funded	develop employer Career Pathways
Morgan Family Foundation LOI	\$100,000		1/10/2025	✓	not chosen to apply	to be invited to submit for operating expenses and capacity building
Youth Skills Training Grant	\$100,000	1 year	2/7/2025	✓	not funded	support camps and build employer partnerships
Youth at Work grant	412,885	2 years	3/21/2025	✓	funded at \$300,000	support camps
Career Academies (GTCUW) 4	\$10,000	1 year	6/1/2025	✓	not funded	continuation of youth voice
Youth Support Service		2 years	4/25/2025	✓	funded at \$80,000	support Legacy 2 Inspire
Registered Apprenticeship grants (DLI)	\$4,834.90	5 months	2/7/2025	✓	funded	capacity to develop registered apprenticeships within the region
WIOA set-aside funds	designated	1 year	1/16/2025	✓	Yes, CMJTS amount - \$16,897.42	to fund regional planning initiatives
Vehicle request	not applying	2 years	4/1/2025	X	not applying	need 20% match - estimated \$90,000 for accessible minivan
LEAP	\$93,500	1 year	6/27/2025	✓	awarded \$93,063	to support pre-apprenticeship activities
grand casino request	\$5,000	1 year	ASAP	✓	awarded \$500	to support OE and youth
old national bank foundation	\$50,000	1 year	2/12/2025	✓	Denied	operating expenses
Isanti Opioid grant	100,000	13 months	3/7/2025	✓	funded at \$90,000	to train peer recovery support specialists in Isanti county, facilitate youth prevention curriculum - awaiting board approval 6/3/25
Mille Lacs Opioid grant	100,000	1 year	4/1/2025	✓	not funded	to train peer recovery support specialists in Isanti county, facilitate youth prevention curriculum
RA implementation grant	158,000.00	18 months	5/30/2025	✓	funded at \$136,538	establish an RA hub and help employers develop RA programs
Kanabec Opioid grant	\$100,000	1 year	on-going	✓	denied - but will reapply on a smaller scope in the fall - will have Isanti data to use	to train peer recovery support specialists in Isanti county, facilitate youth prevention curriculum
Direct appropriation Stauber	\$255,000	1 year	3/21/2025	✓	not selected	assist in operating expenses - staffing, and support OE
direct appropriation Klobuchar	\$255,000	1 year	3/31/2025	✓	moving forward	assist in operating expenses - staffing, and support OE
direct appropriation Fishbach		1 year	4/25/2025	✓	not selected	assist in operating expenses - staffing, and support OE
direct appropriation Smith	\$255,000	1 year	4/22/2025	✓	moving forward	assist in operating expenses - staffing, and support OE
Next Generation Public Health Career Pathways	\$95,650.50	18 months	5/12/2025	✓	not funded	to develop a roadshow/information sessions and career pathway graphics for public health occupations
Paid leave outreach grant	300,000	2 years	5/30/2025	✓	funded at \$300,000	provide outreach to employees and employers, technical assistance around paid family leave (MMA compensated partner at 25% of grant- first year 100k second year 200k
Stearns MFIP RFP	\$1,500,000	1- 3 year contract	5/8/2025	✓		to provide PA services to Stearns county residents Notice of Interview June 16, 2025 Potential Interview Dates, June 30, 2025 Contract Award/Execution July 29, 2025 Notice to Proceed August 15, 2025, with Jan 1, 2026, as the program start date.
Bush Prize grant	250,000		4/29/2025	✓	not funded	unrestricted revenue to support all of CMJTS activities

Growing Careers in WF: Agriculture	up to \$500,000	2 years	7/17/2025	✓	funded at \$254,000	* Anticipated release of a new RFP on Growing Careers: Agriculture WF in May 2025. Focus: outreach, case management, work readiness, skills training specific or relevant to the agriculture sector, support services, and job placement and retention services.
Justice involved RFP YIP	150,000	2 years	6/17/2025	not applying		1/1/26 - 12/30/27
CCIP	500,000	2 years	6/30/2025	✓		1/1/26 - 12/30/27
IF strategic planning implementation grant	\$15,000	1 year	6/1/2025	✓	funded	to offer storytelling workshops, upgrade technology in the conference room, and increase unrestricted funds
Sherburne County PA RFP			7/11/2025	✓	not selected	due 7/11 - decisions made in August - contract start 1/1/26
RAMPS	200,000	2 years	7/1/2025	not applying		Cybersecurity education and career pathways - research and map a plan to use this info for P2P funding
IF continuous improvement grant	5,000	1 year	6/10/2025	✓	funded	
MN Youthbuild	100,000	2 years	8/15/2025	✓	funded at \$75,000 annually	CMJTS has had this, it is now going competitive
WESA	250,000	2 years	8/28/2025	✓	funded at \$70,000 annually - \$140,000 total	encourage and assist women to enter high-wage, high-demand, nontraditional occupations, including but not limited to those in the skilled trades and STEM occupations, to increase the number of women in high-wage, high-demand, and nontraditional occupations.
Fitrst Citizens Bank	20,000	1 year	5/30/2025	✓	\$15,000	to support youth camps and CMJTS services
Board training grant IF	5,000	1 year	8/22/2025	✓	\$5,000	to provide board training
Pathways to Prosperity	400,000	2 years	9/4/2025	✓		on ramp - entry level with career pathways - NRF, welding, CAN, maintenance tech
Drive for Five	750,000	2 years	10/3/2025	✓		cdl+ program - 40 people, stackable credentials
adult support service	200,000	2 years	10/3/2025	✓		to support PA, SNAP and MA recipients required to job search/work part-time - work readiness curriculum, credentials and work-based learning - 60 enrollments
STEM LOI	50,000	1 year	9/13/2025	✓	not selected to apply	to provide STEM Career Days across the service area - partner with MN Center of Excellence trailers
STEM LOI	50,000	1 year	9/13/2025	✓	not selected to apply	To provide educator externships - coordinate Employer Education Days in each county - connecting schools and local employers - include LMI presentaitons
Wright County PA RFP	348,234	1 year	10/23/2025	✓		to provide PA E & T services to Wright Cty
CMJTS RA program	29,834	15 months	10/15/2025	✓	\$29,834	to develop CMJTS Career Navigater Registered Apprenticeship program

Written fund raising requests	amount requested	Amount received
Xcel Energy	500	500
Lions clubs	1,000	0
CMMA	1,000	500
Spudfest	4,000	\$4,000

2023-2024 Incumbent Worker Projects

Business Name, city, county	Number of IW Trainees	Type of Training	Best Practices/Successes	IW Requested Amount	Approval Date	Training Start Date	Staff	Projected End Date	Actual Training End Date
Career Solutions, Stearns County	12	Talent optimization series		\$14,425	8/12/2024		Bridget		
City of Mora - Kanabec	1	planning and community development certificate		\$6,966	7/16/2024		Rebecca		
Brokema - Pine	12	leadership training, time management, organizational skills		\$25,000	8/28/2024	10/15/2024	Rebecca	12/31/2024	
Dapper Dawgs - Chisago	1	SIS training		\$1,000	8/28/2024		Rebecca		
Stepp Manufacturing - Chisago	10	TWI job methods, job instruction		\$23,490	8/28/2024	1/1/2025	Rebecca	2/28/2025	
Ritz Machine Works USA - Isanti	13	leadership, problem solving, career pathways		\$25,000	10/9/2024	10/30/2024	Rebecca	6/30/2025	
Palletec LLC. DbA Viking Engineering - Anoka	13	upskilling mechanical and electrical assemblers		\$12,100	1/3/2025	1/14/2025	Bridget	6/30/2025	
Millerbernd Manufacturing Company- McLeod	4	maintenance tech training		\$10,000	2/14/2025		Bridget		
Life Fitness - Anoka	5	ABB Rapid Basic Program Training		\$13,500	4/9/2025		Rebecca		
Harris Hardwoods - Mille Lacs	12	leadership training, lean		\$25,000	4/9/2025	5/15/2025	Rebecca		
Advanced Design System - Pine	5	GD&T training		\$4,800	3/24/2025		Rebecca		
Von Ruden - Wright	2	DMG Mori NT machine training		\$20,800	4/9/2025		Bridget		
Simonson Lumber - Stearns	9	CDL		\$25,000	2/5/2025		Bridget		
Sunrise Fiberglass - Chisago	5	supervisor training		\$11,250	4/14/2025		Rebecca		
Karlsburger foods, Inc. - Wright	12	leadership training		\$25,000	4/22/2025		Rebecca		
Haug Kabota - kandiyohi	1	CDL		\$7,098	6/4/2025		Bridget		
Marcus Construction - Kandiyohi	2	CDL		\$7,300	6/4/2025		Bridget		
Haug Implement - Kandiyohi	2	CDL		\$14,196	6/8/2025		Bridget		
CDI Curb - Sherburne	16	value stream, lean, process improvement		\$25,000	8/1/2025		Rebecca		
City of Mora - Kanabec	1	HR		\$3,622	8/30/2025		Rebecca		
Willmar Schools - Kandiyohi	11	special ed curriculum		\$25,000	8/30/2025		Bridget		
Rocky Mountain Construction, Inc. - Sherburne	1	CDL		\$4,950	11/12/2025		Bridget		
150				\$330,497					



2026

BOARD MEETING SCHEDULE

Meetings are held at Central Minnesota Jobs and Training Services, Inc.,
406 E. 7th St., Suite 100, Monticello, MN

January 9	Operations Committee LMI Presentation Workforce Development Committee Community & Gov't Relations Committee Workforce Development Board (WDB)	8:00 am–8:50 am 9:00 am–9:30 am 9:40 am–10:50 am 9:40 am–10:50 am 11:00 am–12:15 pm
February 13	NO BOARD MEETINGS	
March 13	Operations Committee Workforce Development Committee Community & Gov't Relations Committee Youth Committee Workforce Development Board Meeting LMI Presentation Presentation/Guest Speaker Joint Powers Board Meeting	8:00 am–8:50 am 9:00 am–9:50 am 9:00 am–9:50 am 9:00 am–9:50 am 10:00 am–10:50 am 11:00 am–11:30 am 11:40 am–12:30 pm 12:40 pm–1:30 pm
April 10	Operations Committee LMI Presentation Workforce Development Committee Community & Gov't Relations Committee Workforce Development Board (WDB)	8:00 am–8:50 am 9:00 am–9:30 am 9:40 am–10:50 am 9:40 am–10:50 am 11:00 am–12:15 pm
May 8	Operations Committee LMI Presentation Workforce Development Committee Community & Gov't Relations Committee Youth Committee Workforce Development Board (WDB)	8:00 am–8:50 am 9:00 am–9:30 am 9:40 am–10:50 am 9:40 am–10:50 am 9:40 am–10:50 am 11:00 am–12:15 pm
June 12	In-person attendance expected; contact CMJTS administrative staff to request an accommodation.	
	Operations Committee Workforce Development Committee Community & Gov't Relations Committee Workforce Development Board Meeting LMI Presentation Presentation/Guest Speaker Joint Powers Board Meeting	8:00 am–8:50 am 9:00 am–9:50 am 9:00 am–9:50 am 10:00 am–10:50 am 11:00 am–11:30 am 11:40 am–12:30 pm 12:40 pm–1:30 pm
July 10	NO BOARD OR COMMITTEE MEETINGS	

This board schedule is subject to change, particularly on dates the JPB, WDB, or R3LPB hold a special event. Please regularly check the CMJTS website (www.cmjts.org > About > Board Schedule) to ensure you have the most up-to-date schedule.

2026 (continued)

August 14	Operations Committee	8:30 am–9:30 am
September 11	Operations Committee	8:00 am–8:50 am
	LMI Presentation	9:00 am–9:30 am
	Workforce Development Committee	9:40 am–10:50 am
	Community & Gov't Relations Committee	9:40 am–10:50 am
	Youth Committee	9:40 am–10:50 am
	Workforce Development Board (WDB)	11:00 am–12:15 pm
October 9	Operations Committee	8:00 am–8:50 am
	Workforce Development Committee	9:00 am–9:50 am
	Community & Gov't Relations Committee	9:00 am–9:50 am
	Workforce Development Board Meeting	10:00 am–10:50 am
	LMI Presentation	11:00 am–11:30 am
	Presentation/Guest Speaker	11:40 am–12:30 pm
	Joint Powers Board Meeting	12:40 pm–1:30 pm
November 13	NO BOARD OR COMMITTEE MEETINGS	
December 11	In-person attendance expected; contact CMJTS administrative staff to request an accommodation.	
	Operations Committee	8:00 am–8:50 am
	Workforce Development Committee	9:00 am–9:50 am
	Community & Gov't Relations Committee	9:00 am–9:50 am
	Youth Committee	9:00 am–9:50 am
	Workforce Development Board Meeting	10:00 am–10:50 am
	LMI Presentation	11:00 am–11:30 am
	Audit Presentation	11:40 am–12:30 pm
	Joint Powers Board Meeting	12:40 pm–1:30 pm

All meetings, except where indicated, may have some board members participating remotely. The meeting is open to the public at the physical location listed at the top of this schedule.

This board schedule is subject to change, particularly on dates the JPB, WDB, or R3LPB hold a special event. Please regularly check the CMJTS website (www.cmjts.org > About > Board Schedule) to ensure you have the most up-to-date schedule.

**STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL –
DBA CAREER SOLUTIONS CONTRACT FOR SERVICES WITH CENTRAL
MN JOBS AND TRAINING SERVICES**

November 1, 2025 – October 31, 2027

THIS AGREEMENT, made and effective on November 1, 2025, by Stearns-Benton Employment & Training Council DBA Career Solutions, 1542 Northway Drive, St. Cloud, MN, hereinafter referred to as “the Agency,” and Central MN Jobs and Training Services (CMJTS), hereinafter referred to as “the Provider.”

WITNESSETH:

WHEREAS, Career Solutions enters into an Agreement with CMJTS to provide the responsibilities outlined in the Mass Layoff Project Grant - CentraCare.

WHEREAS, Career Solutions is desirous of fulfilling the requirements of The Dislocated Worker Program (DWP) which is authorized by Minn. Stat. 116L.17, providing employment and training services to Minnesota residents who meet the defined criteria of the grant.

WHEREAS, Career Solutions desires to engage the Provider to serve Career Solutions as a subcontractor by carrying out the below-described activities relating to the Mass Layoff Project Grant.

NOW THEREFORE, the Agency and the Provider, in consideration of the mutual promises contained herein, agree as follows:

1. That the Provider will provide professional services as set forth in Attachment “A” to this Agreement, which is attached hereto and made a part hereof and which may be amended from time to time by the parties.
2. That the Agency will compensate the Provider for services rendered for which compensation is claimed, up to but not to exceed \$5,400 per qualified participant, with a maximum of 5% administration.
3. That in accordance with Minnesota Statutes Sec. 16C.05, subd. 5, the Provider agrees that its books, records, documents, and accounting procedures and practices relevant to this Agreement, will be subject to examination by the Agency and the State Auditor of the State of Minnesota.


4. That the Provider, in the discharge of services rendered, will be accountable to the Agency and/or such person as the Agency may designate. The Provider will control the manner of performance of the work and the details of the services it provides, in accordance with generally accepted standards and practices and in conformance with the terms of this Agreement including, but not limited to, Attachment "A."
5. That the Agency and the Provider understand and intend that the relationship of the Provider to the Agency is that of an independent contractor.
6. That the duration of this Agreement will be from November 1, 2025 – October 31, 2027, and may be extended through the end of the grant contract period.
7. That, to the extent they are applicable, the Provider agrees to be bound by the provisions set forth in the General Assurances, Conditions, and Additional Financial Assurances in Attachments "B," "C," and "D," which is attached hereto and expressly incorporated herein.
8. That this Agreement may be terminated by either party upon written notice to the other given at least thirty (30) days prior to the date of such termination.
9. "Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants, or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement. It is understood and agreed that the County's liability shall be limited by the provisions of Minn.Stat.Chap.466 and/or other applicable law."
10. The Provider understands and agrees that it will be bound by the Minnesota Government Data Practices Act (M.S. Sections 12.01-13.90), with respect to "data on individuals" as defined by M.S. 13.01, subd. 5, which it collects, receives, stores, uses, creates, or disseminates pursuant to this Agreement.
11. All payments for services rendered under this Agreement will be paid to the Provider within 30 days following receipt of invoices.
12. Provider will comply with provisions of the Plain Language Law (M.S. Section 268.0124) requiring written material intended to be read by participants and program applicants to be written in a form which is easily understood and not higher than a seventh-grade reading level.

13. Provider will provide nonpartisan voter registration services and assistance to employees of the Provider, program participants, and the public as required by M.S. Section 201.162.

In accordance with M.S. 270.66, the Provider provides the following Minnesota Tax Identification Number issued by the Minnesota Department of Revenue: 2073311. The Federal Identification Number is: 41-1484048.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first above written.

STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL DBA CAREER SOLUTIONS

By:  10/09/2025
Signature: Steve Heinen Date

Title: Joint Powers Board Chair

CENTRAL MN JOBS AND TRAINING SERVICES

By:  11/07/25
Signature Date

Title: Workforce Development Board Chair

ATTACHMENT A

Intake services are defined as the collection and verification of necessary data to ensure eligibility for dislocated worker services. This information is collected and verified as meeting the eligibility criteria definition of “dislocated worker” in WIOA Statute which reads,

The term-dislocated worker means an individual whom –

(A)(i) has been terminated or laid off, or who has received a notice or termination or layoff, from employment;

(ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e) attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earning or having performed services for an employer that were not covered under a state unemployment compensation law; and

(iii) is unlikely to return to a previous industry or occupation;

(B)(i) has been terminated or laid off, or has received a notice or termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;

(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(iii) for purpose of eligibility to receive services other than training services described in section 134(c)(3)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

Case management activities include assessment, training and job placement for dislocated workers affected by the CentraCare layoff in Central MN. Retraining of dislocated workers will have available justification for training services. Support services will be documented in individual case files of participants, including justification for services.

The provider will enroll and provide services to participants; compensation will be based on expenses incurred while providing services to the dislocated workers from CentraCare.

ATTACHMENT B:
GENERAL ASSURANCES

1. The Provider assures that it will fully comply with the requirements of the State Dislocated Worker Program and all state regulations issued pursuant to the Program.
2. The Provider agrees to comply with the Civil Rights Act of 1964, (Public Law 88-354) and to comply with Title VI and VII of said Act which provides that no person in the U.S. will, on the grounds of race, color, sex or nation origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Federal financial assistance.
3. The Provider further agrees to comply with Title VI of the Civil Rights Act of 1964, which prohibits employment discrimination where: (1) the primary purpose of a grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of persons who are, or should be, benefitting from the grant-aided activity.
4. The Provider agrees to comply with Section 504 of the Rehabilitation Act of 1973 and the regulations promulgated there under concerning nondiscrimination with respect to disabled persons in any program or activity receiving Federal financial assistance.
5. If applicable, the Provider certifies that it has received or applied for a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes Section 363A.36.
6. In accordance with the provisions of Minnesota Statutes, Section 176.182, the Provider affirms that it has provided acceptable evidence of compliance with the Worker's Compensation Insurance coverage requirement of Minnesota Statutes Section 176.181, sub. 2.
7. The Provider agrees to comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal or Federally assisted programs.
8. The Provider further understands and agrees that it will be bound by the Minnesota Government Data Practices Act, (Minnesota Statutes Section 13.01 – 13.90), with respect to "data on individuals," (as defined in Section 13.02, subd. 5 of that statute), which collects, receives, stores, uses, creates, or disseminates pursuant to this Agreement.

9. The Provider agrees to comply with Minnesota Statutes Chapter 268 (Department of Economic Security) and the rules adopted thereunder to the extent such statutes and rules apply to the provision of services under this Agreement.
10. The Provider agrees to comply with the provisions of Minnesota Statutes Sec. 182.65 et A seq. (Employee Right to Know Act) and all other laws and rules with respect to employee/participant occupational health and safety.
11. The Provider agrees to comply with all provisions of the Americans with Disabilities Act of 1990 (ADA) and all other laws and rules with respect to employee/participant accessibility issues.

ATTACHMENT C:
CONDITIONS

1. All services provided by the Provider pursuant to this Agreement will be performed in accord with all applicable Federal, State, and local laws, ordinances, rules, and regulations. Any or all costs incurred by the Provider may be disallowed if reasonably determined by the Agency that such costs are unauthorized and not in compliance with applicable statutes, regulations, and this Agreement.
2. No funds granted by the Act may be expended by the Provider except in accordance with the State Dislocated Worker Program. Cost category percentages will be followed per the grant outline. Any proposed modifications will be subject to review and adoption in accordance with State Dislocated Worker policies.
3. The effective date of this Agreement will be the beginning date identified on page 2 of the contract, item 6 and will remain in effect until the funding period end date specified in the same or funds allocated for these programs have been expended or accrued.
4. If, at any time, federal or state funds in support of this Agreement become unavailable, this Agreement will be terminated immediately upon written notice of such fact by the Agency to the Provider. In the event of such termination, the Provider will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed until the date of termination.
5. The Provider will neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the Agency.
6. The Agency reserves the right to offset any overpayment or disallowance by requiring adjustment to future invoices. This clause will not be constructed to bar any other legal remedies the Agency may have to recover funds expended by the Provider for disallowed costs.
7. The Provider will submit such reports as are required by the Agency and will maintain records and provide access to them as necessary for the Agency's review to assure that funds are being expended in accordance with the purposes and provisions of the Act. The Agency will also make such reports available to the Governor, the Secretary of Labor, and the Comptroller General of the United States as any of them may require.
8. Performance as set forth in the State Dislocated Worker Grant is essential to the continuance of the Agreement. The Provider agrees to permit monitoring by the Agency to determine grant performance and compliance. The Provider further agrees to cooperate with the Agency in performing and completing such monitoring activities, and the Provider

agrees to implement and comply with such remedial action as is reasonably proposed by the Agency.

9. The Provider agrees to use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for payments received by it and proper disbursement of such payments. The Secretary of Labor, and Comptroller General of the United States, and the Agency, or a designated representative, will have access to and the right to examine for audit purposes or otherwise, any books, documents, papers or records of the Provider. The books, records, documents, and accounting procedures and practices of the Provider relevant to the Agreement are also subject to examination by the Agency or its designee and the State Auditor of the State of Minnesota. The Provider agrees to fully cooperate in any such examination and/or audit.
10. All records pertaining to this Agreement will be retained by the Provider for a period of at least three (3) years after the expiration of this Agreement. However, if any audit, claim, litigation, negotiation or other action involving this contract has been started before the expiration of the three (3) year period, the records shall be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular three (3) year period, whichever is later.
11. The Provider agrees to comply with OMB Circular Numbers A-87, A-110, A-122 and OASC-10 as those circulars relate to utilization of funds, the operation of programs, and the maintenance of records, books, accounts, and other documents under the Act, as amended.
12. The Agency and the Provider mutually agree that they will cooperate in an orderly transition in the event of a phase-out of the program or the contractual relationship so as to maximize program effectiveness and participant benefits.
13. No funds granted under this Agreement will be expended to provide financial assistance for any program which involves political activities, nor will participants be employed on the construction, operation, or maintenance of any facility used on or to be used for sectarian instruction or as place for religious worship.
14. The Provider will provide assurances that no funds received from or through the agency will be used to assist, promote, or encourage union organizing.
15. If the Provider is subject to the Single Audit Act of 1984, the Provider will be responsible for the conduct of an audit of the program funded by this Agreement in accordance with and as a part of their annual Single Audit. A copy of the Audit will be provided the Agency upon its completion, but in no event later than 12 months after the end of the Provider's fiscal year.

16. If the Provider is a nonprofit organization, Provider agrees to have an audit performed of the program funded by this Agreement in accordance with OMB Circular A-128. Such audits will be performed within 120 days of the close of Provider's fiscal year and a copy of it will be submitted to the Agency.
17. If the Provider is not subject to the Single Audit Act of 1984 or to OMB 110, Provider will permit the Agency to have an audit conducted of the program operated by the Provider.

ATTACHMENT D:
ADDITIONAL ASSURANCES

1. Direct costs will be charged in accordance with 41 CFR 29-70.102 [20 CFR 629.37 (b)].
2. Indirect costs will be charged in accordance with 41 CFR 29-70.102 [20 CFR 629.37 (b)]. Rates charged will be consistent with rates charged to other federal programs.
3. Facilities/services available in the area duplicated only if the plan has established that alternative services or facilities would be more effective or more likely to achieve performance goals.
4. No program will impair existing contracts for services or collective bargaining agreements and no program under this Act will be inconsistent with the terms of a collective bargaining agreement nor will be undertaken without the written concurrence of the labor organization and employer concerned.
5. Funds will be used only for activities which are in addition to those which would otherwise be available in the area in the absence of such funds.
6. Procurement will be accordance with applicable state or local law, rules, and regulations as determined by the Governor. (20 CFR 629.34).
7. Conflict of interest: The Provider agrees that it will neither contract for nor accept employment for the performance of any work or services with any individual, business, partnership, corporation government, governmental unit, or any other organization that would create a conflict in interest in the performance of its obligations under this contract.
8. Code of Conduct: The Provider understands and will comply with WIOA Dislocated Worker program requirements as they pertain to criminal provisions and sanctions against theft or embezzlement of employment and training funds, improper inducement, and obstruction of investigation.
9. Debt Repayment: The Agency reserves the right to offset any overpayment or disallowance by requiring adjustments to future invoices. This clause will not be construed to bar any other legal remedies the Agency may have to recover funds expended by the Provider for disallowed costs.
10. Anti-Lobbying: Providers will comply with Interim Final Rule, New Restrictions on Lobbying, found in Federal Register Volume 55, Number 38, February 26, 1990, and any permanent Rules that are adopted in place in the Interim Rule. The interim rule requires the Grantee to certify as to its lobbying activity. The interim rule implements Section 319 of Public Law 101-

121. Section 319 generally prohibits recipients of Federal contracts, grants and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan.

11. Program Income: Providers agree to comply with program requirements for tracking, reporting, and use of program income. Reimbursement in excess of the actual cost of performing the service is considered to be program income. Income generated under any program will be used to further the program objectives of the funding source the income was generated from or returned to the Agency at the end of the contract period. Program income is subject to cost category limitations when expended.

I. Purpose

The purpose of this policy is to establish the local definition(s) for both Priority of Service and for serving employed individuals in individualized and training services under the Workforce Innovation and Opportunity Act (WIOA). This policy will guide staff in determining appropriate Priority Groups for participants enrolled in the WIOA Adult Program and for determining the suitability of career and training services for individuals who are “underemployed” at time of enrollment.

II. Background

Within the framework of the WIOA Adult Program, certain individuals are given priority for individualized career and training services. This Priority of Service is in place at all times, regardless of the availability of funds. The law provides four Priority Categories that must be followed in a specific order. (*See Attachment 1 – Priority of Service Table*). Within the 4th Priority Group, the law allows Local Workforce Development Boards (LWDBs) or the Governor to designate additional priority populations. While Priority of Service must be applied to all Adult Program participants, individuals do not necessarily need to be unemployed to qualify for the Adult Program. CMJTS recognizes that is a need to serve individuals who are currently working but are underemployed and who need additional support to find stable, self-sufficient employment. Participants who are considered “underemployed” may still receive career and training services – as long as they meet one of priority group definitions and other criteria as laid out in this policy. Underemployed participants requesting training services will be reviewed on a case-by-case basis based on their Priority Group and their ability to successfully complete training while employed.

III. Definitions

- **Underemployed:** Individuals who are working but meet one of the following criteria:
 - Are employed less than full-time but who are seeking full-time employment.
 - Are employed in a position that is inadequate with respect to their skills and training. A position is considered inadequate if a person has obtained a postsecondary degree and is working in a low-skill, low-wage job; or has obtained an industry-recognized credential or training certificate but is working in a low-skill, low-wage job.
 - Are employed full-time or part-time but still meet the definition of a low-income individual.
 - Are employed full-time or part-time but whose current job’s wages are insufficient compared to their previous job’s earnings. Insufficient wages are defined as wages less than 80% of the worker’s wages from their previous job at their previous employer.
 - Were laid-off from a previous job but have found interim/stop-gap employment.

- **Low-Income:** An Individual who meets one of the following criteria:
 - An individual who receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or the Supplemental Security Income (SSI) program, or State or local income-based public assistance;
 - Is in a family with total family income that does not exceed the higher of –
 - The poverty line; or
 - 70 percent of the lower living standard income (LLSIL)
 - Is a homeless individual, or a homeless child or youth;
 - Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
 - Is a foster child on behalf of whom State or local government payments are made; or
 - Is an individual with a disability whose own income meets the income requirements of “low income” but who is a member of a family whose income does not meet this requirement.
 - **Public Assistance:** An individual who receives or is eligible to receive one or more of the following benefits:
 - Supplemental Nutrition Assistance Program (SNAP) benefits
 - Medical Assistance (Minnesota’s Medicaid program)
 - Refugee Assistance benefits
 - Temporary Assistance for Needy Families (TANF)/Minnesota Family Investment Program (MFIP) benefits
 - Other state or federal benefits requiring an income limit to be eligible:
(https://mn.gov/deed/assets/dwfap-terms-definitions_tcm1045-648050.docx)
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IV. Policy Statement

Priority of Service must be applied to all individuals who are enrolled into the WIOA Adult Program.

A. Serving Employed Adults

Adult participants who are enrolled while currently employed will be evaluated on a case-by-case basis. A determination of Priority of Service must be made first, followed by a determination that they meet the definition of underemployed.

Regardless of the individuals Priority Group, they **MUST** meet one of the definitions of underemployed. Individuals in Priority Group 3 and 4 will also be reviewed against the 25% enrollment cap for these two groups.

B. Suitability for Training Services

All Adult participants, regardless of employment status, should complete an individualized assessment, evaluation and a career planning session with their career navigator to ensure that training is a suitable activity as outlined in the CMJTS Training Services Policy.

For underemployed individuals, additional suitability criteria should be reviewed including but not limited to:

- That their current employment requirements will not conflict with their ability to complete their training in a timely manner
 - That their chosen training pathway is aligned with increasing their skills in their current occupational field in order to achieve self-sufficiency OR that the training will lead to new employment that allows stable, self-sufficient employment
 - Whether incumbent worker training should be considered as an option
 - That the training is focused on a primary employment goal, not a “supplemental or hobby” occupation
-

V. Procedures

1. Staff will use Priority of Service Decision Tree (*Attachment 2*) during the intake and eligibility determination stage for new Adult enrollments.
 2. Documentation of income, public assistance status and employment history will be required to determine underemployment status.
 3. All underemployed Adult enrollments will be reviewed on a case-by-case basis by the Adult Program Supervisor or Program Manager.
 4. Adult Program Management Team will regularly review Priority of Service reports in Workforce 1 to determine that 75% or more of Adult enrollments are Priority Groups 1 or 2.
 5. Exceptions or special considerations must be reviewed and approved by the WIOA Program Manager or designee.
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VI. Policy Review and Updates

This policy is effective as of 12/12/2025. It will be reviewed annually and revised as needed to reflect changes in federal guidance, funding, or local workforce priorities.

VII. References

- Workforce Innovation and Opportunity Act (WIOA)

Priority of Service and Employed Adults Policy – WIOA Adult Program DRAFT

- Minnesota Department of Employment and Economic Development (DEED) Policies:
 - WIOA Adult Eligibility and Priority of Service Policy
 - Training Services Allowable Activities Policy
- TEGL 19-16 and subsequent federal guidance
- CMJTS Training Services Policy

VIII. Attachments:

- Priority of Service Table
- Priority of Service Decision Tree

Effective Date: December 12th, 2025

Priority of Service Table:

1st Priority - Veterans and eligible spouses (covered persons) who are: <ul style="list-style-type: none">o Low income, oro Recipients of public assistance, oro Who are basic skills deficient
2nd Priority - Individuals (who are not veterans) who are: <ul style="list-style-type: none">o Low income, oro Recipients of public assistance, oro Who are basic skills deficient
3rd Priority - Veterans and eligible spouses who are: <ul style="list-style-type: none">o Not low income, oro Not recipients of public assistance, ando Are not basic skills deficient
4th Priority – Priority populations established by the Governor and/or Local Workforce Development Boards as outlined in the State, Regional, and Local plans. <i>(CMJTS defines as such: Populations Experiencing Inequities in Region 3 are identified to include those in the following social identity categories: veterans and eligible spouses, individuals with criminal history, women, LGBTQ, persons of color, immigrants, older workers, individuals with disabilities, youth, and high-need adults.)</i>
5th Priority - Individuals outside of the priority groups 1-4, may receive career and training services if the Local Workforce Development Board determines there will be unspent funds, after meeting the needs of jobseekers in the current fiscal year. (everybody else)

*The vast majority of individuals enrolled in the WIOA Adult program should meet the criteria for Priority of Service Categories 1, 2, 3, and 4.

**CMJTS program policy for 75% of individuals enrolled in the WIOA Adult program should meet the criteria for Priority of Service Categories 1 or 2.

WIOA Adult Priority of Service – Case Manager Decision Tree

(Customer Must Meet Core WIOA Eligibility)

Step 1: Determine Employment Status

Question: Is the client currently employed?

If YES (Client is Employed):

1. Review **Client Family Size and Income** and determine if the client is **Low-Income** or receiving **Public Assistance**.
 - **If YES →**
 - **If Veteran (or Spouse) → Priority Group 1**
 - **If Non-Veteran → Priority Group 2**
 - **Low-income or Public Assistance status is considered “underemployed”**
 2. **If NOT Low-Income** or receiving **Public Assistance:**
 - **Client must meet one of the Underemployment Definitions in Adult Priority of Service Policy**
 - **If Underemployed:** Proceed to Standard Priority of Service Review
 - **If NOT Underemployed:** Review Options for Basic Career Services
 3. **Regardless of Priority Group, all employed client enrollments should be reviewed with your supervisor**
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If NO (Client is Unemployed):

Proceed to **Standard Priority of Service Group Review (Step 2)**

Step 2: Standard Priority of Service Group Review

1. **If the client is a Veteran (or their Spouse) AND** meets **any** of the following:
 - Low Income
 - Basic Skills Deficient
 - Public Assistance Recipient
 - **Priority Group 1**

2. **If the client is a Non-Veteran AND** meets **any** of the following:

- Low Income
- Basic Skills Deficient
- Public Assistance Recipient

➤ **Priority Group 2**

3. **If the client is a Veteran (or their Spouse) AND NOT:**

- Low Income
- Basic Skills Deficient
- Public Assistance Recipient

➤ **Priority Group 3**

(Note: Only 25% of Adults may be in Priority Groups 3 and 4 combined.)

4. **If the client is a Non-Veteran AND NOT:**

- Low Income
- Basic Skills Deficient
- Public Assistance Recipient

→ **Then Determine:** Is the client a **member of a Priority Population?**

○ **If YES:**

➤ **Priority Group 4**

(Note: Only 25% of Adults may be in Priority Groups 3 and 4 combined.)

○ **If NO:**

➤ Review for **Basic Career Services** or consult with **Program Manager** about potential **Priority Group 5** assessment.

Priority Populations for Group 4 ONLY

If applicable, review whether the client identifies with one or more of the following populations:

Priority Populations Include:

- Veterans and eligible spouses
- Individuals with criminal history
- Women
- LGBTQ individuals
- Persons of color
- Immigrants
- Older workers
- Individuals with disabilities

- Youth

- High-need adults