



AGENDA

May 8, 2026

8:00 am–8:50 am

In-person attendance in Conference Room 124, Monticello office

Please go to the board meeting page for all meeting materials:

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

MEMBERS:

- | | |
|---|---|
| <input type="checkbox"/> Rob Stark WDB Chair | <input type="checkbox"/> Commissioner Jeanne Holland, JPB Chair |
| <input type="checkbox"/> Rebecca Nelson, WDB Vice Chair | <input type="checkbox"/> Commissioner Dan Whitcomb, JPB Vice Chair |
| <input type="checkbox"/> Lisa Zwart WDB Treasurer | <input type="checkbox"/> Commissioner Duane Anderson, JPB Secretary |
| <input type="checkbox"/> Lori Vrolson, WDB Secretary | <input type="checkbox"/> Janelle Sowers, Youth Committee Co-Chair |
| <input type="checkbox"/> Mark Netzing, WD Committee Chair | |

STAFF:

- | | |
|--|---|
| <input type="checkbox"/> Dina Wuornos, Executive Director | <input type="checkbox"/> Diana Ristamaki, Youth Manager |
| <input type="checkbox"/> Leslie Wojtowicz, Development Mgr | <input type="checkbox"/> Joe Sharpe, Adult Manager |
| <input type="checkbox"/> Michelle Johnson, PA Manager | <input type="checkbox"/> Kristin Yeager, HR/IT Director |
| <input type="checkbox"/> Jake Humphrey, Finance Manager | |

1. Approval of the Consent Agenda

- a. Meeting Agenda*
- b. Previous Meeting Minutes*

2. Financial Reports and Bank Reconciliations (Information is available on the Operations Committee Page to review and approve) (Motion to Approve) – Humphrey

[CMJTS Operations Committee Meeting Page - CMJTS](#)

3. Old Business

- a. Benefits Renewal Finalized Premiums* (Motion to Approve) – Yeager
- b. By-Laws Amendment* – Wuornos

4. New Business

- a. Line of Credit Renewal (Motion to Approve) – Wuornos
- b. P2P On-ramp Grant Modification – increase from \$200,000 to \$250,000 for two years (Motion to Accept) – Sharpe
- c. Resignations* (Motion to Accept) – Wuornos
 - i. Dr. Craig Johnson
 - ii. Tim Truebenbach

- d. Cash Advance Application Request update* - Wuornos
- e. Monitoring Reports – Sharpe
 - i. PY25 WIOA and State DW*
 - ii. PY25 WIOA Adult*

5. Donations and Fundraising Updates – Wojtowicz

6. Manager Reports – pending available time

7. Adjournment

***Attachments**

NEXT MEETING SCHEDULE

June 12, 2026

8:00 am	–	8:50 am	CMJTS Operations Committee
9:00 am	–	9:50 am	Community & Government Relations Committee
9:00 am	–	9:50 am	Workforce Development Committee
10:00 am	–	10:50 am	Workforce Development Board
11:00 am	–	11:45 am	LMI/ASU training – Nguyen and Teed, DEED
11:50 am	–	12:30 pm	Board Training - Wuornos
12:40 pm	–	1:30 pm	Joint Powers Board

All Meeting information 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/>

CMJTS, INC. OPERATIONS COMMITTEE MEETING MINUTES

April 10, 2026

Hybrid

MEMBERS PRESENT: Rob Stark (WDB Chair), Commissioner Jeanne Holland (JPB Chair), Rebecca Nelson, (WDB Vice Chair), Commissioner Dan Whitcomb (JPB Vice Chair), Commissioner Duane Anderson (JPB Secretary), Lori Vrolson (WDB Secretary), Mark Netzinger, Lisa Zwart,

ABSENT: Janelle Sowers,

STAFF: Dina Wuornos, Joe Sharpe, Jake Humphrey, Leslie Wojtowicz, Michelle Johnson, Kristin Yeager, Diana Ristamaki

GUESTS: none

The meeting was called to order at 8:01 am.

APPROVAL OF THE CONSENT AGENDA

Motion: Holland motion to approve the consent agenda. Seconded by: Whitcomb. Roll Call taken. Motion carried.

FINANCIAL REPORTS AND BANK RECONCILIATIONS – Humphrey

Things are progressing well.

Vrolson requested that Humphrey do a brief notation if there are areas substantially under or overspent or anything not balancing.

Motion: Whitcomb made the motion to accept CMJTS Financial Reports as presented.

Seconded by: Netzinger. Roll Call taken - Motion carried

OLD BUSINESS

2024-25 Audit - Humphrey

- The audit occurred last week.
- Will still have some of the issues because of carrying over items from 2024.
 - Everything almost buttoned up – Creative Planning doing their 2nd and 3rd review so still going through questions. Most are minor.
- Feel confident about it being presented during the May Board meeting.
 - Went more smoothly than last year – helpful that Humphrey was in for the full year.
- Transitioned to new accounting software, so pulling reports and reconciliations was much easier.
 - Speaking with Lead Auditor, she has sung the praises of Jake and his team. Appreciative of how prepared the team was this year.
- Stark had a call with auditors, and it went well – questions were pointed and direct, and Stark was comfortable with the information he was able to share.
- Plan to get back into regular audit patterns going forward.
- Previous years audits affected our ability to get grants, so these findings may continue that until we get a clean audit.
 - Audit has put CMJTS in a risk assessment that has resulted in Humphrey jumping through additional hoops to justify expenses.

WDB Treasurer Position - Stark

- Suggestion was to ask Tim Truebenbach; however, he is leaving the board – his responsibilities have gotten intense, and he needs to step back.
- Bob Dockendorf is submitting an application to replace that position.
 - Wuornos spoke with Thompson – who is fairly busy in his role and unable to commit.
 - Stark will make the motion for Zwart to take the current treasurer term through June 2027 at the WDB meeting.

Subsequent Designation - Wuornos

- Included in this packet is a copy of letter sent to Commissioner Varilek on January 28, 2026.
- Each year the governor needs to designate the board for the local area.
- WDB did not get designated last year.
- We have not received a response yet.
- MAWB meeting in 2 weeks will find out if other directors have received a response.
- May recommend that the JPB and WDB request a meeting from Varilek. Stark recommended asking Katie McClellan to join. Have an agenda prepared ahead of time.

NEW BUSINESS

Grants for Approval - Wuornos

- Retain Grant - \$73,737.38
- SNAP Pledge Funds - \$207,000

Motion: Holland Motion to accept the Grants as presented Seconded by Nelson, Roll Call taken; Motion Carried

Donations and Fundraising updates

Wojtowicz

- Minnesota Paid Leave grant – a lot of training.
 - Grant finalized at the end of January.
 - Watching webinars and connecting individuals with paid leave staff.
 - Employers have requested training.
 - Targeting small businesses (30 employees or less), self-employed, and nonprofits who may not be aware.
 - Small employers can apply for grants to help with staffing shortages during leaves.

Operation exploration – have submitted a request for funding to go towards food and supplies for camps that grant funds can't pay for. Have received:

- CMMA – \$750
- Monticello lions = \$500
- Tastefully Simple fundraiser going on now – Wuornos will send a link to the board to participate.
- Recommended to reach out to Albertville Lions
- Hosting the patio grilling at Milaca Meats, doing outreach during these events. On 6/5 and 6/26 from 11-2.

MANAGER REPORTS

Sharpe

- Programs going well.
 - 5 distinct state grants.
 - 3 different recent monitorings from the state.
 - SNAP – just one minor thing we needed to fix.
 - DEEDS Migrant Seasonal Farmworker program – no report yet but received good verbal feedback;

- WIOA Adult and DW and state DW from DEED monitoring – overall positive, some minor feedback – have not seen final report.
- One file identified – WIOA work authorization at time collected documentation her DL was expired for 4 days. This was several years ago. Went back and got the validated drivers license. She was eligible. Sharpe will do random sampling from 50 files to confirm there was not pattern – halfway through that and there is no pattern. This was an individual situation. Other items were a few data entry concerns. May come back as a corrective action but CMJTS will push back on that.

Ristamaki

- Programs going well.
 - Focusing on operation exploration camps.
 - 2 new partners this year – MN technology network they will teach youth AI related skills and AP design activities; and MN state has a mobile welding lab – come out and provide certifications they are hoping to come out to camps as well.
 - If you know any health care providers – we are still looking for providers for that. Some larger partners were not able to participate this year due to staffing.
- Staffing changes – currently in the hiring process.

Johnson

- Tax season referral seasons are down.
- Sanction policy from Department of Children Youth and Families is changing as of 5/1. To a 5% sanction
- Training being provided to assist. Maxis and the state still trying to get that figured out on their end.
- Mora working with landlord to get larger space within the building. –

Yeager

- Medical renewal from Blue Cross Blue Shield came back with a 2% increase. Hoping to push back to a 10% reduction.

Wojtowicz

- Business Services super busy. Two recent webinar training with good participation. Those recordings will be put up on CMJTS YouTube site.
- Monticello hiring event very successful – 236 jobseekers and 28 employers.
- Pine City hiring event on 4/14

ADJOURNMENT

Motion: Holland Motion to Adjourn Meeting Seconded by Whitcomb. Meeting adjourned at 8:51 am.

Signature of WDB Secretary

July 1, 2026 - June 30 2027

Base High Value Plan

HSA \$3500-25% - Contract year deductible (July 1 through June 30)

Full premium includes the NICE Plan

<u>Category</u>	Full monthly Premium	CMJTS portion	Monthly Employee premium	per paycheck Employee premium
Employee	657.07	591.36	65.71	32.85
Employee + Spouse	1,379.87	1,103.90	275.97	137.99
Employee + Children	1,445.57	1,301.01	144.56	72.28
Family	2,168.35	1,734.68	433.67	216.84

Base AWARE Plan

HSA \$3500-25% - Contract year deductible (July 1 through June 30)

Full premium includes the NICE Plan

<u>Category</u>	Full monthly Premium	CMJTS portion	Monthly Employee premium	per paycheck Employee premium
Employee	714.70	591.36	123.34	61.67
Employee + Spouse	1,500.90	1,103.90	397.00	198.50
Employee + Children	1,572.37	1,301.01	271.36	135.68
Family	2,358.54	1,734.68	623.86	311.93

Buy Up High Value Plan

HSA \$3500-0% - Contract year deductible (July 1 through June 30)

Full premium includes the NICE Plan

<u>Category</u>	Full monthly Premium	CMJTS portion	Monthly Employee premium	per paycheck Employee premium
Employee	704.80	458.12	246.68	123.34
Employee + Spouse	1,480.09	962.06	518.03	259.02
Employee + Children	1,550.57	1,007.87	542.70	271.35
Family	2,325.84	1,511.80	814.04	407.02

Buy Up AWARE Plan

HSA \$3500-0% - Contract year deductible (July 1 through June 30)

Full premium includes the NICE Plan

<u>Category</u>	Full monthly Premium	CMJTS portion	Monthly Employee premium	per paycheck Employee premium
Employee	766.53	458.12	308.41	154.21
Employee + Spouse	1,609.73	962.06	647.67	323.84
Employee + Children	1,686.38	1,007.87	678.51	339.25
Family	2,529.56	1,511.80	1,017.76	508.88

2026 HSA Contribution Maximums

Coverage Level	Maximum	CMJTS Annual	Maximum
Single	\$4,400	\$1,500	\$2,900
Family	\$8,750	\$1,500	\$7,250
Catch-Up Contributions (55 and older)			\$1,000

Dental Insurance

<u>Category</u>	Monthly	Per Pay period
Employee	41.38	20.69
Employee + Spouse	79.39	39.70
Employee + Children	97.42	48.71
Family	151.34	75.67

Vision Insurance

<u>Category</u>	Monthly	Per Pay period
Employee	7.09	3.55
Employee + Spouse	13.46	6.73
Employee + Children	14.17	7.09
Family	20.82	10.41

From: [Dina Wuornos](#)
To: [Kristin Yeager](#)
Subject: FW: Ridgewater retirement
Date: Tuesday, April 28, 2026 2:18:05 PM

From: Johnson, Craig R <Craig.Johnson@ridgewater.edu>
Sent: Wednesday, October 29, 2025 2:09 PM
To: Dina Wuornos <dwuornos@cmjts.org>
Cc: Lori Kampa <lkampa@cmjts.org>
Subject: Ridgewater retirement

Hi, Dina –

I need to make you aware that I have submitted my retirement notice to Chancellor Olson in our system office, and I've informed our college community that I will be retiring from my position as President of Ridgewater College in May 2026, shortly after our spring commencement event.

This also means that I will be leaving the Workforce Development Board at the same time. I am grateful for the opportunity to work with a great group of people at CMJTS and on the Board during my tenure – everyone is committed to very important work for people with some of the greatest needs in our communities.

My primary driver to retire is not tied to any health concerns, rather I simply have realized it is time that I shift gears to allow time with my wife, family and friends without the restrictions of a busy work calendar. In addition, I think this is a very good point in time for a leadership transition at Ridgewater College, as we have good enrollment growth, solid financial footing and a positive college climate.

I am willing to continue to serve on the Board through April, so please plan on my position becoming vacant after that point.

Regards,

Craig Johnson

President, Ridgewater College
Willmar/Hutchinson, MN

Debbie Ardoff | Assistant to the President | 320.222.5202 | debbie.ardoff@ridgewater.edu



From: [Majors, Marc \(DEED\)](#)
To: [Dina Wuornos](#)
Cc: [Roberts, Jill \(DEED\)](#); [MN_DEED_Internal Audit and Analytics](#); [Henderson, Marie \(DEED\)](#); [Rob Stark](#); [Jeanne M. Holland](#); [Jake Humphrey](#); [Lang, Mike \(DEED\)](#)
Subject: RE: PY26 SFY27 Cash Advance Application
Date: Wednesday, April 29, 2026 11:44:38 AM

Hi Dina!

Thank you for the email. We are reviewing this information and intend to respond you as soon as possible.

Thanks,

Marc

From: Dina Wuornos <dwuornos@cmjts.org>
Sent: Wednesday, April 29, 2026 10:56 AM
To: Majors, Marc (DEED) <marc.majors@state.mn.us>
Cc: Roberts, Jill (DEED) <Jill.Roberts@state.mn.us>; MN_DEED_Internal Audit and Analytics <Internal.Audit.and.Analytics.DEED@state.mn.us>; Henderson, Marie (DEED) <Marie.Henderson@state.mn.us>; rob.stark <rob.stark@edwardjones.com>; Jeanne M. Holland <jeanne.holland@wrightcountymn.gov>; Jake Humphrey <jhumphrey@cmjts.org>
Subject: RE: PY26 SFY27 Cash Advance Application

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Good morning, Marc,

I hope this sunny morning finds you doing well. I'm following up on our earlier request, which I've attached here for your reference. Could you let us know if there have been any updates? If it would help, our Board Chairs are also available to connect directly with someone on your team for further discussion.

I also want to update you on our team's progress with our financing. Our Finance Manager, Jake, met with Propel Nonprofit, but after reviewing their options, we found that a revolving loan or line of credit from them wouldn't be cost-effective for us. Instead, we secured an additional \$300,000 line of credit from our current bank, bringing our total available credit to \$500,000.

This is a positive step, but I want to be open about our ongoing concerns. CMJTS manages almost 40 grants for our local communities, each with its own spending rules. If we can't access our formula grants through cash advance, including State Dislocated Worker,

Minnesota Youth Program, and WIOA Adult, Youth, and Dislocated Worker funds, our \$500,000 line of credit would only cover about two weeks of overhead and program costs. Allowing cash advances helps us continue to deliver the exceptional services we provide here at LWDA 5.

Thank you for your time and ongoing support, Marc. If you have any questions, please feel free to reach out.

Warm regards,
Dina



Dina Wuornos, MSW, GCDF | Executive Director
p: 763.220.2139 | f: 877.595.7228 | e: dwuornos@cmjts.org

From: Majors, Marc (DEED) <marc.majors@state.mn.us>
Sent: Friday, March 6, 2026 9:22 AM
To: Schwab, Colleen (DEED) <colleen.schwab@state.mn.us>; Dina Wuornos <dwuornos@cmjts.org>
Cc: Roberts, Jill (DEED) <Jill.Roberts@state.mn.us>; MN_DEED_Internal Audit and Analytics <Internal.Audit.and.Analytics.DEED@state.mn.us>; Henderson, Marie (DEED) <Marie.Henderson@state.mn.us>
Subject: RE: PY26 SFY27 Cash Advance Application

Hi Dina!

DEED is still reviewing the CMJTS request for advance payments and will make a decision in the coming weeks. Should CMJTS want to apply and take the steps outlined below, but it will be pending until a determination on your request is made.

Thanks,
Marc

From: Schwab, Colleen (DEED) <colleen.schwab@state.mn.us> Director Wuornos,
We have received your request to access the advanced payment method. We also acknowledge your recent request for cash advance applications, that request is also being reviewed. Our teams are currently reviewing your requests and will reach out to you soon.

Thank you for your request.
It

Sent: Friday, March 6, 2026 9:01 AM
To: Wuornos, Dina <dwuornos@cmjts.org>
Cc: Roberts, Jill (DEED) <Jill.Roberts@state.mn.us>; MN_DEED_Internal Audit and Analytics <Internal.Audit.and.Analytics.DEED@state.mn.us>; Henderson, Marie (DEED)

<Marie.Henderson@state.mn.us>; Majors, Marc (DEED) <marc.majors@state.mn.us>

Subject: PY26 SFY27 Cash Advance Application

Importance: High

Good morning -

Grantees that currently receive cash advances for DEED grant awards are responsible for renewing their request on a yearly basis. Per DEED's Grant/Sub-Grant Cash Management Policy, the preferred method of payment of DEED grant funds is by cost reimbursement. However, organizations may re-apply for cash advance payments with the submission of an **Application for Financial Advance**.

Minnesota Office of Grants Management (OGM) **Policy Number 08-08**, attached and located at: [PPM 523 | Grant/Sub-grant Cash Management and Cash Request](#) and DEED's Grant/Sub-Grant Cash Management and Cash Request PPM 523 states that reimbursement is the preferred method for making payments. In addition, both policies state that agencies must provide justification to utilize the Cash Advance method.

To apply, complete the attached **SFY27 Application for Financial Advance**. Please complete all questions listed on the application, read the policy, sign, and return to DEED. The application defines the timing and frequency of the Cash Advance Request based on the organization's financial hardship and cash flow management needs.

The Director of Finance and Compliance and DEED's Internal Auditor (IA) will evaluate your application and required attachments including your **most current financial statement or (990 or most recent single audit)**. Grantees must also submit comments on findings and recommendations in the single audit report.

Attached is PPM509 Grant Subgrant Audits and/or at [PPM 509 | Grant/Subgrant Audits](#). The IA will recommend the application for approval or rejection and route the application to the Chief Financial Officer for further evaluation and approval. Only after approval by the Chief Financial Officer may DEED advance cash payments.

DEED only requires one application form per grantee. The approved application will be effective for a one-year period. If the attached application is not submitted, the sub-recipient will be moved to a reimbursement method.

Email the completed application form to jill.roberts@state.mn.us **and** colleen.schwab@state.mn.us by **Friday, March 13, 2026** close of business.

Please feel free to reach out should you have any questions.

Kind regards,

Colleen Schwab

Colleen Schwab / Grant Specialist Coordinator
Minnesota Department of Employment and Economic Development
Great Northern Building, 180 E. 5th Street, Suite 1200, St. Paul, MN 55101
Direct: 651-259-7589



MONITORING REPORT

PROGRAM YEAR (PY25) STATE FISCAL YEAR (SFY26)

I. Summary of Grant & Items Reviewed

Grantee:	Central Minnesota Jobs & Training Services WDA 5
Grant Information:	WIOA DW: 5058000
	State DW: 6058500
Start Date:	07/01/2025
End Date:	06/30/2027
Date(s) of Visit:	March 31, 2026
Monitored By:	Bridgett Backman, Rita Apaloo, Sou Thao
Total Awards:	WIOA DW Total Award: \$576,539.00
	State DW Total Award: \$1,581,329.00
Modifications:	WIOA DW 1 st allotment: \$121,073.00, 2 nd Allotment: \$455,466.00. State DW Mod 1: Additional funding, \$833,318.00, approved at Special MJSP Board Meeting on Oct. 3, 2025. Original amount was \$748,011.00.

Person(s) Interviewed:

Name	Position/Title	Organization
Dina Wuornos	Executive Director	CMJTS
Jacob Humphrey	Finance Manager	CMJTS
Joe Sharpe	Program Manager	CMJTS

Purpose of the Monitoring Review:

The Department of Employment and Economic Development (DEED) is responsible for the oversight of the operations of all DEED funded state and Federal award supported activities. The purpose of this review is to assure compliance with applicable state and Federal requirements/policies, and to ensure that performance expectations are met. Applicable policies may include Federal Regulations, DEED policies, and State Statutes. Additionally, the approved work plan and program expenditures are reviewed to assure compliance with the Minnesota Office of Grants Management Policies.

Items Reviewed:

Notice of Grant Action (NGA)

- Grantee Work Plan and Budget

Program Monitoring Guides populated by Grantee.

- Grantee Policies/Procedures, as applicable

Financial Status Reports (FSRs), as applicable

- Grantee General Ledgers & Source Documents
- Previous Monitoring Reports

All back-up documentation, notes and the completed monitoring guide are maintained at DEED's Employment and Training Programs (ETP) Division in St. Paul.

Grant Summary:

Central MN Jobs and Training Services, Inc. (CMJTS) operates within an eleven-county area providing a variety of services to their community for eligible youth, adults, dislocated workers, and public assistance participants. CMJTS has a strong local partner network with ABE, VRS, social services, public health agencies and local resource centers including food shelves and homeless shelters. The purpose of the Adult and/or Dislocated Worker Program is to help workers get back to work as quickly as possible and overcome barriers to employment. Proposed number to be served under **WIOA DW= 97 and State DW = 264.**

Subawards:

The grantee does not subcontract for this grant.

II. Summary of Monitoring Visit

Central Minnesota Jobs and Training Services, Inc. (CMJTS) team shared that enrollments and interest in DW programs are going well. They reported no mass layoff projects currently and the Growing Careers grant is also underway and will be monitored later this year. Although the enrollments are strong, Grantee has time remaining in this grant to meet or exceed other projected goals. With this grant being monitored in Quarter 3 the spending is just under 30% on both grants. The grantee indicated they will likely apply for a waiver as they may not spend 80% of their funds in the first year of the grant cycle.

Financial reconciliations have been completed. Source documents were provided by CMJTS and reviewed by the monitor. The fiscal information was clear, thorough and provided in a timely manner. No concerns noted.

CMJTS provided examples of the updated local policies as well as many of the procedural documents used by the staff to better adhere to the policies; the team also shared many internal checklists and training materials used to keep staff abreast of the requirements of the federal and state programs.

There are **Areas of Concern**, but no Corrective Actions found. See Section VIII.

III. Performance Measures

Below is a summary of the programmatic performance for each grant through the date indicated. The performances measures are the input and outcome performance goals for each grant. Each grant has a specific chart and summary that follows.

The following WF1 Reports were reviewed for each grant:

- Activity Summary
- Demographic Summary
- Employment Status Detail
- Credential Summary

- Support Services Summary
- Exit Summary
- Grant Information Summary

Plan Versus Actual: WIOA DW #5058000

Participant Plan –	Total Planned 7/01/25- 6/30/27	Planned Qtr. 3 by 3/31/26	Actual Achieved 3/31/26	% Achieved Qtr. 3	% Total
Total Participants Enrolled	97	70	78	111%	80%
Total Participants Exited into Unsubsidized Employment	76	22	5	23%	7%
Other Exits	11	4	1	25%	9%
Total Exits	87	26	6	23%	7%
TOTAL	10	44	72	164%	720%
Career Services					
Individual Plan Development	97	70	75	107%	77%
Staff Assisted Assessments	97	70	75	107%	77%
Staff Assisted Job Search	82	34	72	212%	88%
Career Counseling	97	70	75	107%	77%
Pre-Voc. Skills	26	12	1	8%	4%
Work Readiness Skills	8	5	1	20%	13%
Direct Customer Training					
Non-Credentialed Training	7	4	26	650%	371%
Classroom Training (Credentialed)	55	35	23	66%	42%
OJT Public or Private	5	3	1	33%	20%

Performance Summary:

WIOA DW – There is solid enrollment goals with 111% enrolled through the end of the 3rd Quarter and credentialed training is climbing. Grantee is lagging in exits to employment at 7% but it is early in the grant cycle and there is time remaining in the grant cycle to meet planned goals.

Plan Versus Actual: State DW #6058500

Participant Plan	Total Planned 7/01/25- 6/30/27	Planned Qtr. 3 by 3/31/26	Actual Achieved 3/31/26	% Achieved Qtr. 3	% Total
Total Participants Enrolled	264	160	178	111%	67%
Total Participants Exited into Unsubsidized Employment	212	55	34	62%	16%
Other Exits	52	10	6	60%	12%
Total Exits	264	65	40	62%	15%
TOTAL	0	95	138	145%	0%
Career Services					
Individual Plan Development	264	160	161	101%	61%
Staff Assisted Assessments	264	160	141	88%	53%

Staff Assisted Job Search	179	90	110	122%	61%
Career Counseling	264	160	139	87%	53%
Pre-Voc. Skills	66	35	0	0%	0%
Work Readiness Skills	24	12	10	83%	42%
Direct Customer Training					
Non-Credentialed Training	42	22	26	118%	62%
Classroom Training (Credentialed)	75	48	44	92%	59%
CLIMB Training	8	4	1	25%	13%
Incumbent Worker Training	70	45	33	73%	47%
OJT Training	10	7	1	14%	10%
Apprenticeship	2	0	0	0%	0%

Performance Summary:

State DW – There is solid enrollment reported at 111% and strong participation numbers in non-credentialed training 118% and classroom training at 92% through Q3. Grantee is still working on overall exits to employment at 16%. With time remaining, it is recommended the Grantee should focus on employment placement strategies to meet their planned performance outcomes by the end of the grant period. No concerns noted.

IV. Budget

Plan Versus Actual: WIOA DW 5058000

Budget Category	Total Budget 7/01/25- 6/30/27	Planned Budget by 3/31/26	FSR 1/31/26	% Achieved Quarter	% Total
Admin. Costs	\$57,653.00	\$24,214.00	\$37,306.27	154%	65%
Career Services	\$317,096.00	\$134,559.00	\$113,560.27	84%	36%
Direct Customer Training	\$172,961.00	\$64,789.00	\$0.00	0%	0%
Supportive Services Costs	\$28,829.00	\$11,664.00	\$454.06	4%	2%
TOTAL	\$576,539.00	\$235,226.00	\$151,320.60	64%	26%

Percent Spent Per Cost Category:

Administrative Cost	25%
Career Services	75%
Direct Customer Training	0%
Supportive Services	.3%
Total	100%

Budget Summary:

Grantee has reported expenditure at 26% through January 31, 2026. The Grantee plans to focus on Direct Customer Training and support services which have not been utilized yet and will need to watch the Admin. cost category as it exceeds the allowable 10% at 25% through Q2. See **Areas of Concern**.

Plan Versus Actual: State DW 6058500

Budget Category	Total Budget 7/01/25-6/30/27	Planned Budget by 3/31/26	FSR Actual	% Achieved Quarter	% Total
Administrative Costs	\$237,199.00	\$94,879.00	\$71,434.90	75%	30%
Career Services	\$790,665.00	\$316,257.00	\$248,275.29	79%	31%
Direct Customer Training	\$158,133.00	\$63,251.00	\$107,724.27	170%	68%
Incumbent Worker Training	\$316,266.00	\$126,504.00	\$0.00	0%	0%
Supportive Services Costs	\$79,066.00	\$31,627.00	\$24,132.62	76%	31%
TOTAL	\$1,581,329.00	\$632,518.00	\$451,567.08	71%	29%

Percent Spent Per Cost Category:

Administrative Cost	16%
Career Services	55%
Direct Customer Training	24%
IWT	0%
Supportive Services	5%
Total	100%

Budget Summary:

Grantee has reported expenditure at only 29% after Q2. The Grantee needs to focus on training activities and will need to watch the Admin. cost category as it exceeds the allowable 10% and will need to be aligned by the end of the grant period. See, **Areas of Concern**.

V. Financial Reconciliation

WIOA DW #5058000

A financial reconciliation for December 2025 FSR was conducted for this grant, with the following key details:

- Total monthly expenditure: \$40,281.93
- Cumulative expenditure: \$109,073.59
- Unspent obligations: \$0
- Cash on Hand (COH): (\$77,373.59 as reported by Grantee. Total COH for WIOA DW = 5 %, overall agency for the same period = 1%.
- Available balance: \$467,465.41
- **Source Documents Reviewed:** Select documents from a mix of Admin, Career Services, Direct Customer Training, and Support Services were reviewed, with no concerns identified.

State DW #6058500

A financial reconciliation for December 2025 FSR was also conducted for this grant, with the following key details:

- Total monthly expenditure (Column C): \$132,527.93
- Cumulative expenditure (Column D): \$317,765.31
- Unspent obligations (Column E): \$0
- Cash on Hand (COH): (\$123,765.31) as reported by Grantee. Total COH for State DW = less than 1%, overall agency for the same period = 3%.
- Available balance: \$1,263,563.69

- **Source Documents Review:** Select documents from a mix of Admin, Career Services, Direct Customer Training, and Support Services were reviewed, with no concerns identified.

Both grants were successfully reconciled. Source documents, FSRs, and General Ledgers were provided and showed good internal controls are evolving through new processes and accounting systems.

VI. Equal Opportunity (EO)/Program Complaints

There were no formal or informal EO or program complaints as of the date of this monitoring visit per inquiry to DEED's Office of Diversity & Equal Opportunity. A copy of the DEED form "How We Use Your Personal Information/Equal Opportunity is the Law" is reviewed with and given to each participant at the time of enrollment.

VII. Participant File Review

Participant files were reviewed through Electronic Document Storage and data stored within Workforce One (WF1). A random sample of 4 participant files were selected from each grant from the people served and were reviewed for compliance. Items reviewed included: citizenship or Right to Work status, selective service compliance, complaint procedures, data privacy information, wage detail consent forms, eligibility documentation, WF1 activities, consistent direct participant contacts and case noting, Individual Employment Plan (IEP), training, support services, exit and follow up.

Of the files reviewed: WIOA DW 5058000

Eligibility

- All files contained eligibility documents.

Individual Employment Plan (IEP)

- All participant files had an updated IEP.

Assessments (Math & Reading Grade Levels)

- All files contained math/reading assessment scores where necessary.

Activities/Training

- All files have applicable activities opened.

Credentials/MSGs:

- All files had applicable documentation.

Case Notes

- All files had applicable case notes.

Support Services

- All files had applicable support services noted. Watch for copy quality of the documents being requested for verification such as rent/mortgage statements, need to be clear and readable.

Of the files reviewed: State DW 6058500

Eligibility

- 1 file had an expired ID at time of enrollment and has since been updated. **See Areas of Concern.**

Individual Employment Plan (IEP)

- 1 file lacked a signed/dated active IEP. Grantee will remind staff of the importance of this documentation at upcoming staff training/meetings. **See Areas of Concern.**

Assessments (Math & Reading Grade Levels)

- All files contained math/reading assessment scores where necessary.

Activities/Training

- All files have applicable activities opened.

Credentials/MSGs:

- All files had applicable documentation.

Case Notes

- All files had applicable case notes.

Support Services

- All files had applicable support services noted. Watch for copy quality of the documents being requested for verification such as rent/mortgage statements, need to be clear and readable.

VIII. Areas of Concern

Administrative, management, or programmatic practices that are not specific compliance violations, but may negatively impact a program and/or could lead to a finding in the future if not addressed.

- Both grants - lag in key performance area of exits to employment and will need to focus on job search strategies with participants.
- Both grants - Administrative costs exceeding the allowable 10% and will need to be aligned by the final FSR.
- 1 file had a verification document that was hard to read for support services issued. Watch the quality of copies at the time of both requesting and distribution of support services.
- 1 file had an expired ID at the time of enrollment; it has since been updated – grantee to work on cross check training measures to avoid a possible situation of disallowed costs for eligibility verification.

IX. Findings & Corrective Actions

Items below represent **Findings** in violations of federal, state, law, legal statute, rule, program guidance or policy and may result in questioned costs and/or disallowed costs if not satisfactorily resolved.

Corrective Actions are the result of findings, which require grantees to correct and/or eliminate grant deficiencies. A response to the findings and a corrective action plan for each item is required from the grantee within thirty (30) calendar days of this monitoring report.

There were no findings noted during this monitoring event.

X. Promising Practices, Recommendations, & Technical Assistance

Promising Practices

CMJTS has the following promising practices:

- Updated local polices with clear internal procedural steps/tasks outlined.
- Detailed case notes, especially the initial or intake case notes.
- Much improved fiscal source documentation and consistent across programs.

Recommendations

The monitor recommends the Grantee follow up on the items below as process improvement:

- Continue to conduct internal monitoring of case files for data accuracy and validation.
- Continue to review the following DEED and DWFAP Advisories:
 - Updated and/or cancelled DEED policies.
 - Partner Express newsletter
 - Technical Assistance Bulletins and Technical Assistance Responses (TAB and TAR), found at: <https://mn.gov/deed/programs-services/dislocated-worker/dislocated-worker/policy/>

Technical Assistance

See recommendations above for technical assistance related to monitoring events.



MONITORING REPORT

PROGRAM YEAR (PY25) STATE FISCAL YEAR (SFY26)

I. Summary of Grant & Items Reviewed

Grantee:	Central Minnesota Jobs and Training Services, Inc. (CMJTS)
Grant Name:	WIOA Adult
Grant Number:	5053100
Start Date:	07/01/2025
End Date:	06/30/2027
Date(s) of Visit:	March 31, 2026
Monitored By:	Bridgett Backman,
Total Award:	1 st Allotment: \$150,519.00
	2 nd Allotment: \$602,074.00
	Total Award: \$752,593.00
Modifications:	N/A

Person(s) Interviewed:

Name	Position/Title	Organization
Dina Wuornos	Executive Director	CMJTS
Joe Sharpe	Program Manager	CMJTS
Jake Humphrey	Finance Manager	CMJTS

Purpose of the Monitoring Review:

The Department of Employment and Economic Development (DEED) is responsible for the oversight of the operations of all DEED funded state and Federal award supported activities. The purpose of this review is to assure compliance with applicable state and Federal requirements/policies, and to ensure that performance expectations are met. Applicable policies may include Federal Regulations, DEED policies, and State Statutes. Additionally, the approved work plan and program expenditures are reviewed to assure compliance with the Minnesota Office of Grants Management Policies.

Items Reviewed:

Notice of Grant Action (NGA)

PSP: Grantee Work Plan and Budget

Fiscal: Grantee General Ledgers & Source Documents

Financial Status Reports (FSRs), as applicable

Previous Monitoring Reports

Program Monitoring Guide & Grantee Policies/Procedures, as applicable.

All back-up documentation, notes and the completed monitoring guide are maintained at DEED’s Employment and Training Programs (ETP) Division in St. Paul.

Grant Summary:

Central MN Jobs and Training Services, Inc. (CMJTS) operates within an eleven-county area providing a variety of services to their community for eligible youth, adults, dislocated workers, and public assistance participants. CMJTS has a strong local partner network with ABE, VRS, social services, public health agencies and local resource centers including food shelves and homeless shelters. The purpose of the Adult and/or Dislocated Worker Program is to help workers get back to work as quickly as possible and overcome barriers to employment. Total number planned to receive services: **126**.

Subawards:

The grantee does not subcontract for this grant.

II. Summary of Monitoring Visit

Central Minnesota Jobs and Training Services, Inc. (CMJTS) team shared the enrollments and interest in adult programs such as WIOA Adult are going well although not on track based on their projected plan. The grantee has time remaining in this grant to meet or exceed projected goals. With this grant being monitored in Quarter 3 the spending is also lower than expected at 30%. The grantee indicated they will apply for a waiver as they will not likely spend 80% of their funds in the first year of the grant cycle.

Financial reconciliation for the WIOA Adult grant has been completed. Source documents were provided by CMJTS and reviewed by the monitor. No concerns noted.

CMJTS provided examples of the updated local policies as well as many of the procedural documents used by the staff to better adhere to the policies; the team also shared many internal checklists and training materials used to keep staff abreast of the requirements of the federal and state programs.

There are **Areas of Concern**, but no Corrective Actions. **See Section VIII.**

III. Performance Measures

Below is a summary of the programmatic performance for each grant through the date indicated. The performances measures are the input and outcome performance goals for each grant.

Plan Versus Actual:

Participant Plan	Total Planned 7/01/25- 6/30/27	Planned Qtr. by 3/31/26	Actual Achieved 3/31/26	% Achieved Qtr. 3	% Total
Total Participants Enrolled	126	95	63	66%	50%
Exits to Employment	107	18	3	17%	3%
Other Exits	19	3	0	0%	0%
Total Exits	126	21	3	14%	2%
Current enrollment	0	74	60	81%	---
Career Services					

Individual Plan Development	126	95	62	65%	49%
Staff Assisted Assessments	126	95	62	65%	49%
Staff Assisted Job Search	126	41	54	132%	43%
Career Counseling	126	95	61	64%	48%
Work Experience	5	2	0	0%	0%
Pre-Voc. Skills	20	8	1	13%	5%
Work Readiness Skills	6	3	1	33%	17%
ESL Training	2	1	0	0%	0%
Direct Customer Training					
Non-Credentialed Training	5	3	18	600%	360%
Classroom Training (Credentialed)	60	40	20	50%	33%
OJT Training	5	3	0	0%	0%

WF1 Reports Reviewed:

Advanced Search, Activity Summary, Demographic Summary, Credential Summary, Support Services Summary, Exit Summary, and Grant Information Summary.

Performance Summary:

The Grantee is 66% enrolled through the end of the 3rd quarter (Q3). Grantee will need to continue to increase enrollments as well as overall exits to employment which are lagging at this time. There is time remaining to work on planned goals in credentialed training. Minor Area of Concern regarding whether the grantee will be able to meet their planned performance outcomes by the end of the grant period.

See, Areas of Concern.

IV. Budget

Plan Versus Actual:

Budget Category	Total Budget 7/01/25- 6/30/27	Planned Budget by 12/31/25	Actual 1/31/26	% Achieved Quarter	% Total
(833) Administrative Costs	\$75,259.00	\$30,102.00	\$39,920.08	133%	53%
(857) Career Services	\$402,637.00	\$163,635.00	\$144,789.69	88%	36%
(895) Transitional Jobs	\$11,289.00	\$0.00	\$0.00	0%	0%
(838) Direct Customer Training	\$225,778.00	\$88,207.00	\$26,150.22	30%	12%
(828) Supportive Services Costs	\$37,630.00	\$16,801.00	\$2,871.63	17%	8%
TOTAL	\$752,593.00	\$298,745.00	\$213,731.62	72%	28%

Percent Spent Per Cost Category:

Administrative	19%
Career Services	68%
Transitional Jobs	0%
Direct Customer Training	12%
Supportive Services	1%

Budget Summary:

Grantee has reported 19% in administrative costs which is over the 10% allowed; grantee will need to monitor this cost category to not exceed 10% by the end of the grant period. Additionally, grantee has expended only 28% of the grant funds through Q2 with time remaining in the grant period to realize more enrollments, activities and related expenditures. Grantee plans to submit a waiver request to carry forward funds into the second year of the grant cycle. Minor Areas of Concern noted.

V. Financial Reconciliation

A financial reconciliation was conducted on the December 2025 FSR for this grant. Showing monthly expenditure of \$67,166.67.

- **Total expenditure reported:** \$142,268.09.
 - Admin. \$33,976.24
 - Career Services \$94,394.84
 - Transitional Jobs \$0.00
 - Direct Customer Training \$225,778.00
 - Support Services \$0.00
- **General Ledger** Total expenditures of \$67,159.34, with a noted discrepancy of \$7.63 which was explained by the grantee.
- **CAPRs Review:** Cash requests were compared to the FSRs.
 - **Cash on Hand (COH) reported by Grantee:** (\$32,868.09). COH reported in November was higher than 10%, but the COH was negative in December 2025.
- **Source Documents Review:** Select documents from a mix of Admin, Career Services, Direct Customer Training, and Support Services were reviewed, with no concerns identified.

VI. Equal Opportunity (EO)/Program Complaints

There were no formal or informal EO or program complaints as of the date of this monitoring visit per inquiry to DEED's Office of Diversity & Equal Opportunity. A copy of the DEED form "How We Use Your Personal Information/Equal Opportunity is the Law" is reviewed with and given to each participant at the time of enrollment.

VII. Participant File Review

Participant files were reviewed through Electronic Document Storage and data stored within Workforce One (WF1). A random sample of 3 participant files were selected from the 63 people served under this grant and were reviewed for compliance. Items reviewed included: citizenship or Right to Work status, selective service compliance, complaint procedures, data privacy information, wage detail consent forms, eligibility documentation, WF1 activities, consistent direct participant contacts and case noting, Individual Employment Plan (IEP), training, support services, exit and follow up.

Of the 4 Files Reviewed:

Eligibility

- All files contained applicable eligibility documents.

Individual Employment Plan (IEP)

- All participant files had an updated IEP.

Assessments (Math & Reading Grade Levels)

- All files contained math/reading assessment scores where necessary.

Activities/Training

- All files have applicable activities opened and applicable MSG and/or Credentials uploaded.

Case Notes:

- Overall, good case noting practices except for support service case which should connect with support service entries in the applicable tab.

Support Services

- One file showed support services being issued very close to the participant's exit date. Because there was not enough time for internal processing, it could appear that the support service was provided during follow-up, which may result in disallowed costs in the future. **See Areas of Concern.** The grantee addressed this issue and reminded staff to allow sufficient processing time when an exit is pending.

The program review findings are noted in this report.

VIII. Areas of Concern

Administrative, management, or programmatic practices that are not specific compliance violations, but may negatively impact a program and/or could lead to a finding in the future if not addressed.

- Administrative costs exceed allowable 10% and will need to be in alignment by the final FSR.
- Update website to reflect the necessary workforce product disclaimer verbiage. Reference the Grant Agreement: Term and Conditions.
- Lower than planned exits to employment. Focus on participant work readiness and job search where applicable.
- Support Service timeline for processing internal steps needs to be addressed to avoid any potentially disallowed costs in the future.

IX. Findings & Corrective Actions

Items below represent **Findings** in violations of federal, state, law, legal statute, rule, program guidance or policy and may result in questioned costs and/or disallowed costs if not satisfactorily resolved.

Corrective Actions are the result of findings, which require grantees to correct and/or eliminate grant deficiencies. A response to the findings and a corrective action plan for each item is required from the grantee within thirty (30) calendar days of this monitoring report.

There were no findings during this review.

X. Promising Practices, Recommendations, & Technical Assistance

Promising Practices

CMJTS has the following promising practices:

- Updated local polices with clear internal procedural steps/tasks outlined.
- Detailed case notes, especially the initial or intake case notes.

- Much improved fiscal source documentation and consistent across programs.

Recommendations

The monitor recommends the Grantee follow up on the items below as process improvement:

- Continue to conduct internal monitoring of case files for data accuracy and validation.
- Continue to review the following DEED and DWFAP Advisories:
 - Updated and/or cancelled DEED policies.
 - Partner Express newsletter
 - Technical Assistance Bulletins and Technical Assistance Responses (TAB and TAR), found at: <https://mn.gov/deed/programs-services/dislocated-worker/dislocated-worker/policy/>

Technical Assistance

See recommendations above for technical assistance related to monitoring visit.