



AGENDA

June 12, 2026

10:00 am–10:50 am

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>

MEMBERS:

- | | |
|---|---|
| <input type="checkbox"/> Rob Stark, Chair | <input type="checkbox"/> Deb Meyer |
| <input type="checkbox"/> Rebecca Nelson, Vice Chair | <input type="checkbox"/> Mark Netzing |
| <input type="checkbox"/> Lisa Zwart, Treasurer | <input type="checkbox"/> Lezlie Sauter |
| <input type="checkbox"/> Lori Vrolson, Secretary | <input type="checkbox"/> Sherry Smith |
| <input type="checkbox"/> Commissioner Jeanne Holland, JPB Chair | <input type="checkbox"/> Janelle Sowers |
| <input type="checkbox"/> Commissioner Dan Whitcomb, JPB Vice Chair | <input type="checkbox"/> Denise Stewart |
| <input type="checkbox"/> Commissioner Duane Anderson, JPB Secretary | <input type="checkbox"/> Dr. Brent Thompson |
| <input type="checkbox"/> Melissa Ball-Warriner | <input type="checkbox"/> Tim Truebenbach |
| <input type="checkbox"/> Joy Beise | <input type="checkbox"/> Trevor Turek |
| <input type="checkbox"/> Merle Bobbitt | <input type="checkbox"/> Ian Weiss |
| <input type="checkbox"/> Dr. Craig Johnson | <input type="checkbox"/> |

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. CMJTS Grant Report*
- e. CareerForce Customer Usage Data Report*

REGULAR AGENDA

4. Workforce Development Board Committee Chair Reports

Chairs of the Workforce Development, Community & Government Relations, and Youth committees to provide an update on committee goals and accomplishments.

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

- a. Workforce Development Committee officer elections (Motion to approve) - Netzinger
- b. Community & Government Relations officer elections (Motion to approve) - Zwart
5. **Governor's Workforce Development Board Update** – Stark
6. **CareerForce Partner Updates** - Ball-Warriner, Beise, Smith
7. **Legislative Updates** - Wuornos
8. **Old Business**
 - a. Task Force Survey* - Wuornos
 - b. Local and Regional Plan Updates – Wuornos
 - c. One Stop Operator RFP – Wuornos
9. **New Business**
 - a. Years of Service Recognition
 - i. Melissa Ball-Warriner – 5 years
 - b. 2024-25 Annual Fiscal Audit* (Motion to accept) - Stark
 - c. Retirements - (Motion to approve) - Stark
 - i. Mark Netzinger – Stark
 - ii. Dr. Craig Johnson* – Stark
 - d. Resignations* - (Motion to approve) - Stark
 - i. Rebecca Nelson*
 - ii. Tim Truebenbach*
 - e. WDB Applications (Motion to approve) - Stark
 - i. Bob Dockendorf*
 - ii. Gary Foster*
 - iii. Rebecca Wierschke*
 - iv. Stephanie Hanson*
 - f. Workforce Development Committee Members (Motion to approve) – Stark
 - i. Brian Fleming*
 - ii. Megan Jarvie*
 - g. WDB Vice Chair elections – Stark
 - h. Fiscal Year End Expense Reimbursement Requests - Stark
 - i. By-Laws Amendment* (Motion to accept) – Stark
 - j. WDB Predictive Market Policy* (Motion to approve) - Stark
10. **Future Meeting Agenda Items**
 - a. MAWB Platform; Cate Duin, Minnesota Association of Workforce Boards (MAWB) Executive Director; September Board meeting presentation
11. **Adjournment**

***Attachment**

NEXT MEETING SCHEDULE

July 2026 – No Meetings

August 2026 - Operations meeting only

September 11, 2026

8:00 am	–	8:50 am	CMJTS Operations Committee
9:00 am	–	9:30 am	LMI

9:40 am	–	10:50 am	Workforce Development Committee
9:40 am	–	10:50 am	Community & Government Relations Committee
9:40 am	–	10:50 am	Youth Committee
11:00 am	–	12:15 pm	Workforce Development Board

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/>

**WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

April 10, 2026

MEMBERS PRESENT: Rob Stark (Chair), Rebecca Nelson (vice chair) Lori Vrolson (Secretary), Commissioners Jeanne Holland (JPB Chair), Dan Whitcomb (JPB Vice-Chair), Duane Anderson (JPB Secretary), Melissa Ball-Warriner, Dr. Craig Johnson, Mark Netzinger, Sherry Smith, Denise Stewart, Dr. Brent Thompson, Ian Weiss, Lisa Zwart,

MEMBERS ABSENT: Joy Beise, Merle Bobbitt, Tim Truebenbach, Trevor Turek, Janelle Sowers,

The meeting was called to order at 11:00 am

WELCOME/INTRODUCTIONS

APPROVAL OF THE CONSENT AGENDA:

Motion: Netzinger made the motion to approve the consent agenda with the amended meeting agenda. Seconded by: Whitcomb. Roll Call taken - Motion carried.

REGULAR AGENDA

Workforce Development Board Committee Chair Reports

CGR - Zwart

- Board recruitment
- Also revisiting goal and alignment
- Coming up with some different direction and goals for committee

Workforce Development - Netzinger

- Taking a fresh look at the committee's alignment and purpose. Thank you to Leslie for the presentation.

Youth

- Did not meet today.

Governor's Workforce Development Board Update - Stark

- Met as exec committee last week.
- Subcommittee work
- Chairing state down to local coordination efforts
- Committee work to do there
- Bigger level – look at a more collaborative approach across all departments within the state. Work in progress.
- Next meeting in May in Rochester. More information in June

Legislative Updates - Wuornos

- State Dislocated Worker perspective – help our legislatures understand the impact of the state DW program. How it helps jobseekers, but it also serves businesses. Promote business focus.
- In our 11 counties we put \$200,000 - \$300,000 into our businesses. Understanding how much the state DW fund supports our counties.
- There is a threat to cutting that program. Last year received 56% cut in state DW funding because of the budget shortfall. The Workforce Development fund was used to support other programs. MAWB requested to use reserves to hold harmless which was approved. Received almost all 56% back to hold harmless. Looking at the same thing next year.
- Day at the Capital – Cate Duin has been invited to the CGR committee in June. Want to work with CGR to be the voice. Will also ask for a recap from Cate to the WDB and how Cate can support the board with those initiatives.
- MAWB goal to Protect the Workforce Development Fund for use for the State Dislocated Worker Program.

OLD BUSINESS

Office of Treasurer Nominations - Stark

- Discussion for Lisa Zwart for WDB Treasurer to fill the current officer vacancy.
- Wuornos will confirm when the end of the term is.

Motion: Holland made the motion for Lisa Zwart to take the WDB Treasurer position. Seconded by: Thompson. Roll Call taken - Motion carried.

Subsequent Designation - Wuornos

- Copy of letter in packet sent letter 1/28/26
- WDB must request subsequent designation on an annual basis from DEED to governor and Commissioner Matt Varilek
- Still waiting to hear back

NEW BUSINESS

2026 Conference Interest Form

- Conference interest form for MAWB conference in Duluth in August.
- If you haven't gone it is a good conference and information to Workforce Development world
- Please complete and return by 4/17/26.

Deb Meyer WDB Application - Stark

- Executive Director of Monticello Chamber of Commerce – 5 years
- Prior worked with Centra Care

Motion: Holland made the motion to approve Deb Meyer's WDB Application. Seconded by: Thompson. Roll Call taken - Motion carried.

Lezlie Sauter WDB Application - Stark

- Pine County Economic Development Coordinator
- Small business owner
- Member of the Pine City school board; Current Board Chair
- Started career at Lakes and Pines

Motion: Netzinger made the motion to approve Lezlie Sauter's WDB Application. Seconded by: Stewart Roll Call taken - Motion carried.

East Central Development Partnership – 9th Annual Discovery

- FYI only.

Task Force Survey - Wuornos

- A task force has been formed comprising legislators including Dave Baker, MAWB representative Cate Duin, GWDB members, and Workforce Development Board members. Its purpose is to identify processes and policies that increase the Board's visibility in the community and ensure its work and programs are well understood by stakeholders.
- The task force is taking a bottom-up approach, focusing on building broad awareness of available programs and identifying gaps in outreach and engagement.
- A survey has been developed for board members to complete, gathering input from a stakeholder perspective. Wuornos will distribute a link to the survey along with a preview of the questions. Board members are asked to complete it.

Local and Regional Plan Updates - Wuornos

- Plans operate on a 4-year cycle but require a review every two years to ensure they remain current. The state was required to post its plan for public comment by March 31st.
- Wojtowicz and Angie Dahle (Career Solutions) are collaborating on the Regional Plan, while Wuornos and the WDB are responsible for the Local Plan. The process involves reviewing each plan, removing outdated content, making necessary updates, and securing approval.
- The target is to finalize both plans by September 1, 2026. DEI language is under review and may need to be removed to ensure federal compliance. Streamlining opportunities are also being explored.

One Stop Operator RFP - Wuornos

- Prior to WIOA's passage in 2014, Boards directly managed the Workforce Centers. WIOA now requires Boards to RFP and contract with external providers to operate them.
- Every four years, an RFP process is required to select an entity to run the CareerForce centers. In partnership with Career Solutions, the decision was made to pursue a 13-county regional One-Stop Operator arrangement.
- For two consecutive terms, a consortium — comprising ABE, Vocational Rehab, and Wagner-Peyser — has carried out the OSO work. Per WIOA rules, Title I cannot participate in the consortium during the application phase but is reinstated as a partner once the award is made.
- The most recent term expired in June 2025. Board directors were initially advised by DEED to wait, as updated policy guidance was forthcoming. With no policy finalized, the decision was made to proceed regardless.
- After communicating with three partners, the region elected not to issue a public bid. Given that only the consortium has responded in both prior cycles — with no competing applicants — the region will claim sole-source justification, work with partners to execute the necessary documents, and continue business as usual.

- This approach was reviewed by a DEED representative, who raised no concerns. The option is expressly permitted under existing law.

Miscellaneous Topics

Audit

- Audit for 2024-25 should be the final year that should be sticky. Should be findings in there.
- Discussions with creative planning – they are excited about the progress we have made this year; in a much better spot because of hard work from the accounting team.
- May 8th Audit presentation includes commissioners

Fundraisers

- Doing Tastefully Simple – if you want to order it helps put revenue in CMJTS – Wuornos will send out a link.
- June 5 and June 26 11:00 am – 2:00 pm CMJTS doing patio grilling at Milaca Meats – 60% of the profits and tips will come back to CMJTS. Come support us. Doing as an outreach opportunity to make sure Milaca residents know who we are.

Support for New Board members

- If you need additional information or help, feel free to reach out to Rob Stark or Dina Wuornos, and discussions with staff.

ADJOURNMENT

Motion: Holland made the motion to adjourn the Workforce Development Board Whitcomb seconds. Meeting adjourned at 12:13 pm

WDB Secretary Signature

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

Reporting Book:
As of Date:

ACCRUAL
04/30/2026

	Quarter Ending 06/30/2025	Quarter Ending 09/30/2025	Quarter Ending 12/31/2025	Quarter Ending 03/31/2026	Quarter Ending 04/30/2026
Operating Revenue					
Grant Revenues					
Grant Revenue - Governmental	1,454,587.09	1,563,294.01	1,558,457.91	1,621,311.88	552,226.69
Grant Revenue - Other	125,614.13	31,062.06	10,833.30	17,702.43	6,437.15
Total Grant Revenues	1,580,201.22	1,594,356.07	1,569,291.21	1,639,014.31	558,663.84
Contributions	17,197.65	16,208.03	388.00	3,381.00	4,682.00
Contributions In Kind	3,747.00	0.00	0.00	0.00	0.00
Revenue - Other	28,731.16	44,765.91	49,665.50	64,398.77	21,352.29
Total Operating Revenue	1,629,877.03	1,655,330.01	1,619,344.71	1,706,794.08	584,698.13
Expenditures					
Personnel					
Salary and Wages	488,758.09	776,196.13	775,066.29	749,748.98	266,527.52
PR Benefits	140,867.52	180,575.41	183,918.88	221,893.67	96,825.56
PR Taxes	35,080.03	50,651.61	50,713.88	59,291.77	25,607.81
Total Personnel	664,705.64	1,007,423.15	1,009,699.05	1,030,934.42	388,960.89
Occupancy	45,606.22	78,931.06	82,744.92	77,799.62	24,615.41
Professional Fees	42,136.94	8,236.55	18,512.62	63,790.07	7,160.18
General and Administrative Expenses					
Advertising and Promotion	1,125.00	4,133.67	2,967.19	912.08	0.00
Conferences, Conventions, and Meetings	2,500.00	1,659.45	204.52	896.98	0.00
Copying and Printing	6,087.54	7,486.29	8,040.20	7,593.66	2,944.22
Depreciation	6,232.00	0.00	0.00	0.00	0.00
Due and Subscriptions	62,798.30	48,587.10	36,753.13	91,043.36	23,668.64
Facilities	0.00	0.00	0.00	1,026.99	0.00
Finance Charges	(5,757.85)	629.19	595.85	579.79	1,196.57
Insurance	11,072.24	8,993.32	3,667.62	3,667.62	1,222.54
Interest Expenses	461.03	435.32	0.00	0.00	0.00
Miscellaneous Expense	13,303.73	1,191.38	1,679.39	7,612.48	7,000.00
Office Supplies	6,939.36	4,353.33	5,705.36	1,753.97	2,416.48
Postage and Delivery	1,850.08	981.75	525.44	946.00	359.00
Repairs and Maintenance	(746.79)	191.79	44.50	8,999.92	12.24
State and Local Taxes	0.00	0.00	0.00	3,693.24	1,618.20
Telecommunication	13,991.78	20,717.00	13,232.05	8,911.98	6,019.10
Travel Expenses	14,014.28	19,087.93	17,279.88	19,017.41	5,524.71
Utilities	689.89	551.50	997.77	594.46	228.80
Allocated Indirect Costs	3,334.71	0.00	0.00	0.00	0.00
Total General and Administrative Expenses	137,895.30	118,999.02	91,692.90	157,249.94	52,210.50
Member Benefit Expense	358,664.88	350,912.59	405,227.92	425,015.73	256,585.39
Payments to Affiliates	21,378.35	7,261.20	3,626.86	0.00	0.00
Total Expenditures	1,270,387.33	1,571,763.57	1,611,504.27	1,754,789.78	729,532.37
Change In Net Assets	359,489.70	83,566.44	7,840.44	(47,995.70)	(144,834.24)

*Staff computers were purchased in February/April.

*LOC increased to \$500K in April, and had a reduced proprocessing fee of \$1,000.

*Member Benefit Expense increased in April due to large quantity of client training expenses coming due.

Central Minnesota Jobs and Training Services, Inc.

Balance Sheet

Reporting Book:

ACCRUAL

As of Date:

04/30/2026

	Month Ending 04/30/2026	Month Ending 04/30/2025	
	Current Balance	Prior Year	Difference
Assets			
Current Assets			
Cash and Cash Equivalents	(18,001.19)	(32,774.70)	14,773.51
Accounts Receivable, Net	361,564.87	201,788.91	159,775.96
Other Current Assets	50,564.96	41,796.98	8,767.98
Total Current Assets	394,128.64	210,811.19	183,317.45
Long-term Assets			
Property & Equipment	(224,613.84)	(219,794.57)	(4,819.27)
Right of Use Assets, Net	1,563,390.00	1,754,589.00	(191,199.00)
Total Long-term Assets	1,338,776.16	1,534,794.43	(196,018.27)
Loans Receivable	1,231.00	1,231.00	0.00
Total Assets	1,734,135.80	1,746,836.62	(12,700.82)
Liabilities and Net Assets			
Liabilities			
Short-term Liabilities			
Accounts Payable	162,793.57	152,470.28	10,323.29
Accrued Liabilities	260,255.85	221,843.06	38,412.79
Accrued Taxes	(7,386.11)	21,653.63	(29,039.74)
Deferred Revenue	0.00	73,186.25	(73,186.25)
Notes Payable - Current Portion	10,572.45	479.26	10,093.19
Other Short-term Liabilities	283,687.08	354,741.42	(71,054.34)
Total Short-term Liabilities	709,922.84	824,373.90	(114,451.06)
Long Term Liabilities			
Other Long-term Liabilities	1,292,973.00	1,443,187.00	(150,214.00)
Total Long Term Liabilities	1,292,973.00	1,443,187.00	(150,214.00)
Other Liabilities	(232,256.47)	(232,256.47)	0.00
Interfund Due to	8,426.06	14,528.46	(6,102.40)
Total Liabilities	1,779,065.43	2,049,832.89	(270,767.46)
Net Assets	(44,929.63)	(302,996.27)	258,066.64
Total Liabilities and Net Assets	1,734,135.80	1,746,836.62	(12,700.82)

Prepaid insurance in April. This affects our cash balances now, and it expensed/reimbursed over next 12 months.

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

Reporting Book: ACCRUAL
 As of Date: 04/30/2026
 Project: Adult Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Meat Processing	22,671.36	22,671.36	0.00
CentreCare	5,013.60	5,013.60	0.00
SFY25 State Dislocated Worker Formula Grant	1,571,973.82	1,603,579.00	31,605.18
PY25 WIOA Adult Formula Grant	518,400.84	752,593.00	234,192.16
PY25 WIOA Dislocated Worker Formula Grant	405,619.07	576,539.00	170,919.93
PY25 State Dislocated Worker Formula Grant	812,685.50	1,581,329.00	768,643.50
Isanti County Opioid	48,812.05	90,000.00	41,187.95
Drive for Five	14,739.40	600,000.00	585,260.60
WESA	8,034.26	70,000.00	61,965.74
Growing Careers Agriculture DW	7,327.18	254,000.00	246,672.82
On-Ramp to Career Pathways	1,526.68	200,000.00	198,473.32
Snap State Pledge Funding	9,420.12	207,000.00	197,579.88
Total Active Projects	<u>3,426,223.88</u>	<u>5,962,724.96</u>	<u>2,536,501.08</u>

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

*CentreCare Grant does not have a specific budget for CMJTS, but amounts are billable.

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

Reporting Book:
 As of Date:
 Project:

ACCRUAL
 04/30/2026
 Youth Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Robotics Grant	56,099.23	62,428.00	6,328.77
PY24 WIOA Youth Formula Grant	900,030.00	900,030.00	0.00
SFY 25 Minnesota Youthbuild Program	128,835.64	131,389.00	2,553.36
Youth Employment Transition Model	774,025.90	1,660,686.60	886,660.70
PY25 LYFT	28,329.62	30,000.00	1,670.38
PY25 WIOA Youth	130,077.04	801,840.00	671,762.96
PY25 Minnesota Youth Program	119,962.34	221,988.00	102,025.66
Minnesota Youthbuild Program PY25	23,565.40	75,000.00	51,434.60
PY25 Youth at Work Competitive Grant	20,335.11	150,000.00	129,664.89
Youth Support Services	4,452.34	40,000.00	35,547.66
TANF Youth 2026	2,971.37	0.00	(2,971.37)
Total Active Projects	<u>2,188,683.99</u>	<u>4,073,361.60</u>	<u>1,884,677.61</u>

*Still pending final contract/budget for 2026 TANF, 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
 04/30/2026
 PA Grants

	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Pine MFIP PY26	97,284.94	285,835.00	188,550.06
Chisago MFIP PY26	64,210.31	206,561.00	142,350.69
Kanabec MFIP PY26	62,437.85	175,001.00	112,563.15
McLeod MFIP PY26	56,704.46	159,554.00	102,849.54
Meeker MFIP PY26	50,519.87	157,980.00	107,460.13
Renville MFIP PY26	44,911.20	146,340.04	101,428.84
Total Active Projects	<u>376,068.63</u>	<u>1,131,271.04</u>	<u>755,202.41</u>

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

Reporting Book:

ACCRUAL

As of Date:

04/30/2026

Project:

Business Svrc Grants

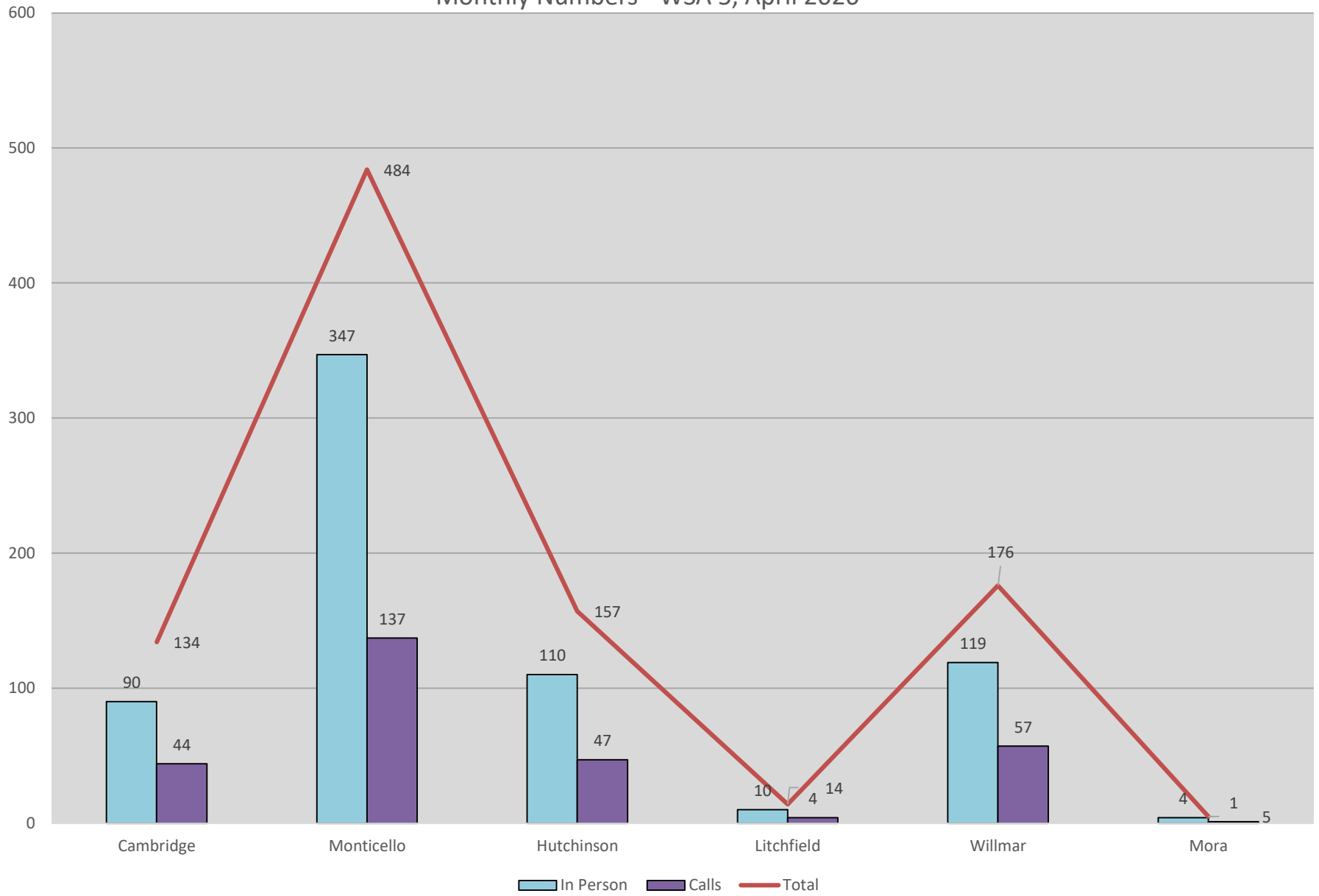
	Expenditures	Expenditures	Difference
	Actual	Budget	Summary
Active Projects			
Initiative Foundation - Strategic Planning	13,956.15	22,500.00	8,543.85
Initiative Foundation - Focus Groups	62.52	6,000.00	5,937.48
PY25 Rural Career Counseling (RC3)	71,753.71	95,000.00	23,246.29
Registered Apprenticeship - Minnesota Workforce Boards	15,468.13	136,568.00	121,099.87
Regional Plan Implementation Funding (WIOA Set Aside)	13,779.95	21,272.00	7,492.05
LEAP PY26	7,103.31	93,063.00	85,959.69
Paid Leave Outreach	17,594.66	100,000.00	82,405.34
Career Navigator RA	795.39	29,834.00	29,038.61
MN RETAIN - Regional Plan Implementation	53,993.22	73,737.38	19,744.16
Total Active Projects	194,507.04	577,974.38	383,467.34

CMJTS Grant Report 2026

GRANT	Requested Amount	Grant Duration	Due Date	Submitted	Received Yes or No and Amount	Grant Summary
Old National Foundation grant	5,000	1 year	2/13/2026	✓	No	to request operating expense funding to build unrestricted revenue account
MN RETAIN	\$73,737.38	2 months	2/1/2026	✓	yes - \$73,737.38	promote mental health training to employers, staff personal empowerment training, board EI training, promote re-entry after injury, promote prevention and safety in the workplace
WIOA set-aside funds/regional planning funds	\$21,272	15 months	2/25/2026	✓	yes - \$21,272	staff training, marketing, support regional initiatives, employer training
Stauber/Fishbach Direct appropriations (DA) requests	\$200,000	1 year	3/6/2026	✓	No	support staffing and replenish WIOA reductions
Klobuchar/Smith DA requests	\$200,000	1 year	3/23/2026	✓	No	support staffing and replenish WIOA reductions
RESTART (part of state submission)	\$460,000	2.5 years				to assist youth (majority justice -involved) get into pre-apprenticeship/registered apprenticeship programs
PCCC RFP	up to \$90,000	1 year	5/8/2026	✓	\$61,100	to help 25 youth participate in leadership activities - UpNorth YOUnite program
Kanabec County Opioid grant		1 year	6/22/2026			replicate what was done in Isanti county, reduce number of adults in training, add more youth for prevention

Written fund raising requests	amount requested	Amount received	Notes
Xcel Energy	500	500	Tim asking Scott - said yes to the donation, follow up with Tim what is needed - invoice?
Lions clubs	500	500	
CMMA	1,000	750	encouraged manufactures to offer tours, hands on activities or sponsor lunches
Spudfest	4,000	\$4,000	
Grand Casino - MLCV	1,000		submitted request twice to ensure it was received
Southwest Initiative Foundation	2 days of lunches	covering one day in Hutch, one day in Willmar	need a specific ask sent email to Scott sent email again on 5/19
Willmar EDA	0		not sure who to ask - gone through several directors in the past 2 years
Wright County EDP	500		? may be disbanded
First Citizens Bank - Mora	10,000		submitted the online request
Kwik Trip	500		form submitted
Coborns	?		donation form submitted - no specific amount requested
Cub Foods		80 gift card	
Bobcat			more like a grant - Diana will forward to Leslie

Monthly Numbers - WSA 5, April 2026



The Legislative Task Force on Workforce System Reform – WDB responses to “please describe” questions after each survey category.

1. Improving Interagency Coordination

One of the largest barriers to effective coordination is the lack of consistent physical presence from partner program staff. When partner program representatives are not regularly co-located or physically accessible at shared CareerForce sites, relationship-building suffers, real-time communication breaks down, and clients are left navigating referral processes without adequate guidance. Strong coordination depends not just on formal agreements, but on the day-to-day informal collaboration that only happens when staff are present and engaged together.

Compounding this challenge is a growing competitive dynamic among programs driven largely by funding cuts and scarcity. When agencies compete for the same shrinking pool of dollars, the incentive to protect caseloads, withhold referrals, and guard program credit increases significantly. This competitive mentality directly undermines the spirit of co-enrollment, shared outcomes, and integrated service delivery that effective workforce coordination requires. Programs that should be complementary instead operate in silos or quiet competition.

Additional opportunities for improvement include:

- Stronger accountability mechanisms within Memoranda of Understanding (MOUs) to ensure partner commitments — including staffing presence — are upheld and regularly reviewed.
- Shared outcome metrics across programs to reduce incentives for duplication and encourage genuine collaboration.
- Dedicated interagency coordination roles or liaisons that are funded separately from competitive program dollars to reduce conflict of interest.
- Regular cross-system case conferencing to align services for shared participants and identify gaps before they become barriers.
- Advocacy for stable, sustained funding streams that reduce zero-sum competition and allow programs to focus on client outcomes rather than organizational survival.

2. Workforce-Employer Alignment

The Central MN WDB keeps workforce programs aligned with employer needs by combining labor market data with regular talks with businesses and community partners. This helps identify in-demand jobs and shape training, career paths, and business services to meet regional needs. Planning materials emphasize listening and adaptation through

employer outreach, industry partnerships, short-term training, and work-based learning, such as incumbent worker training, on-the-job training, and registered apprenticeship.

The Central MN WDB focuses on strong alignment with high-growth sectors while creating a welcoming pathway for job seekers across the region, making it easier for job seekers to find opportunities. The Region 3 regional planning document highlights key sectors like healthcare, manufacturing, construction, transportation, agriculture, and professional and business services. Program materials describe outreach, support, and career navigation to help people feel informed and connected as they move toward training and jobs. This shows how sector strategies can work with community-focused services.

The Central MN WDB uses clear feedback tools, such as employer consultations, surveys, focus groups, networking groups, and regular meetings, to remain responsive as workforce needs change. Partners meet to discuss workforce issues, employer priorities, and ways to improve. Recent feedback highlights a thoughtful approach to reviewing local needs, shaping programs, and identifying in-demand training jobs. These efforts show a strong commitment to listening and adapting over time.

For example, in LWDA5, the Central MN WDB coordinates ongoing employer engagement through HR-supportive groups, promotes talent development/incumbent-worker training, hosts regional employer education events, and develops employer career roadmaps. These efforts help turn employer input into practical workforce solutions while also making career pathways easier for job seekers to understand and access. It is a helpful example of how strong relationships and regular communication can support both regional businesses and people seeking work opportunities.

3. Reforming Funding Equity

Transparency is a problem. Local Boards don't know how funding is decided, what criteria are used, or how state and local priorities are balanced. This lack of clarity makes it hard for Boards to plan, advocate, or ensure fair results.

Outdated funding formulas are another issue. These formulas don't reflect current local needs, job markets, or population changes. Instead of using old formulas, the state should bring Board representatives together to share data and decide on fair funding based on today's realities.

Local areas also lack flexibility. Strict funding rules stop Boards from helping all job seekers who need support. This leads to service gaps and less innovation, making it harder to meet the real needs of job seekers and employers.

Improvement should focus on giving local Boards more flexibility to help all job seekers, no matter their eligibility category.

Furthermore, distribution of the funds often lags several months before the State executes the grant and releases funds.

4. Real-Time Case Management Reporting

Currently, program managers pull data from multiple reports, reformat it, and manually prepare reports for the State. A system that tracks inputs at the point of service means reports build themselves. Quarterly reports become a button-click export instead of a spreadsheet project. State-level reports run directly from live data, eliminating duplicate data entry; the system captures service delivery in real time. Performance metrics, such as planned vs. actual enrollments, exits, training completers, etc., feed state reporting systems without requiring re-entry of data. Outcome and progress tracking is automated, with employment placements, credential attainment, and wage gains flagged and recorded as they occur. Program managers and the WDB no longer chase data at quarter-end. When that reporting burden drops, capacity shifts toward what actually moves outcomes. Case managers gain more time with clients for relationship-building, coaching, and problem-solving.

Additionally, modernized data systems shift partner planning from backward-looking status updates to forward-looking strategy conversations. Instead of spending collaborative time reconciling numbers or figuring out who served whom, partners can focus on what the data reveal about client needs, program gaps, and emerging labor market demands.

Task Force Survey Questions

Questions 1-7: Capturing Contact Info and Role

State and Federal Program Scope

The Task Force has been asked to, "Review existing workforce development programs in Minnesota, including those funded by the federal and state governments". Please answer the questions below to indicate workforce system effectiveness as it relates to state and federal workforce programs in the state.

8.Alignment and Responsiveness

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Workforce programs align with employer demand and regional labor market needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workforce programs effectively serve high-growth sectors and underserved communities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feedback mechanisms exist to ensure programs remain responsive to changing workforce needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9.Coordination and Efficiency

	Strongly Disagree	Disagree	Neutral	Agree	Strongly agree
Workforce programs across federal, state, and local levels are well-coordinated and minimize duplication.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaboration exists among agencies and providers to improve program efficiency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10.Please describe opportunities for improvement on any selections of "Disagree" or "Strongly Disagree"

11. Please describe areas of success or opportunities for replication of best practices on any selections of "Agree" or "Strongly Agree"

Funding Systems

The Task Force has been asked to, "Study the current system for funding workforce development efforts". Please answer the questions below to indicate workforce system effectiveness as it relates to funding systems in the state.

12. Funding Transparency, Equity, and Efficiency

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The funding system is transparent, equitable, and efficiently allocates resources for impact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Funding appropriately balances statewide priorities while allowing local flexibility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. Decision-Making, Accountability, and Access

	Option 1	Option 2	Option 3	Option 4	Option 5
Funding decisions are coordinated and transparent across agencies, the legislature, and boards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accountability mechanisms are effective and proportionate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smaller, rural, and culturally specific organizations have equitable access to funding with reasonable administrative requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Funding Alignment and Performance

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Funding aligns with outcomes and performance rather than compliance requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Funding decisions encourage employer engagement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Funding decisions encourage program innovation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Please describe opportunities for improvement on any selections of "Disagree" or "Strongly Disagree"

16. Please describe areas of success or opportunities for replication of best practices on any selections of "Agree" or "Strongly Agree"

Metrics for Evaluation

The Task Force has been asked to, "Investigate potential metrics for evaluating workforce development program outcomes". Please answer the questions below to indicate workforce system effectiveness as it relates to metrics for evaluation in the state.

17. Program Results and Equity in Evaluation

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Current metrics effectively measure workforce program success for job seekers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Current metrics effectively measure workforce program success for employers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equity and community-defined success are embedded in how program impact is evaluated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data are disaggregated and used to identify and address disparities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18.Data Modernization and Continuous Improvement

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Current data systems support timely, data-driven decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Modernization of systems (e.g., WorkForce1) would improve transparency and collaboration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff and partners have the tools and capacity to use data for continuous improvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19.Please describe opportunities for improvement on any selections of "Disagree" or "Strongly Disagree"

20.Please describe areas of success or opportunities for replication of best practices on any selections of "Agree" or "Strongly Agree"

Please provide any additional feedback you have for the Task Force below.



CENTRAL MINNESOTA
Jobs & Training Services

Financial Statements

June 30, 2025

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Independent Auditor's Report

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Central Minnesota Jobs and Training Services, which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Central Minnesota Jobs and Training Services as of June 30, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Central Minnesota Jobs and Training Services and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other Matter

As discussed in Note 8 to the financial statements, the financial statements have been restated to correct misstatements. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Central Minnesota Jobs and Training Services' ability to continue as a going concern for one year after the date that the financial statements were available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit. Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Central Minnesota Jobs and Training Services' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 8, 2026, on our consideration of Central Minnesota Jobs and Training Services' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Central Minnesota Jobs and Training Services' internal control over financial reporting and compliance.

BerganKDV, Ltd.

St. Cloud, Minnesota
May 8, 2026

Central Minnesota Jobs and Training Services
Statement of Financial Position
As of June 30, 2025

Assets

Current assets

Cash	\$ 5,897
Grants receivable	736,456
Prepaid insurance	81,541
Other prepaid expenses and deposits	15,922
Total current assets	839,816

Property and equipment, net	6,230
Right of use assets - operating leases	1,557,666
Right of use asset - finance lease	5,724
	839,816

Total assets	\$ 2,409,436
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Liabilities and Net Assets

Current liabilities

Line of credit	\$ 89,600
Accounts payable	294,608
Checks issued in excess of bank balance	31,469
Accrued expenses	357,095
Current portion of operating lease liabilities	278,252
Current portion of finance lease liability	5,978
Refundable advances	2,968
Total current liabilities	1,059,970

Operating lease liabilities	1,292,973
Total liabilities	2,352,943

Net assets

Without donor restrictions	51,773
With donor restrictions - youth programming	4,720
Total net assets	56,493

Total liabilities and net assets	\$ 2,409,436
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Central Minnesota Jobs and Training Services
Statement of Activities
Year Ended June 30, 2025

	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenue			
Grants	\$ 6,660,269	\$ -	\$ 6,660,269
Contributions	14,613	21,335	35,948
Other income	62,356	-	62,356
Net assets released from restrictions	26,329	(26,329)	-
Total public support and revenues	<u>6,763,567</u>	<u>(4,994)</u>	<u>6,758,573</u>
Expenses			
Program services	5,783,044	-	5,783,044
Management and general	847,123	-	847,123
Total expenses	<u>6,630,167</u>	<u>-</u>	<u>6,630,167</u>
Change in net assets	<u>133,400</u>	<u>(4,994)</u>	<u>128,406</u>
Net Assets (Deficit)			
Beginning of year, as previously stated	(230,270)	9,714	(220,556)
Prior period adjustment	148,643	-	148,643
Beginning of year, restated	<u>(81,627)</u>	<u>9,714</u>	<u>(71,913)</u>
End of year	<u>\$ 51,773</u>	<u>\$ 4,720</u>	<u>\$ 56,493</u>

Central Minnesota Jobs and Training Services
Statement of Functional Expenses
Year Ended June 30, 2025

	Adult	Public Assistance	Youth	Total Program Services	Management and General	Total
Salaries and wages	\$ 1,234,433	\$ 750,249	\$ 733,043	\$ 2,717,725	\$ 298,046	\$ 3,015,771
Benefits paid to or for members	999,443	73,665	249,934	1,323,042	2,123	1,325,165
Compensation for officers, directors, trustees	2,511	-	1,327	3,838	1,062	4,900
Other employee benefits	319,790	212,844	154,762	687,396	120,668	808,064
Payroll taxes	86,570	52,213	59,355	198,138	18,879	217,017
Fees for service	6,642	3,547	50,871	61,060	174,627	235,687
Subscriptions and memberships	79,033	24,589	44,006	147,628	100,944	248,572
Advertising and promotion	2,835	1,173	2,052	6,060	1,748	7,808
Office expenses	66,435	15,785	19,418	101,638	31,507	133,145
Occupancy	249,107	26,794	19,784	295,685	57,484	353,169
Travel	22,522	10,207	36,595	69,324	4,777	74,101
Conferences, conventions, and meetings	600	-	68	668	9,057	9,725
Payments to affiliates	95,010	-	-	95,010	-	95,010
Insurance	14,846	7,070	5,045	26,961	5,098	32,059
Interest	-	-	-	-	5,972	5,972
Other expenses	21,091	1,158	20,390	42,639	15,131	57,770
Depreciation	-	-	6,232	6,232	-	6,232
Total expenses	\$ 3,200,868	\$ 1,179,294	\$ 1,402,882	\$ 5,783,044	\$ 847,123	\$ 6,630,167

See notes to financial statements.

Central Minnesota Jobs and Training Services
Statement of Cash Flows
Year Ended June 30, 2025

Cash Flows - Operating Activities

Change in net assets	\$ 128,406
Adjustments to reconcile change in net assets to net cash flows - operating activities	
Depreciation	6,232
Amortization of right of use assets - operating leases	285,785
Amortization of right of use asset - finance lease	34,347
Change in operating assets and liabilities	
Grants receivable	44,931
Prepaid insurance, expenses and deposits	(62,435)
Accounts payable	188,876
Accrued expenses	22,612
Operating lease liabilities	(268,352)
Refundable advances	(362,110)
Net cash flows - operating activities	18,292

Cash Flows - Financing Activities

Checks issued in excess of bank balance	(46,928)
Line of credit advances	564,900
Line of credit payments	(500,378)
Principal payments on finance lease	(35,282)
Net cash flows - financing activities	(17,688)

Net change in cash	604
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Cash

Beginning of Year	5,293
End of Year	\$ 5,897

Supplemental Disclosure of Cash Flow Information

Cash paid for amounts included in the measurement of lease liabilities	
Operating cash outflows from finance lease	\$ 713
Financing cash outflows from finance lease	35,198
Operating cash outflows from operating leases	331,406

Supplemental Schedule of Noncash Investing and Financing Activities

ROU assets obtained in exchange for operating lease liabilities	\$ 128,933
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See notes to financial statements.

Central Minnesota Jobs and Training Services Notes to Financial Statements

NOTE 1 - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Central Minnesota Jobs and Training Services (the Organization) is a nonprofit corporation which serves as one of 16 Minnesota Workforce Service Areas (WSA) within the meaning of the Workforce Investment Act of 1998.

The Workforce Innovation and Opportunity Act (WIOA) provides funds to states to establish programs to prepare youth, adults, and dislocated workers for entry or reentry into the labor force. WIOA provides employers, job seekers, and universal (non-eligibility based) customers with access to labor market information. It also provides training, job counseling and exploration, skill assessment and supportive services to targeted individuals who have barriers to employment.

The 21-member Workforce Investment Board is represented by private industry, education, organized labor, economic development, public employment, rehabilitation services, public assistance, and community-based organizations of the 11-county area encompassing Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright counties of Minnesota. The Organization provides policy guidance for and oversight with respect to activities under the service plan developed for its WSA in cooperation with elected officials as directed by WIOA.

Major programs include:

Adult

Services are tailored to the unique needs of the individual and include assessment of current skills and interests, help in determining choices in career options, access to earn while they learn training opportunities, and tuition assistance for career navigator-approved classroom training that supports the career goal.

Public Assistance

The Organization offers employment services to individuals eligible for county assistance through Diversionary Work Program (DWP), Minnesota Family Investment Program (MIFP), and Supplemental Nutrition Assistance Program (SNAP) Employment and Training. Participants are referred to the Organization by their county of residence. Professional staff deliver comprehensive, work-focused services designed to foster job skill development, work experience, and successful employment. The Organization provides a range of supports to help participants enter the workforce and enjoy its benefits.

Youth

Through career counseling, job training, work-based learning opportunities, and strong business relationships, the Organization prepares young adults for career pathways and the world of work leading to meaningful employment. Through an individualized, youth-centered approach, the Organization helps participants overcome barriers to employment and address economic disparities. By fostering personal growth, skill development, and workplace readiness, the program empowers young adults to achieve long-term self-sufficiency and career success.

**Central Minnesota Jobs and Training Services
Notes to Financial Statements**

NOTE 1 - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Grants Receivable

Grants receivable are due primarily from the federal, state, and local governments and other nonprofit organizations and arise primarily from the Organization's grants and contracts with those agencies to administer various programs. The Organization estimates there were no uncollectible amounts as of June 30, 2025.

Concentrations

The Organization had significant programs that accounted for the following percentages of total revenue for the year ended June 30, 2025:

<u>Name of Program</u>	<u>Percent of Total Revenue</u>
State Dislocated Worker	26.41%
WIOA Cluster	21.78%
MFIP/DWP	19.76%

Property and Equipment

Property and equipment are carried at cost, or fair value if donated, with depreciation computed under the straight-line method over the economic useful lives of the assets. The Organization follows the policy of capitalizing property and equipment that has a unit cost equal to or greater than \$3,000 and with an estimated useful life of greater than one year. Leasehold improvements are amortized over the lesser of the lease term or estimated useful life.

The property and equipment acquired is owned by the Organization while it is used in the program for which it was purchased or in other future authorized programs. However, certain funding sources have a reversionary interest in the property and equipment purchased with grant funds; their disposition, as well as the ownership of any proceeds and the assets are subject to the regulations of the funding source.

Long-Lived Assets

The Organization records impairment losses on long-lived assets used in operations when events and circumstances indicate that the assets might be impaired and the undiscounted cash flows estimated to be generated by those assets are less than the carrying amounts of those assets. There were no impairment losses for the year ended June 30, 2025.

Central Minnesota Jobs and Training Services
Notes to Financial Statements

NOTE 1 - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases

The Organization recognizes a right-of-use (ROU) asset and lease liability for each operating and finance lease with a term greater than 12 months at the time of lease inception. The Organization does not record a ROU asset or lease liability for leases with an initial term of 12 months or less but continues to record rent expense on a straight-line basis over the lease term. Options to extend or terminate at the sole discretion of the Organization are included in the determination of lease term when they are reasonably certain to be exercised. The lease liability represents the present value of future lease payments over the lease term. The Organization has elected the practical expedients (1) to discount the lease liability using the risk-free rate for all classes of assets, (2) to use hindsight for assessing the lease term and impairment of the ROU asset, and (3) to not separate lease and non-lease components for all classes of assets.

Refundable Advances

Grant funds or contributions received prior to incurring certain expenditures or meeting certain barriers are recorded as refundable advances. Revenue is subsequently recognized as grant expenses are incurred over time.

Net Assets

Net assets, public support and revenue are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor or grantor restrictions.

Net Assets With Donor Restrictions

Net assets subject to donor or grantor imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends, or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Revenue Recognition

Contributions and grants are recognized when cash, securities, or other assets, an unconditional promise to give, or notification of an irrevocable beneficial interest is received. Contributions and grants with substantial conditions are not recognized until the conditions on which they depend are met. The federal and state contracts and grants are conditioned upon certain performance requirements and the incurrence of allowable qualifying expenses. Consequently, as of June 30, 2025, conditional contribution and grant awards of \$2,907,657, for which no amounts have been received in advance, have not been recognized in the accompanying financial statements.

**Central Minnesota Jobs and Training Services
Notes to Financial Statements**

NOTE 1 - ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Subleases

Sublease income is recognized as rental revenue as payments become due. Amounts received in advance are recorded as deferred revenue until earned. Sublease income is recognized on a straight-line basis over the lease term. The Organization has elected the practical expedient to not separate lease and non-lease components within its contracts.

Functional Allocation of Expenses

The costs of providing the Organization's various programs have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The Organization charges costs to programs based on the benefit received by each program. This determination is made based on costs incurred by each program based on program costs versus total costs.

Tax Status

The Organization is a nonprofit corporation as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from federal income taxes pursuant to Section 501(a) of the Code.

Subsequent Events

The Organization has evaluated subsequent events through May 8, 2026, the date which the financial statements were available to be issued.

NOTE 2 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following as of June 30, 2025:

	2025
Cash	\$ 5,897
Grants receivable	736,456
Total financial assets	742,353
Less net assets with donor restrictions	4,720
Total financial assets available for general expenditure	\$ 737,633

As part of the Organization's liquidity management plan, the Organization strives to maintain liquid financial assets sufficient to cover 60 days of general expenditures. The Organization has a practice of operating within a prudent range of financial soundness and stability, maintaining an adequate line of credit to ensure obligations are met if payments from grantees are delayed through no fault of the Organization and maintaining sufficient reserves to provide reasonable assurance that long-term commitments and obligations will continue to be met.

Central Minnesota Jobs and Training Services
Notes to Financial Statements

NOTE 2 - LIQUIDITY AND AVAILABILITY (CONTINUED)

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget, which is approved by the Organization's board of directors, and anticipates collecting sufficient revenue to cover general expenditures.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consist of the following as of June 30, 2025:

Equipment	\$ 489,906
Leasehold improvements	232,256
	<hr/> 722,162
Less accumulated depreciation	715,932
	<hr/> \$ 6,230

NOTE 4 - LINE OF CREDIT

The Organization had a bank line of credit available for short-term cash flow needs up to \$200,000. Interest accrued on the outstanding balance at 12% as of June 30, 2025. The line of credit was secured by the assets of the Organization.

In April 2026, the Organization replaced the line of credit with a new line of credit for up to \$500,000 through April 2028. Interest accrues on the outstanding balance at 0.75% over the prime rate. The line of credit is secured by the assets of the Organization.

NOTE 5 - LEASES

The Organization has lease agreements for equipment and office facilities for various terms under long-term, noncancelable lease agreements. The leases provide for renewal options ranging from 12 months to five years. In the normal course of business, it is expected that these leases will be renewed or replaced by similar leases.

Lease costs for the year ended June 30, 2025 were as follows:

Finance lease cost	\$ 34,976
Operating lease costs	315,640
	<hr/> \$ 350,616

**Central Minnesota Jobs and Training Services
Notes to Financial Statements**

NOTE 5 - LEASES (CONTINUED)

Weighted- average remaining lease terms and discount rates were as follows as of June 30, 2025:

Weighted-average remaining lease term - finance lease	2 months
Weighted-average discounted rate - finance lease	2.84%
Weighted-average remaining lease term - operating lease	69 months
Weighted-average discounted rate - operating leases	3.80%

Future minimum lease payments under non-cancellable leases are as follows as of June 30, 2025:

	Finance	Operating
2026	\$ 5,985	\$ 330,651
2027	-	300,703
2028	-	306,904
2029	-	306,865
2030	-	313,590
Thereafter	-	202,724
Total lease payments	5,985	1,761,437
Less amounts representing interest	7	190,212
Present value of lease liabilities	\$ 5,978	\$ 1,571,225

The Organization subleases a portion of its office space. One sublease agreement expires in September 2030 and others are on a month-to-month basis. The following is a maturity analysis of the undiscounted cash flows to be received from subleases as of June 30, 2025:

2026	\$ 31,384
2027	34,652
2028	32,988
2029	36,487
Total	\$ 135,511

NOTE 6 - RETIREMENT PLAN

The Organization offers a 403(b) retirement plan (the Plan) to its employees. The Plan covers all regular (non-temporary) employees. Under the Plan, the employer contribution equals 6% of eligible compensation. Employer contributions made for the year ended June 30, 2025 were \$174,420.

Central Minnesota Jobs and Training Services Notes to Financial Statements

NOTE 7 - CONTINGENCES

Financial awards from federal and state governmental entities in the form of grants are subject to special audit. Such audits could result in claims against the Organization for disallowed costs or noncompliance with grantor restrictions. In the opinion of the Organization, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

NOTE 8 - PRIOR PERIOD ADJUSTMENT

During the current year, the Organization identified errors related to the recognition of certain grants receivable and refundable advances in prior periods. As a result, a prior period adjustment was recorded to correct these misstatements. Beginning net assets were increased by \$148,643 to recognize previously unrecorded grants receivable totaling \$433,716 and refundable advances totaling \$285,073. Management has evaluated the impact of this adjustment and determined that it appropriately reflects the financial position of the Organization as of the beginning of the year.

NOTE 9 - MANAGEMENT'S PLAN

As shown in the accompanying financial statements, the Organization reported a deficit in net assets as of the beginning of the year.

The Organization continues to assess and diversify its revenue streams, identify cost saving measures to reduce expenses and preserve cash and is working with DEED for a working capital advance.

Management has evaluated the Organization's ability to meet its obligations as they become due for the twelve months following the date the financial statements were available to be issued. Based on the results of management's plans implemented to date and ongoing actions, management believes the Organization will be able to meet its obligations for at least one year from the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

**Central Minnesota Jobs and Training Services
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2025**

Federal Grantor/Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Pass-Through Entity	Total Federal Expenditures
U.S. Department of Agriculture				
SNAP Cluster				
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP)	10.561	N/A	Various Counties	\$ 47,887
Total U.S. Department of Agriculture and SNAP Cluster				<u>47,887</u>
U.S. Department of Labor				
WIOA Cluster				
WIOA Adult Program	17.258	3053100, 4053100, 2053101	MN DEED	554,504
WIOA Youth Activities	17.259	3053600, 4053600	MN DEED	467,944
WIOA Dislocated Worker Formula Grants	17.278	3058000, 4058000	MN DEED	428,713
Regional Plan Implementation Funding	17.258	3075301	MN Area Workforce Boards	7,015
Regional Plan Implementation Funding	17.278	3075301	MN Area Workforce Boards	7,015
Regional Plan Implementation Funding	17.259	3075301	MN Area Workforce Boards	7,014
Total WIOA Cluster				<u>1,472,205</u>
Registered Apprenticeship	17.285	264044	MN DEED	4,814
Disability Employment Policy Development	17.720	4056700	MN DEED	317,300
Total U.S. Department of Labor				<u>1,794,319</u>
U.S. Department of Health and Human Services				
Temporary Assistance for Needy Families (TANF) - Youth Project	93.558	4057400, 5057400	MN DEED	5,911
Temporary Assistance for Needy Families (TANF) - MFIP	93.558	N/A	Various Counties	1,009,815
Total U.S. Department of Health and Human Services and ALN 93.558				<u>1,015,726</u>
Total federal expenditures				<u>\$ 2,857,932</u>

Central Minnesota Jobs and Training Services
Notes to Schedule of Expenditures of Federal Awards

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Central Minnesota Jobs and Training Services under programs of the federal government for the year ended June 30, 2025. The information in this Schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Central Minnesota Jobs and Training Services, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Central Minnesota Jobs and Training Services.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting which conform to accounting principles generally accepted in the United States of America. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - INDIRECT COST RATE

Central Minnesota Jobs and Training Services has elected not to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance. For awards issued after October 1, 2024, Central Minnesota Jobs and Training Services has elected not to use the 15% de minimis rate allowed.

NOTE 4 - PASS-THROUGH ENTITY IDENTIFICATION NUMBERS

Some of the programs, grants and/or awards included in the Schedule are missing the pass-through entity identification numbers. The missing numbers are due to the pass-through entities not providing the pass-through entity identification numbers.



**Independent Auditor's Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on and Audit
of Financial Statements Performed in Accordance with
*Government Auditing Standards***

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Minnesota Jobs and Training Services, which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated May 8, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Central Minnesota Jobs and Training Services' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control. Accordingly, we do not express an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2025-001 and 2025-002 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2025-003 to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Central Minnesota Jobs and Training Services' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2025-007.

Central Minnesota Jobs and Training Services' Response to Findings

Central Minnesota Jobs and Training Services' response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Central Minnesota Jobs and Training Services' response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BerganKDV, Ltd.

St. Cloud, Minnesota
May 8, 2026



Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance

Board of Directors
Central Minnesota Jobs and Training Services
Monticello, Minnesota

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Central Minnesota Jobs and Training Services' compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Central Minnesota Jobs and Training Services' major federal programs for the year ended June 30, 2025. Central Minnesota Jobs and Training Services' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Central Minnesota Jobs and Training Services complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Central Minnesota Jobs and Training Services and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion on compliance for each major federal program. Our audit does not provide a legal determination of Central Minnesota Jobs and Training Services' compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Central Minnesota Jobs and Training Services' federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Central Minnesota Jobs and Training Services' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Central Minnesota Jobs and Training Services' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Central Minnesota Jobs and Training Services' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Central Minnesota Jobs and Training Services' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Central Minnesota Jobs and Training Services' internal control over compliance. Accordingly, no such opinion is expressed

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the Uniform Guidance, and which is described in the accompanying schedule of findings and questioned costs as item 2025-007. Our opinion on each major federal program is not modified with respect to this matter.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses and significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2025-004 and 2025-007 to be a material weakness.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2025-005 and 2025-006 to be significant deficiencies.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on Central Minnesota Jobs and Training Services' responses to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. Central Minnesota Jobs and Training Services' responses were not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BerganKDV, Ltd.

St. Cloud, Minnesota
May 8, 2026

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditors' report issued on whether the financial statements were prepared in accordance with U.S. GAAP: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? Yes
- Significant deficiency(ies) identified? Yes

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? Yes
- Significant deficiency(ies) identified? Yes

Type of auditors' report issued on compliance for the major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes

Identification of Major Programs

Assistance Listing No. 93.558
Name of Federal Program or Cluster TANF

Assistance Listing No.(s) 17.258, 17.259, and 17.278
Name of Federal Program or Cluster WIOA Cluster

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low risk auditee? No

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION II - FINANCIAL STATEMENT FINDINGS

Finding 2025-001: Internal Controls over Adjusting Journal Entries (Repeat of Finding 2024-02)

Criteria:

All journal entries should be reviewed and approved by a responsible individual who is not the preparer. In addition, access to journal entry postings should be limited to select personnel.

Condition:

The Organization does not follow the formal process in place for the review of journal entries and numerous individuals had the ability to post journal entries.

Cause:

The Organization did not enforce written policies and procedures for the preparation, review, and approval of journal entries.

Effect:

The lack of review over journal entries along with the number of individuals posting entries increases the risk of errors and misstatements in the financial statements. This could lead to inaccurate financial reporting.

Recommendation:

The Organization should ensure that journal entries are reviewed by someone other than the preparer. The number of individuals authorized to post journal entries should also be limited.

Responsible Officials Response:

CMJTS migrated to a new accounting software in February of 2025. In this new software, only two accountants can submit journal entries, and only the Finance Manager is able to approve journal entries.

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

Finding 2025-002: Material Audit Adjustments

Criteria:

Accounting principles generally accepted in the United States of America (U.S. GAAP) require that receivables, refundable advances, and revenue be recorded in the appropriate period and in accordance with the underlying grant agreements. Organizations are also expected to maintain effective internal controls over financial reporting to ensure transactions are recorded completely and accurately.

Condition:

During the audit, material adjustments were required related to the recognition of reimbursement-based grant revenue, grants receivable, and refundable advances. Specifically:

- A prior period adjustment was required to increase beginning net assets by \$148,643 to record previously unrecognized grants receivable of \$433,716 and refundable advances of \$285,073. This entry was subsequently reversed at the beginning of the current year.
- Additional current-year adjustments were recorded to recognize grants receivable of \$103,327, refundable advances of \$2,968, and related grant revenue of \$100,359.

Cause:

The Organization was not consistently recognizing revenue associated with reimbursement-based grants as eligible expenses were incurred. This resulted in the underreporting of grant revenue and related receivables, as well as misclassification of refundable advances.

Effect:

As a result of these control deficiencies, material misstatements existed in both prior period and current-year financial statements, requiring audit adjustments to properly present the Organization's financial position and results of operations.

Recommendation:

We recommend that management strengthen its accounting policies and internal controls over reimbursement-based grants by:

- Implementing procedures to track grant expenditures and recognize revenue as costs are incurred,
- Conducting timely reconciliations of grant receivables and deferred/refundable balances, and
- Providing training to accounting personnel on proper revenue recognition for conditional grants.

These improvements will help ensure compliance with U.S. GAAP and reduce the likelihood of material misstatements in future reporting period.

Responsible Officials Response:

CMJTS is updating its accounts receivable process to ensure revenue is recognized in the correct period. Periodic reconciliation will be completed at least annually to ensure accurate reporting. Internal procedures are being updated, and staff will be given additional training to ensure U.S. GAAP compliance.

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

Finding 2025-003: Incomplete Schedule of Expenditures of Federal Awards (SEFA)

Criteria:

Uniform Guidance (2 CFR 200.510(b)) requires the auditee to prepare a complete and accurate Schedule of Expenditures of Federal Awards (SEFA) that includes all federal awards expended during the fiscal year.

Condition:

During our audit procedures, we identified that certain federal expenditures were not included in the SEFA. As a result, the SEFA initially presented for audit was incomplete.

Cause:

The omission was due to insufficient review and reconciliation procedures over the accumulation and reporting of federal expenditures for SEFA purposes.

Effect:

An incomplete SEFA may result in:

- Misstatement of total federal expenditures,
- Potential misidentification of major programs,
- Increased risk that required federal programs are not properly subjected to audit testing

Recommendation:

We recommend that management implement procedures to ensure a complete and accurate SEFA, including:

- Reconciling federal expenditures to the general ledger,
- Identifying all federal funding sources, including pass-through awards,
- Performing a comprehensive supervisory review of the SEFA prior to submission

Responsible Officials Response:

CMJTS is updating its SEFA generation process to ensure that it is complete and accurate. Internal procedures are being updated and include a secondary review.

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

**Finding 2025-004: Inadequate Approval Controls Over Adjusting Journal Entries and Invoices
(Repeat of Finding 2024-006)**

Federal Agency: U.S. Department of Agriculture
Pass-Through Agency: MN DEED
Assistance Listing Number(s): 17.258, 17.278 and 17.259 (WIOA Cluster)

Federal Agency: U.S. Department of Health and Human Services
Pass-Through Agencies: MN DEED and various counties
Assistance Listing Number: 93.558 (TANF)

Compliance Requirement: Allowable Cost

Criteria:

The Organization's policy requires that adjusting journal entries be reviewed by someone other than the originator. Additionally, all invoices must be approved by authorized personnel prior to payment.

Condition:

Testing of disbursements revealed that several adjusting journal entries were posted without the required dual review. Invoice testing also identified payments processed without documented approval.

For the WIOA Cluster, 4 of 60 disbursements (totaling \$9,456) lacked proper approval, but were otherwise allowable costs.

For TANF, 7 of 60 disbursements tested (totaling \$1,760) lacked proper approval, but were otherwise allowable costs.

Cause:

There is a breakdown in enforcing workflow protocols within the accounting system and a lack of consistent supervisory review.

Effect:

Weak approval controls increase the risk of errors, unauthorized transactions, and non-compliance with audit and grantor requirements, potentially jeopardizing funding eligibility.

Questioned Costs:

None

Recommendation:

We recommend following documented controls to enforce proper approval for adjusting journal entries. We also recommend ensuring invoice processing workflows include mandatory approvals before payment. We further recommend conducting periodic internal reviews to verify compliance with approval policies.

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

**Finding 2025-004: Inadequate Approval Controls Over Adjusting Journal Entries and Invoice
(Continued)**

Responsible Officials Response:

CMJTS migrated to a new accounting software in February of 2025. This software has systematic approval workflows built in to ensure approvals are done on journal entries before they are posted and invoices before they can be paid.

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2025-005: Documentation of Allocations for Certain Costs (Repeat of Finding 2024-003)

Federal Agency: U.S. Department of Agriculture
Pass-Through Agency: MN DEED
Assistance Listing Number(s): 17.258, 17.278 and 17.259 (WIOA Cluster)

Federal Agency: U.S. Department of Health and Human Services
Pass-Through Agencies: MN DEED and various counties
Assistance Listing Number: 93.558 (TANF)

Compliance Requirement: Allowable Cost

Criteria:

In accordance with the Uniform Guidance, charges to federal awards must be supported by records that accurately reflect the work performed. These records must be maintained within a system of internal controls that provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

Condition:

For the fiscal year ending June 30, 2025, the Organization started implementing a process for retaining and documenting cost allocation methodologies for expenses charged to federal awards. However, this process was not consistently applied to all disbursements tested during the audit period.

For the WIOA Cluster 4 of the 60 disbursements tested (totaling \$148, all related to communication expenses) could not be traced back to support showing what the allocation percentages by grant should have been or how the allocation percentages were determined.

For the TANF 4 of the 60 disbursements tested (totaling \$2, all related to communication expenses) could not be traced back to support showing what the allocation percentages by grant should have been or how the allocation percentages were determined.

Cause:

While the Organization has developed a process for documenting and retaining allocation support, the process was not consistently followed in all instances.

Effect:

Failure to consistently retain and apply allocation documentation increases the risk that costs may be inaccurately allocated among federal programs, resulting in potential noncompliance with Uniform Guidance requirements. This could lead to questioned costs, disallowed expenditures, and the potential need to return funds to the federal government.

Questioned Costs:

None

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2025-005: Documentation of Allocations for Certain Costs (Continued)

Recommendation:

The Organization should reinforce its existing allocation documentation procedures by ensuring they are consistently applied to all disbursements charged to federal programs. Management should enhance oversight and monitoring controls to verify that required documentation is completed and retained for every applicable transaction.

Responsible Officials Response:

CMJTS has since worked with DEED to update our cost allocation policy, and DEED approved our new policy. In this policy, the CMJTS fiscal team will work with CMJTS program managers to update allocations for the upcoming month. Changes to allocations will be documented and saved for record retention. CMJTS also migrated to a new accounting system in February 2025 which makes it easier to track allocations and ensure required documentation is completed and retained.

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2025-006: Lack of Proper Updating and Review of Agency Administration Allocations

Federal Agency: U.S. Department of Agriculture
Pass-Through Agency: MN DEED
Assistance Listing Number(s): 17.258, 17.278 and 17.259 (WIOA Cluster)

Federal Agency: U.S. Department of Health and Human Services
Pass-Through Agencies: MN DEED and various counties
Assistance Listing Number: 93.558 (TANF)

Compliance Requirement: Allowable Costs

Criteria:

Federal regulations require organizations to maintain records that clearly identify the source and use of funds for federally funded activities. This includes documentation supporting the allocation of costs to ensure they are reasonable, allowable, and allocable. Additionally, organizations must implement internal controls, including review procedures, to ensure the accuracy and compliance of financial allocations.

Condition:

For the fiscal year ended June 30, 2025, the Organization updated their agency administration allocation monthly. On February 5, 2025 an update should have been entered into the system, however, it was missed in error and the prior agency administration allocation was applied through June 2025.

For the WIOA Cluster 6 of the 60 disbursements tested (totaling \$234) were allocated using the January 2025 agency administration allocation without evidence that the agency allocation was updated or reviewed during the remaining of the fiscal year.

For TANF 6 of the 60 disbursements tested (totaling \$245) were allocated using the January 2025 agency administration allocation without evidence that the agency allocation was updated or reviewed during the remaining of the fiscal year.

Cause:

The issue was caused by a breakdown in internal controls over the timely updating and review of agency administrative allocations, resulting in the continued use of outdated allocation rates after January 2025.

Effect:

The use of outdated allocation rates may have resulted in costs being improperly allocated to federal programs, potentially leading to noncompliance with allowable cost requirements.

Questioned Costs:

None

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2025-006: Lack of Proper Updating and Review of Administration Allocations (Continued)

Recommendation:

The Organization should ensure agency administration allocation schedules are updated and reviewed monthly to reflect current operations. Management should document the review and approval of allocation updates to ensure they were properly made in the system.

Responsible Officials Response:

When migrating to the new accounting system, CMJTS did not originally have a process to ensure allocations were updated appropriately. We have since implemented a review process to ensure that all allocations are updated accurately and timely.

**Central Minnesota Jobs and Training Services
Schedule of Findings and Questioned Costs
Year Ended June 30, 2025**

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2025-007: Submission of the Audit Reporting Package and Data Collection Form (Repeat of Finding 2024-007)

Federal Agency: Various
Assistance Listing Number: Multiple

Compliance Requirement: Reporting

Criteria:

Per 2 CFR §200.510(b), the auditee must prepare a Schedule of Expenditures Federal Awards (SEFA) for the period covered by the auditee's financial statements. Per §200.512(a), the SEFA must be submitted to the Federal Audit Clearinghouse (FAC) within the required deadline.

Condition:

The audit reporting package and data collection form for the year ended June 30, 2025, was not submitted to the FAC within the timeframe as required by the Uniform Guidance.

Cause:

The Organization did not timely submit the audit reporting package and data collection form due to delays in completing the FY25 audit. The delayed completion of the FY24 audit caused a cascading impact on the timing of the FY25 audit.

Effect:

To qualify as a low-risk auditee, 2 CFR section 200.520 requires the audit reporting package and data collection form to be submitted to the FAC by the due date for each of the previous two years. Late filing will result in noncompliance with timely submission of financial information to the grantor agencies.

Recommendation:

We recommend the Organization develop and monitor a formal audit timeline that accounts for the audit reporting package and data collection form submission deadlines to help ensure future filings are submitted in accordance with federal requirements.

Questioned Costs:

None

Responsible Official's Response:

CMJTS acknowledges the delay and has been making improvements to ensure that the Audit Reporting package and Data Collection Form are submitted timely and accurately. Accounting staff have been given additional training and internal procedures have been updated. Continued ongoing training and procedure updates will be done to ensure compliance.



National Single Audit Coordinator – Tammy Brown
DHHS/OIG/OAS/Single Audit Division
Richard Bolling Federal Building
601 East 12th St., Room 0429
Kansas City, MO 64106

Central Minnesota Jobs and Training Services respectfully submits the following corrective action plan for the year ended June 30, 2025.

Audit period: 7/1/24-6/30/25

The findings from the schedule of findings and questioned costs are discussed below. The findings are numbered consistently with the numbers assigned in the schedule

FINDINGS-FINANCIAL STATEMENT AUDIT

Finding 2025-001: Internal Controls over Adjusting Journal Entries

Recommendation: The Organization should ensure that journal entries are reviewed by someone other than the preparer. The number of individuals authorized to post journal entries should also be limited.

Action Taken: CMJTS migrated to a new accounting software in February of 2025. In this new software, only two accountants can submit journal entries, and only the finance manager is able to approve journal entries.

Finding 2025-002: Material Audit Adjustments

Recommendation: Management strengthen its accounting policies and internal controls over reimbursement-based grants by:

- Implementing procedures to track grant expenditures and recognize revenue as costs are incurred
- Conducting timely reconciliations of grant receivables and deferred/refundable balances, and
- Providing training to accounting personnel on proper revenue recognition for conditional grants.

These improvements will help ensure compliance with U.S. GAAP and reduce the likelihood of



material misstatements in future reporting period.

Action Taken: CMJTS is updating its accounts receivable process to ensure revenue is recognized in the correct period. Periodic reconciliation will be completed at least annually to ensure accurate reporting. Internal procedures are being updated, and staff will be given additional training to ensure U.S. GAAP compliance.

Finding 2025-003: Incomplete Schedule of Expenditures of Federal Awards (SEFA)

Recommendation: We recommend that management implement procedures to ensure a complete and accurate SEFA, including:

- Reconciling federal expenditures to the general ledger,
- Identifying all federal funding sources, including pass-through awards,
- Performing a comprehensive supervisory review of the SEFA prior to submission

Action Taken: CMJTS is updating its SEFA generation process to ensure that it is complete and accurate. Internal procedures are being updated and include a secondary review.

FINDINGS-FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding 2025-004: Inadequate Approval Controls Over Adjusting Journal Entries and Invoices

Recommendation: We recommend following documented controls to enforce approval for adjusting journal entries. We also recommend ensuring invoice processing workflows include mandatory approvals before payment. We further recommend conducting periodic audits to verify compliance with approval policies.

Action Taken: CMJTS migrated to a new accounting software in February of 2025. This software has systematic approval workflows built in to ensure approvals are done on journal entries before they are posted and invoices before they can be paid.

Finding 2025-005: Documentation of Allocations for Certain Costs

Recommendation: The Organization should reinforce its existing allocation documentation procedures by ensuring they are consistently applied to all disbursements charged to federal programs. Management should enhance oversight and monitoring controls to verify that required documentation is completed and retained for every applicable transaction.

Action Taken: CMJTS has since worked with DEED to update our cost allocation policy, and DEED approved our new policy. In this policy, the CMJTS fiscal team will work with CMJTS program managers to update allocations for the upcoming month. Changes to allocations will be documented and saved for



record retention. CMJTS also migrated to a new accounting system in February 2025 which makes it easier to track allocations and ensure required documentation is completed and retained.

Finding 2025-006: Lack of Proper Updating and Reviewing of Agency Administration Allocations

Recommendation: The Organization should ensure agency administration allocation schedules are updated and reviewed monthly to reflect current operations. Management should document the review and approval of allocation updates properly made in the system.

Action Taken: When migrating to the new accounting system, CMJTS did not originally have a process to ensure allocations were updated appropriately. We have since implemented a review process to ensure that all allocations are updated accurately and timely.

Finding 2024-007: Submission of the Audit Reporting Package and Data Collection Form

Recommendation: We recommend the organization develop and monitor a formal audit timeline that accounts for the audit reporting package and data collection form submission deadlines to help ensure future filings are submitted in accordance with federal requirements.

Action Taken: CMJTS acknowledges the delay and has been making improvements to ensure that the Audit Reporting package and Data Collection Form are submitted timely and accurately. Accounting staff have been given additional training and internal procedures have been updated. Continued ongoing training and procedure updates will be done to ensure compliance.

If the National Single Audit Coordinator – Tammy Brown, DHHS/OIG/OAS/Single Audit Division has questions regarding this plan, please call Jake Humphrey at 612.504.2620 or Dina Wuornos at 763.220.2139.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dina Wuornos', with a long horizontal line extending to the right.

Dina Wuornos, Executive Director
Central Minnesota Jobs and Training Services, Inc.
406 E. 7th St., PO Box 720
Monticello, MN 55362
p: 763.220.2139 | f: 877.595.7228 | e: dwuornos@cmjts.org



Illustrated Summary Schedule of Prior Audit Findings

Central Minnesota Jobs and Training Services, Inc.

Summary Schedule of Prior Audit Findings

Year Ended June 30, 2025

Finding 2024-001: Untimely and Inaccurate Reconciliations

Condition: During the initial phase of audit fieldwork, the Organization provided account reconciliations and a trial balance for testing. Upon performing substantive procedures, the audit team identified discrepancies and inconsistencies in the reconciliations, indicating they were not prepared in accordance with generally accepted accounting principles.

Recommendation: The Organization strengthen its internal controls over the reconciliation process, including implementing a formal review procedure and ensuring reconciliations are supported by complete and accurate documentation prior to audit fieldwork. Timely and accurate reconciliations are critical to maintaining reliable financial reporting and audit readiness.

Current Status: CMJTS has strengthened its reconciliation process, and this is not a repeat finding in 2025.

Finding 2024-002: Internal Controls over Adjusting Journal Entries

Condition: The Organization does not follow the formal process in place for the review of journal entries and numerous individuals had the ability to post journal entries.

Recommendation: The Organization should ensure that journal entries are reviewed by someone other than the preparer. The number of individuals authorized to post journal entries should also be limited.

Current Status: CMJTS migrated to a new accounting system in February of 2025. This system allows for segregation of duties and dual controls. This ensures that transactions are reviewed in the system, which ensures that transactions are GAAP compliant. Due to timing of implementation, a similar finding was noted in 2025-01 for transactions that occurred prior to implementation of the new accounting system.

Finding 2024-003: Documentation of Allocations for Costs

Condition: For the fiscal year ended June 30, 2024, the Organization did not maintain sufficient documentation to support the calculation of its cost allocation. Furthermore, no evidence was provided to demonstrate that a review of the cost allocation was performed to ensure its accuracy and compliance with applicable regulations. Specifically, the Organization was unable to produce detailed



records or worksheets showing how costs were allocated across programs and departments, and there was no documentation of a formal review process.

Recommendation: The Organization should adopt a comprehensive documentation retention policy that includes specific procedures for maintaining records related to cost allocations. This policy should ensure that all relevant documentation is retained for the required period and is readily accessible for audit purposes. Additionally, the Organization should enforce a formal review process to verify the accuracy and compliance of cost allocations. Staff responsible for financial record-keeping and compliance should receive training on documentation standards, review procedures, and the requirements of the Uniform Guidance.

Current Status: CMJTS has since worked with DEED to update our cost allocation policy. In this policy, the CMJTS fiscal team will work with CMJTS program managers to update allocations for the upcoming month. Changes to allocations will be documented and saved for record retention. CMJTS also migrated to a new accounting system in February 2025 which makes it easier to track allocations and ensure required documentation is completed and retained. Due to timing of implementation, a similar finding was noted in 2025-05.

Finding 2024-004: Documentation of Allocations for Salaries and Wage Costs

Condition: For the fiscal year ending June 30, 2024, the Organization did not maintain sufficient documentation to support how an individual's time was allocated across various federally funded grants.

Recommendation: The Organization should establish and implement a comprehensive documentation retention policy that includes clear procedures for maintaining records supporting the allocation of employee time. This policy should ensure that all relevant documentation—such as timesheets and work allocation records—is retained for the required period and readily accessible for audit purposes. Additionally, staff involved in timekeeping and financial reporting should receive training on documentation requirements under the Uniform Guidance.

Current Status: CMJTS has strengthened its document retention process, and this is not a repeat finding in 2025.

Finding 2024-005: Ineffective Grant Management

Condition: Grant budget-to-actual reviews are not being completed on a regular basis. As a result, discrepancies between actual expenditures and budgeted amounts are not identified timely.

For the WIOA Cluster 2 of the 7 reports tested required corrections and resubmission to funders.

Recommendation: Establish a standardized process for reviewing grant budgets against actual expenditures, with clearly defined roles and timelines. Deliver targeted training to relevant staff on grant



reporting protocols and variance analysis. Implement a cross-functional review procedure prior to report submission to ensure accuracy and completeness.

Current Status: CMJTS has strengthened its grant management process, and this is not a repeat finding in 2025.

Finding 2024-006: Inadequate Approval Controls Over Adjusting Journal Entries and Invoices

Condition: Testing of disbursements revealed that several adjusting journal entries were posted without the required dual review. Invoice testing also identified payments processed without documented approval. For the WIOA Cluster, 14 of 60 disbursements (totaling \$28,161) lacked proper approval. For TANF, 23 of 60 disbursements (totaling \$3,281) were missing required sign-offs.

Recommendation: We recommend following documented controls to enforce approval for adjusting journal entries. We also recommend ensuring invoice processing workflows include mandatory approvals before payment. We further recommend conducting periodic audits to verify compliance with approval policies.

Current Status: CMJTS migrated to a new accounting system in February of 2025. This system allows for segregation of duties and dual controls. This ensures that transactions are reviewed in the system, which ensures that transactions are GAAP compliant. Due to timing of implementation, a similar finding was noted in 2025-04 for transactions that occurred prior to implementation of the new accounting system.

Finding 2024-007: Submission of the Audit Reporting Package and Data Collection Form

Condition: The audit reporting package and data collection form for the year ended June 30, 2024, was not submitted to the FAC within the timeframe as required by the Uniform Guidance.

Recommendation: We recommend the organization strengthen its internal controls over the reconciliation process, including implementing a formal review procedure and ensuring reconciliations are supported by complete and accurate documentation prior to audit fieldwork. Timely and accurate reconciliations are critical to maintaining reliable financial reporting and audit readiness.

Current Status: CMJTS has been making improvements to ensure that the Audit Reporting package and Data Collection Form are submitted timely and accurately. Accounting staff have been given additional training and internal procedures have been updated. Continued ongoing training and procedure updates will be done to ensure compliance.

From: [Kristin Yeager](#)
To: [Diane Johnson](#)
Subject: FW: Ridgewater retirement
Date: Tuesday, May 12, 2026 2:05:13 PM

Not sure if you got this already but wanted to make sure.

Kristin Yeager | HR/IT Director

P: 763.647-5401 | C: 612-805-9312 | F: 888-665-2289 | E: kyeager@cmjts.org

From: Dina Wuornos <dwuornos@cmjts.org>
Sent: Tuesday, April 28, 2026 2:18 PM
To: Kristin Yeager <kyeager@cmjts.org>
Subject: FW: Ridgewater retirement

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



Ridgewater College Mission: *Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.*



May 19, 2026

Dina Wournos
Central Minnesota Jobs and Training Services
406 E. 7th St.
Monticello, MN 55362

Dear Dina;

Kindly accept this letter as my formal resignation as a CMJTS board member. My last board meeting will be June 12, 2026.

I am grateful for the world this board has exposed me to and the friendships I have made during my service on the board. Unfortunately, due to some personal changes I do not have the time to dedicate to the CMJTS board work that it deserves.

Best wishes,

A handwritten signature in black ink that reads "Rebecca Nelson". The signature is written in a cursive style with some capitalization.

Rebecca Nelson

HR Manager
IRD Glass & IRD Ceramics
810 E. St. Paul St.
Litchfield, MN 55355
Main: (320) 693-7217
Direct: (320) 221-6419
rebecca@irdglass.com



**Superintendent Trueebenbach
District Office**

P- 763.262.2536

F- 763.262.2539

t.trueebenbach@biglakeschools.org

May 5, 2026

Dear Ms. Wournos,

Please accept this letter as formal notification that I am resigning from my position on the CMJTS Community and Governmental Relations Committee, effective May 5, 2026.

It has been a privilege to serve alongside such dedicated professionals over the past few years. During my tenure, I have deeply appreciated the opportunity to see firsthand the vital role CMJTS plays in strengthening our regional workforce and fostering economic stability. The insights I've gained regarding the intersection of education, government, and industry have been invaluable to my work at Big Lake Schools.

While my formal time on the committee is concluding, my support for your mission remains steadfast. CMJTS provides a critical bridge for our community members, and I am grateful for the impact you continue to make in our region.

Should there be opportunities in the future where either I or Big Lake Schools can be of assistance—whether through collaborative initiatives or sharing resources—please do not hesitate to reach out. I look forward to seeing the committee's continued success and the positive outcomes of your upcoming projects.

Thank you again for the opportunity to learn and contribute.

Sincerely,

Tim Trueebenbach



Application for Nomination to the CMJTS Workforce Development Board

APPLICANT INFORMATION			
Last Name <i>Dockendorf</i>	First Name <i>Robert</i>	Date (mm/dd/yy) <i>3/20/20</i>	
Address <i>501 Minnesota Ave</i>			
City <i>Big Lake</i>	State <i>MN</i>	Zip Code <i>55309</i>	
Phone Number (include area code) <i>612-219-8756</i>	Cell Phone Number (include area code)		
Email Address <i>b.dockendorf@biglakeschools.org</i>			

BUSINESS/AGENCY INFORMATION			
Business/Agency Name <i>Big Lake Schools</i>			
Title/Position <i>H.S. Principal</i>			
Address <i>501 Minnesota Ave</i>			
City <i>Big Lake</i>	State <i>MN</i>	Zip Code <i>55309</i>	County <i>Shenburne</i>
Phone Number (include area code)	Cell Phone Number (include area code) <i>612-219-8756</i>		
Email Address			
Website			
Description of Business			
Total Number of Employees	Number of Employees You Directly Supervise <i>90</i>		
POLICY: Applicants must be individuals with "optimum policymaking or hiring authority within the business organization, agency, or entity.			
Please check one: <input type="checkbox"/> Owner <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Senior Management			

OTHER			
Where do you prefer to receive mailed information?	<input type="checkbox"/> At work	<input checked="" type="checkbox"/> At home	<i>895 Brian Court Monticello MN 55362</i>
Which email address do you prefer to receive information?	<input checked="" type="checkbox"/> At work	<input type="checkbox"/> At home	<i>55362</i>
How do you prefer to be reached by phone?	<input type="checkbox"/> At work	<input type="checkbox"/> At home	<input checked="" type="checkbox"/> On my cell phone <i>612-219-8756</i>

CONSTITUENCY		
Directions: If you currently work in private business , complete sections A and C only. If you currently work in the public sector, a nonprofit, or labor union , complete sections B and C only.		
SECTION A: PRIVATE BUSINESS MEMBER APPLICANT (check one)		
<input type="checkbox"/> Small business (1-50 employees)	<input type="checkbox"/> Medium Business (51-100 employees)	<input checked="" type="checkbox"/> Large business (more than 101 employees)

SECTION B: PUBLIC SECTOR MEMBER APPLICANT (check one):		
<input type="checkbox"/> Economic development professional	<input type="checkbox"/> Community-based organization	<input type="checkbox"/> Organized labor
<input type="checkbox"/> Apprenticeship training administrator	<input type="checkbox"/> Post-secondary education	<input type="checkbox"/> Adult Basic Education
<input type="checkbox"/> Public assistance	<input type="checkbox"/> Vocational rehabilitation agency	<input type="checkbox"/> Public employment services

Education

SECTION C: COUNTY REPRESENTATION (check county your business or organization is in):

<input type="checkbox"/> Chisago	<input type="checkbox"/> Isanti	<input type="checkbox"/> Kanabec	<input type="checkbox"/> Kandiyohi	<input type="checkbox"/> McLeod	<input type="checkbox"/> Meeker
<input type="checkbox"/> Mille Lacs	<input type="checkbox"/> Pine	<input type="checkbox"/> Renville	<input checked="" type="checkbox"/> Sherburne	<input type="checkbox"/> Wright	

SECTION C: PERSONAL QUALIFICATIONS

Please check the characteristics that best describe your leadership skills.

<input checked="" type="checkbox"/> Character	<input type="checkbox"/> Generosity	<input type="checkbox"/> Security	<input checked="" type="checkbox"/> Charisma	<input checked="" type="checkbox"/> Initiative	<input checked="" type="checkbox"/> Self-Discipline	<input checked="" type="checkbox"/> Commitment
<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Servanthood	<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Passion	<input checked="" type="checkbox"/> Teachability	<input checked="" type="checkbox"/> Competence	<input checked="" type="checkbox"/> Positive Attitude
<input type="checkbox"/> Vision	<input checked="" type="checkbox"/> Courage	<input checked="" type="checkbox"/> Problem Solving	<input type="checkbox"/> Discernment	<input type="checkbox"/> Focus	<input checked="" type="checkbox"/> Responsibility	<input checked="" type="checkbox"/> Relationship building

LIST ANY INFORMATION YOU FEEL WOULD BE HELPFUL IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION (education, work experience, training)

*Masters degree - 28 yrs in leadership - Part Board Experience:
- CMST5 - MASSP
- United Way*

AS A NEW BOARD MEMBER, WHAT WOULD YOU LIKE TO RECEIVE FROM YOUR BOARD EXPERIENCE WITH CENTAL MINNESOTA WORKFORCE DEVELOPMENT BOARD? (e.g., training, conferences, community planning, professional development, fundraising, networking, knowledge about the CareerForce Center System, etc.)

I would like to give back of my time to an organization that is worthwhile.

BOARD COMMITTEE INTERESTS (please check one)

Community and Government Relations Committee

- Develops and fosters community and government relations while promoting the Workforce Development Boards (WDB) interests and policies.
- Convenes community businesses, education, and economic development agencies, to work on workforce challenges and enlists their support in resolving local and regional issues and concerns (e.g. the annual legislative breakfast and the Workforce Development Summit).

Workforce Development Committee

- Assists in the development of the WIOA local and regional unified plans and evaluates its implementation over the year.
- Sets policy for the business services teams and determines high priority industry contacts.
 - Reviews industry clusters by region to determine high priority industry contacts.
 - Gathers data and brings in guest speakers for regional growth and development, tracks trends in Local Workforce Development Area 5 that affect workforce education and economic development.
 - Investigates possible ways the committee could assist small businesses/trades.

Youth Committee

- Oversees the quality of youth services provided through WIOA Youth, Minnesota Youth Programs, Youthbuild, Youth with Disabilities, and other youth programs.
- Assists in the development of a strategic plan for Youth Services.
- Sets the vision for youth services in Workforce Service Area 5.

TRAINING

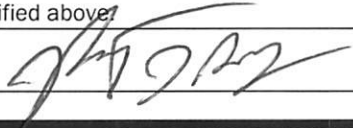
I'm willing to attend outside trainings and events (expenses paid through board budget), such as:

Yes No

- Minnesota Workforce Council Association (MWCA) Summer Meeting in Duluth (August).
- National Association of Workforce Boards Forum in Washington, DC (March)
- Day at the Capitol in St. Paul (March/April)
- Other important trainings as recommended by the WDB

SIGNATURES

The individual being nominated and the authorized representative of the nominating agency must sign the application below. Nominees must represent the constituency identified above.

Applicant Signature

Date (mm/dd/yy)

3/20/26

NOMINATING AGENCY OR COMMUNITY REPRESENTATIVE

I nominate the above candidate for Central Minnesota Workforce Development Board membership.

Nominating Agency or Community Representative Signature

Date (mm/dd/yy)

Agency

Please mail or email the application to:

Diane Johnson, Administrative Assistant
Central Minnesota Jobs & Training Services, Inc.
PO Box 720
Monticello, MN 55362
Phone: 763-340-0743
Email: djohnson@cmjts.org

Upon request this material can be made available in an alternate format.



Application for Nomination to the CMJTS Workforce Development Board

APPLICANT INFORMATION			
Last Name Foster	First Name Gary	Date (mm/dd/yy) 05/04/26	
Address 1455 Calgary LN SE			
City Hutchinson	State MN	Zip Code 55350	
Phone Number (Include area code) (320) 234-8537	Cell Phone Number (include area code)		
Email Address gary.foster@ridgewater.edu			

BUSINESS/AGENCY INFORMATION			
Business/Agency Name Ridgewater College			
Title/Position Director (Interim), Customized Training and Continuing Education			
Address 980 2nd Ave SE			
City Hutchinson	State MN	Zip Code 55350	County McLeod
Phone Number (include area code) (320) 213-4853	Cell Phone Number (include area code)		
Email Address gary.foster@ridgewater.edu			
Website			
Description of Business Postsecondary Institution			
Total Number of Employees	Number of Employees You Directly Supervise 13		
POLICY: Applicants must be individuals with "optimum policymaking or hiring authority within the business organization, agency, or entity.			
Please check one: <input type="checkbox"/> Owner <input type="checkbox"/> Chief Executive Officer <input checked="" type="checkbox"/> Senior Management			

OTHER			
Where do you prefer to receive mailed information?	<input checked="" type="checkbox"/> At work	<input type="checkbox"/> At home	
Which email address do you prefer to receive information?	<input checked="" type="checkbox"/> At work	<input type="checkbox"/> At home	
How do you prefer to be reached by phone?	<input checked="" type="checkbox"/> At work	<input type="checkbox"/> At home	<input type="checkbox"/> On my cell phone

CONSTITUENCY		
Directions: If you currently work in private business , complete sections A and C only. If you currently work in the public sector, a nonprofit, or labor union , complete sections B and C only.		
SECTION A: PRIVATE BUSINESS MEMBER APPLICANT (check one)		
<input type="checkbox"/> Small business (1-50 employees)	<input type="checkbox"/> Medium Business (51-100 employees)	<input type="checkbox"/> Large business (more than 101 employees)

SECTION B: PUBLIC SECTOR MEMBER APPLICANT (check one):		
<input type="checkbox"/> Economic development professional	<input type="checkbox"/> Community-based organization	<input type="checkbox"/> Organized labor
<input type="checkbox"/> Apprenticeship training administrator	<input checked="" type="checkbox"/> Post-secondary education	<input type="checkbox"/> Adult Basic Education
<input type="checkbox"/> Public assistance	<input type="checkbox"/> Vocational rehabilitation agency	<input type="checkbox"/> Public employment services

SECTION C: COUNTY REPRESENTATION (check county your business or organization is in):

<input type="checkbox"/> Chisago	<input type="checkbox"/> Isanti	<input type="checkbox"/> Kanabec	<input type="checkbox"/> Kandiyohi	<input checked="" type="checkbox"/> McLeod	<input type="checkbox"/> Meeker
<input type="checkbox"/> Mille Lacs	<input type="checkbox"/> Pine	<input type="checkbox"/> Renville	<input type="checkbox"/> Sherburne	<input type="checkbox"/> Wright	

SECTION C: PERSONAL QUALIFICATIONS

Please check the characteristics that best describe your leadership skills.

<input checked="" type="checkbox"/> Character	<input type="checkbox"/> Generosity	<input type="checkbox"/> Security	<input type="checkbox"/> Charisma	<input checked="" type="checkbox"/> Initiative	<input checked="" type="checkbox"/> Self-Discipline	<input checked="" type="checkbox"/> Commitment
<input checked="" type="checkbox"/> Listening	<input checked="" type="checkbox"/> Servanthood	<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Passion	<input checked="" type="checkbox"/> Teachability	<input checked="" type="checkbox"/> Competence	<input checked="" type="checkbox"/> Positive Attitude
<input type="checkbox"/> Vision	<input type="checkbox"/> Courage	<input type="checkbox"/> Problem Solving	<input checked="" type="checkbox"/> Discernment	<input checked="" type="checkbox"/> Focus	<input checked="" type="checkbox"/> Responsibility	<input checked="" type="checkbox"/> Relationship building

LIST ANY INFORMATION YOU FEEL WOULD BE HELPFUL IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION (education, work experience, training)

Master of Arts Human Recourse Management, 13 years w/ Customized Training at Ridgewater College, 30 years providing training instruction for Workforce Development, 30 years creating and maintaining Business Development Relationships.

AS A NEW BOARD MEMBER, WHAT WOULD YOU LIKE TO RECEIVE FROM YOUR BOARD EXPERIENCE WITH CENTAL MINNESOTA WORKFORCE DEVELOPMENT BOARD? (e.g., training, conferences, community planning, professional development, fundraising, networking, knowledge about the CareerForce Center System, etc.)

Networking, Knowledge about the Careerforce Center System, Workforce Development Partnerships

BOARD COMMITTEE INTERESTS (please check one)

Community and Government Relations Committee

- Develops and fosters community and government relations while promoting the Workforce Development Boards (WDB) interests and policies.
- Convenes community businesses, education, and economic development agencies, to work on workforce challenges and enlists their support in resolving local and regional issues and concerns (e.g. the annual legislative breakfast and the Workforce Development Summit).

Workforce Development Committee

- Assists in the development of the WIOA local and regional unified plans and evaluates its implementation over the year.
- Sets policy for the business services teams and determines high priority industry contacts.
 - Reviews industry clusters by region to determine high priority industry contacts.
 - Gathers data and brings in guest speakers for regional growth and development, tracks trends in Local Workforce Development Area 5 that affect workforce education and economic development.
 - Investigates possible ways the committee could assist small businesses/trades.

Youth Committee

- Oversees the quality of youth services provided through WIOA Youth, Minnesota Youth Programs, Youthbuild, Youth with Disabilities, and other youth programs.
- Assists in the development of a strategic plan for Youth Services.
- Sets the vision for youth services in Workforce Service Area 5.

TRAINING

I'm willing to attend outside trainings and events (expenses paid through board budget), such as:

Yes No

- Minnesota Workforce Council Association (MWCA) Summer Meeting in Duluth (August).
- National Association of Workforce Boards Forum in Washington, DC (March)
- Day at the Capitol in St. Paul (March/April)
- Other important trainings as recommended by the WDB

SIGNATURES

The individual being nominated and the authorized representative of the nominating agency must sign the application below. Nominees must represent the constituency identified above.

Applicant Signature		Date (mm/dd/yy) 05/04/26
----------------------------	---	-----------------------------

NOMINATING AGENCY OR COMMUNITY REPRESENTATIVE

I nominate the above candidate for Central Minnesota Workforce Development Board membership.

Nominating Agency or Community Representative Signature		Date (mm/dd/yy) 05.05.2026
Agency	Ridgewater College	

Please mail or email the application to:

Diane Johnson, Administrative Assistant
Central Minnesota Jobs & Training Services, Inc.
PO Box 720
Monticello, MN 55362
Phone: 763-340-0743
Email: djohnson@cmjts.org

Upon request this material can be made available in an alternate format.



Application for Nomination to the CMJTS Workforce Development Board

APPLICANT INFORMATION

Last Name	First Name	Date (mm/dd/yy)
Address		
City	State	Zip Code
Phone Number (Include area code)	Cell Phone Number (include area code)	
Email Address		

BUSINESS/AGENCY INFORMATION

Business/Agency Name			
Title/Position			
Address			
City	State	Zip Code	County
Phone Number (include area code)	Cell Phone Number (include area code)		
Email Address			
Website			
Description of Business			
Total Number of Employees	Number of Employees You Directly Supervise		
POLICY: Applicants must be individuals with "optimum policymaking or hiring authority within the business organization, agency, or entity.			
Please check one: <input type="checkbox"/> Owner <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Senior Management			

OTHER

Where do you prefer to receive mailed information?	<input type="checkbox"/> At work	<input type="checkbox"/> At home
Which email address do you prefer to receive information?	<input type="checkbox"/> At work	<input type="checkbox"/> At home
How do you prefer to be reached by phone?	<input type="checkbox"/> At work	<input type="checkbox"/> At home <input type="checkbox"/> On my cell phone

CONSTITUENCY

Directions:

If you currently work in **private business**, complete sections A and C only.

If you currently work in the **public sector, a nonprofit, or labor union**, complete sections B and C only.

SECTION A: PRIVATE BUSINESS MEMBER APPLICANT (check one)

<input type="checkbox"/> Small business (1-50 employees)	<input type="checkbox"/> Medium Business (51-100 employees)	<input type="checkbox"/> Large business (more than 101 employees)
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SECTION B: PUBLIC SECTOR MEMBER APPLICANT (check one):

<input type="checkbox"/> Economic development professional	<input type="checkbox"/> Community-based organization	<input type="checkbox"/> Organized labor
<input type="checkbox"/> Apprenticeship training administrator	<input type="checkbox"/> Post-secondary education	<input type="checkbox"/> Adult Basic Education
<input type="checkbox"/> Public assistance	<input type="checkbox"/> Vocational rehabilitation agency	<input type="checkbox"/> Public employment services

SECTION C: COUNTY REPRESENTATION (check county your business or organization is in):

<input type="checkbox"/> Chisago	<input type="checkbox"/> Isanti	<input type="checkbox"/> Kanabec	<input type="checkbox"/> Kandiyohi	<input type="checkbox"/> McLeod	<input type="checkbox"/> Meeker
<input type="checkbox"/> Mille Lacs	<input type="checkbox"/> Pine	<input type="checkbox"/> Renville	<input type="checkbox"/> Sherburne	<input type="checkbox"/> Wright	

SECTION C: PERSONAL QUALIFICATIONS

Please check the characteristics that best describe your leadership skills.

<input type="checkbox"/> Character	<input type="checkbox"/> Generosity	<input type="checkbox"/> Security	<input type="checkbox"/> Charisma	<input type="checkbox"/> Initiative	<input type="checkbox"/> Self-Discipline	<input type="checkbox"/> Commitment
<input type="checkbox"/> Listening	<input type="checkbox"/> Servanthood	<input type="checkbox"/> Communication	<input type="checkbox"/> Passion	<input type="checkbox"/> Teachability	<input type="checkbox"/> Competence	<input type="checkbox"/> Positive Attitude
<input type="checkbox"/> Vision	<input type="checkbox"/> Courage	<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Discernment	<input type="checkbox"/> Focus	<input type="checkbox"/> Responsibility	<input type="checkbox"/> Relationship building

**LIST ANY INFORMATION YOU FEEL WOULD BE HELPFUL IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION
(education, work experience, training)**

**AS A NEW BOARD MEMBER, WHAT WOULD YOU LIKE TO RECEIVE FROM YOUR BOARD EXPERIENCE WITH CENTAL MINNESOTA WORKFORCE DEVELOPMENT BOARD?
(e.g., training, conferences, community planning, professional development, fundraising, networking, knowledge about the CareerForce Center System, etc.)**

BOARD COMMITTEE INTERESTS (please check one)

Community and Government Relations Committee

- Develops and fosters community and government relations while promoting the Workforce Development Boards (WDB) interests and policies.
- Convenes community businesses, education, and economic development agencies, to work on workforce challenges and enlists their support in resolving local and regional issues and concerns (e.g. the annual legislative breakfast and the Workforce Development Summit).

Workforce Development Committee

- Assists in the development of the WIOA local and regional unified plans and evaluates its implementation over the year.
- Sets policy for the business services teams and determines high priority industry contacts.
 - Reviews industry clusters by region to determine high priority industry contacts.
 - Gathers data and brings in guest speakers for regional growth and development, tracks trends in Local Workforce Development Area 5 that affect workforce education and economic development.
 - Investigates possible ways the committee could assist small businesses/trades.

Youth Committee

- Oversees the quality of youth services provided through WIOA Youth, Minnesota Youth Programs, Youthbuild, Youth with Disabilities, and other youth programs.
- Assists in the development of a strategic plan for Youth Services.
- Sets the vision for youth services in Workforce Service Area 5.

TRAINING

I'm willing to attend outside trainings and events (expenses paid through board budget), such as:

Yes No

- Minnesota Workforce Council Association (MWCA) Summer Meeting in Duluth (August).
- National Association of Workforce Boards Forum in Washington, DC (March)
- Day at the Capitol in St. Paul (March/April)
- Other important trainings as recommended by the WDB

SIGNATURES

The individual being nominated and the authorized representative of the nominating agency must sign the application below. Nominees must represent the constituency identified above.

Applicant Signature	<i>Rebecca Wierschke</i>	Date (mm/dd/yy)
----------------------------	--------------------------	-----------------

NOMINATING AGENCY OR COMMUNITY REPRESENTATIVE

I nominate the above candidate for Central Minnesota Workforce Development Board membership.

Nominating Agency or Community Representative Signature		Date (mm/dd/yy)
Agency		

Please mail or email the application to:

Diane Johnson, Administrative Assistant
Central Minnesota Jobs & Training Services, Inc.
PO Box 720
Monticello, MN 55362
Phone: 763-340-0743
Email: djohnson@cmjts.org

Upon request this material can be made available in an alternate format.



Application for Nomination to the CMJTS Workforce Development Board

APPLICANT INFORMATION

Last Name Hanson	First Name Stephanie	Date (mm/dd/yy) 04/24/26
Address 506 Adams Street SE		
City Hutchinson	State MN	Zip Code 55350
Phone Number (Include area code) (320) 310-8955	Cell Phone Number (include area code) (320) 310-8955	
Email Address steph-e@live.com		

BUSINESS/AGENCY INFORMATION

Business/Agency Name Warrior MFG., LLC			
Title/Position HR Manager			
Address 1145 5th Ave SE			
City Hutchinson	State MN	Zip Code 55350	County McLeod
Phone Number (include area code) (320) 587-5505	Cell Phone Number (include area code) (320) 310-8955		
Email Address Stephanie.Hanson@WarriorMfgLLC.com			
Website https://warriormfgllc.com			
Description of Business Metal Fabrication			
Total Number of Employees 121		Number of Employees You Directly Supervise 1	
POLICY: Applicants must be individuals with "optimum policymaking or hiring authority within the business organization, agency, or entity.			
Please check one: <input type="checkbox"/> Owner <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Senior Management			

OTHER

Where do you prefer to receive mailed information?	<input checked="" type="checkbox"/> At work	<input type="checkbox"/> At home	
Which email address do you prefer to receive information?	<input checked="" type="checkbox"/> At work	<input type="checkbox"/> At home	
How do you prefer to be reached by phone?	<input type="checkbox"/> At work	<input type="checkbox"/> At home	<input checked="" type="checkbox"/> On my cell phone

CONSTITUENCY

Directions:

If you currently work in **private business**, complete sections A and C only.

If you currently work in the **public sector, a nonprofit, or labor union**, complete sections B and C only.

SECTION A: PRIVATE BUSINESS MEMBER APPLICANT (check one)

<input type="checkbox"/> Small business (1-50 employees)	<input checked="" type="checkbox"/> Medium Business (51-100 employees)	<input type="checkbox"/> Large business (more than 101 employees)
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SECTION B: PUBLIC SECTOR MEMBER APPLICANT (check one):

<input type="checkbox"/> Economic development professional	<input type="checkbox"/> Community-based organization	<input type="checkbox"/> Organized labor
<input type="checkbox"/> Apprenticeship training administrator	<input type="checkbox"/> Post-secondary education	<input type="checkbox"/> Adult Basic Education
<input type="checkbox"/> Public assistance	<input type="checkbox"/> Vocational rehabilitation agency	<input type="checkbox"/> Public employment services

SECTION C: COUNTY REPRESENTATION (check county your business or organization is in):

<input type="checkbox"/> Chisago	<input type="checkbox"/> Isanti	<input type="checkbox"/> Kanabec	<input type="checkbox"/> Kandiyohi	<input type="checkbox"/> McLeod	<input type="checkbox"/> Meeker
<input type="checkbox"/> Mille Lacs	<input type="checkbox"/> Pine	<input type="checkbox"/> Renville	<input type="checkbox"/> Sherburne	<input type="checkbox"/> Wright	

SECTION C: PERSONAL QUALIFICATIONS

Please check the characteristics that best describe your leadership skills.

<input type="checkbox"/> Character	<input checked="" type="checkbox"/> Generosity	<input type="checkbox"/> Security	<input type="checkbox"/> Charisma	<input checked="" type="checkbox"/> Initiative	<input checked="" type="checkbox"/> Self-Discipline	<input checked="" type="checkbox"/> Commitment
<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Servanthood	<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Passion	<input checked="" type="checkbox"/> Teachability	<input checked="" type="checkbox"/> Competence	<input checked="" type="checkbox"/> Positive Attitude
<input checked="" type="checkbox"/> Vision	<input type="checkbox"/> Courage	<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Discernment	<input checked="" type="checkbox"/> Focus	<input checked="" type="checkbox"/> Responsibility	<input checked="" type="checkbox"/> Relationship building

LIST ANY INFORMATION YOU FEEL WOULD BE HELPFUL IN DETERMINING YOUR QUALIFICATIONS FOR THIS POSITION (education, work experience, training)

I would not consider myself a Senior Manager at this time. Those that we consider Senior (we say Upper) Management are the CEO, CFO, COO, and directors. My supervisor is the CFO and I work closely with him to make decisions to that affect our employees. In my 2 years with Warrior, my role and responsibilities have grown exponentially and are expected to continue to do so.

AS A NEW BOARD MEMBER, WHAT WOULD YOU LIKE TO RECEIVE FROM YOUR BOARD EXPERIENCE WITH CENTAL MINNESOTA WORKFORCE DEVELOPMENT BOARD? (e.g., training, conferences, community planning, professional development, fundraising, networking, knowledge about the CareerForce Center System, etc.)

More knowledge in what we can do to benefit youth in our community to prepare them for their futures. I want to help the surrounding community workforce grow and thrive and anything I can do to help with that would be wonderful.

BOARD COMMITTEE INTERESTS (please check one) **Community and Government Relations Committee**

- Develops and fosters community and government relations while promoting the Workforce Development Boards (WDB) interests and policies.
- Convenes community businesses, education, and economic development agencies, to work on workforce challenges and enlists their support in resolving local and regional issues and concerns (e.g. the annual legislative breakfast and the Workforce Development Summit).

 Workforce Development Committee

- Assists in the development of the WIOA local and regional unified plans and evaluates its implementation over the year.
- Sets policy for the business services teams and determines high priority industry contacts.
 - Reviews industry clusters by region to determine high priority industry contacts.
 - Gathers data and brings in guest speakers for regional growth and development, tracks trends in Local Workforce Development Area 5 that affect workforce education and economic development.
 - Investigates possible ways the committee could assist small businesses/trades.

 Youth Committee

- Oversees the quality of youth services provided through WIOA Youth, Minnesota Youth Programs, Youthbuild, Youth with Disabilities, and other youth programs.
- Assists in the development of a strategic plan for Youth Services.
- Sets the vision for youth services in Workforce Service Area 5.

TRAINING

I'm willing to attend outside trainings and events (expenses paid through board budget), such as:

 Yes No

- Minnesota Workforce Council Association (MWCA) Summer Meeting in Duluth (August).
- National Association of Workforce Boards Forum in Washington, DC (March)
- Day at the Capitol in St. Paul (March/April)
- Other important trainings as recommended by the WDB

SIGNATURES

The individual being nominated and the authorized representative of the nominating agency must sign the application below. Nominees must represent the constituency identified above.

Applicant Signature	Stephanie Hanson	Date (mm/dd/yy) 04/24/26
----------------------------	------------------	-----------------------------

NOMINATING AGENCY OR COMMUNITY REPRESENTATIVE

I nominate the above candidate for Central Minnesota Workforce Development Board membership.

Nominating Agency or Community Representative Signature	Bridget Paulson and CMJTS Board Director	Date (mm/dd/yy)
--	--	-----------------

Agency	
---------------	--

Please mail or email the application to:

Diane Johnson, Administrative Assistant
Central Minnesota Jobs & Training Services, Inc.
PO Box 720
Monticello, MN 55362
Phone: 763-340-0743
Email: djohnson@cmjts.org

Upon request this material can be made available in an alternate format.



Membership Application for the Central Minnesota Workforce Development Committee

PLEASE PRINT

APPLICANT INFORMATION

First Name Brian	Last Name Fleming	Date 05/11/26
Job Title Economic Development Coordinator		
If chosen to serve on the Workforce Development Committee, will you represent an agency or organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please name the agency you will represent Sherburne County- Economic Development Department		
Are you an employee of the above listed agency or organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a volunteer for the above listed agency or organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

WORK ADDRESS

Street 13880 Business Ctr Dr NW			
City Elk River	State MN	Zip Code 55330	
Office Phone (763) 765-3014		Cell Phone (760) 953-6274	
Work Email brian.fleming@co.sherburne.mn.us			

HOME ADDRESS

Street 1814 38 ST S			
City St. Cloud	State MN	Zip Code 56301	
Home Phone (760) 953-6274		Cell Phone (760) 953-6274	
Personal Email brian.fleming.mn@gmail.com			

CONTACT PREFERENCES

Where do you prefer to be contacted? <input checked="" type="checkbox"/> At work <input type="checkbox"/> At home <input type="checkbox"/> On cell phone
Where do you prefer to receive correspondence via regular mail? <input checked="" type="checkbox"/> At work <input type="checkbox"/> At home
Where do you prefer to receive email? <input checked="" type="checkbox"/> At work <input type="checkbox"/> At home

EXPERIENCE

Check all areas your experience and/or job title represent. (You must check at least one area to be considered for the Youth Committee.)		
<input type="checkbox"/> High-Demand Industry	<input type="checkbox"/> Micro or Small Business (1-49 or less employees)	<input type="checkbox"/> Human Resources Manager or Director
<input type="checkbox"/> Business Owner / CEO / President	<input checked="" type="checkbox"/> Economic Development Involvement	<input type="checkbox"/> Apprenticeships & Work-Based Learning

Upon request, this document can be made available in an alternate format.

Please briefly describe your involvement with the areas checked above:

I have been the Executive Director of the Sherburne County Economic Development Authority and the Economic Development Coordinator for Sherburne County since 2024. In that time, I've met with hundreds of Sherburne County businesses, business owners, human resource professionals, and school district leadership. One of Sherburne County EDA's strategic goals is to continue to build the partnerships, relationships, and collaborations needed to drive further workforce development in the region. To this charge, I have worked closely with CMJTS, MN DEED, Greater St. Cloud, ISD 728, ISD 724, Becker Public Schools, Big Lake Public Schools, and Princeton Public Schools to further workforce objectives in the region.

Based on 2025–2026 labor market trends the five high-demand industries in Central Minnesota include Health Care and Social Assistance, Manufacturing, Construction and Skilled Trades, Transportation and Warehousing, Information and Technology. Describe any experience in these industries:

Manufacturing, transportation, and health care are Sherburne County's top industries, in employment, economic output, and demand. As such, I work hard in my role with Sherburne County to continue to meet with these employers to best learn their workforce painpoints and growth bottlenecks. Through these conversations, I have been able to help a few of these companies to set up with CMJTS' incumbent worker training and new worker training programs. In addition, I work closely with the school districts for our upcoming wo

QUALIFICATIONS

Please provide a short statement on why your experience qualifies you to serve on the Workforce Development Committee (You may attach an Additional page if necessary).

In addition to the above information, I have played an instrumental role in gaining the approvals and collaboration needed for the start of the Region 7W Economic Development District (Stearns, Benton, and Sherburne Counties). As a body, the Region 7W EDD is continually looking into workforce development strategies, programs, and partnerships for the entire region.

Further, I have worked with Sherburne County HHS to develop a first-of-its-kind "Childcare Availability Map", connecting parents/caretakers with open childcare availability in Sherburne County. I understand the familial/life elements that come into play for successful workforce development initiatives (ex. childcare, transportation, housing, health, etc.).

On the entrepreneurial, small and mid-sized enterprises (SME) side of the house, I act as a "go-to" resource for those looking to start up their own business ventures. Within the nearly past two years, I have one-on-one helped more than a dozen new businesses start in Sherburne County. Additionally, through our contract with Rural Ideas Network, Sherburne County EDA has added in the retention of 90 jobs and 20 new jobs in the past two years. And, through the Sherburne County EDA's Revolving Loan Fund, we have helped ensure the creation of 20+ jobs in the past five years.

I currently serve as a board member on the Anoka Technical College Foundation Board. I am an ambassador for the Elk River Area Chamber of Commerce, the Big Lake Chamber of Commerce and Industry, and the Becker Area Chamber of Commerce.

On a personal note, my own schooling comes into play for aiding in workforce development initiatives. I am currently enrolled in a Doctorate of Business Administration program, with a specialization in financial management.

Thank you for the consideration,
Brian Fleming

Mail or email your completed application to:

Diane Johnson
CMJTS
PO Box 720
Monticello, MN 55362
Email: djohnson@cmjts.org



Membership Application for the Central Minnesota Workforce Development Committee

PLEASE PRINT

APPLICANT INFORMATION

First Name Megan	Last Name Jarvie	Date 04/30/26
Job Title Talent Acquisition Manager		
If chosen to serve on the Workforce Development Committee, will you represent an agency or organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please name the agency you will represent Guardian Angels Senior Services		
Are you an employee of the above listed agency or organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a volunteer for the above listed agency or organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

WORK ADDRESS

Street 508 Freeport Ave NW, Suite A			
City Elk River	State MN	Zip Code 55330	
Office Phone (763) 635-4490	Cell Phone (612) 558-1994		
Work Email mjarvie@ga-er.org			

HOME ADDRESS

Street 11763 194th Ave NW			
City Elk River	State MN	Zip Code 55330	
Home Phone	Cell Phone (612) 558-1994		
Personal Email megan.schlangen@gmail.com			

CONTACT PREFERENCES

Where do you prefer to be contacted? <input type="checkbox"/> At work <input type="checkbox"/> At home <input checked="" type="checkbox"/> On cell phone
Where do you prefer to receive correspondence via regular mail? <input checked="" type="checkbox"/> At work <input type="checkbox"/> At home
Where do you prefer to receive email? <input checked="" type="checkbox"/> At work <input type="checkbox"/> At home

EXPERIENCE

Check all areas your experience and/or job title represent. (You must check at least one area to be considered for the Youth Committee.)		
<input checked="" type="checkbox"/> High-Demand Industry	<input type="checkbox"/> Micro or Small Business (1-49 or less employees)	<input checked="" type="checkbox"/> Human Resources Manager or Director
<input type="checkbox"/> Business Owner / CEO / President	<input type="checkbox"/> Economic Development Involvement	<input type="checkbox"/> Apprenticeships & Work-Based Learning

Upon request, this document can be made available in an alternate format.

Please briefly describe your involvement with the areas checked above:

I've been working in recruitment and talent acquisition since 2013. For the past nine years, I've led talent acquisition at Guardian Angels Senior Services. Prior, I spent time in the staffing industry, specializing in industrial and manufacturing recruitment.

Based on 2025–2026 labor market trends the five high-demand industries in Central Minnesota include Health Care and Social Assistance, Manufacturing, Construction and Skilled Trades, Transportation and Warehousing, Information and Technology. Describe any experience in these industries:

In my current role at Guardian Angels, I've spent the past nine years recruiting, hiring, and onboarding approximately 300 employees each year across a variety of roles. Previously, I spent over four years in the staffing industry, partnering with clients with a strong focus in manufacturing and various light industrial industries.

QUALIFICATIONS

Please provide a short statement on why your experience qualifies you to serve on the Workforce Development Committee (You may attach an Additional page if necessary).

My background in recruiting gives me a strong understanding of real workforce challenges. Hiring around 300 employees each year has given me insight into what actually works when it comes to finding and keeping good talent, as well as allows me to have a pulse on how quickly workforce trends can shift. I see firsthand how staffing shortages impact day-to-day operations and patient care. I work closely with team leaders to ensure hiring decisions align with their needs. Guardian Angels also employs many first-time job seekers, and I help those entering the workforce see their potential career paths within healthcare.

Mail or email your completed application to:

Diane Johnson
CMJTS
PO Box 720
Monticello, MN 55362
Email: djohnson@cmjts.org

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES, INC.
PROPOSED BYLAW AMENDMENT

Article VII – Officers

Submitted for Board Approval

Purpose of Amendment

This amendment clarifies that officer elections shall occur on a biennial cycle, concurrent with the expiration of two-year Council member terms established under Article IV, Section 1 of these Bylaws. The current language of Article VII provides for elections “each year” at the June meeting, which is inconsistent with the two-year officer term structure and the staggered Council membership terms running July 1 through June 30. This amendment aligns officer election timing with the existing governance framework.

Authority

Pursuant to Article XII of the Amended & Restated Bylaws, amendments require a two-thirds (2/3) affirmative vote of the Council members during a regular meeting of the full Council. The proposed amendment must be submitted in writing at the previous regular meeting and included in the call to the meeting.

Reference: Article IV, Section 1 – Terms of Office (No Change)

For reference, Article IV, Section 1 currently reads (unchanged):

“Council member terms shall be fixed and staggered. Council Members shall be appointed by the Joint Powers Board to serve a term of two (2) years, which term shall run from July 1 through June 30, or until their successor has been appointed. Council membership status shall be reviewed at the end of each term to determine member interest and desire to continue to serve on the Council.”

Proposed Amendment to Article VII – Officers

The following changes are proposed. Strikethrough text is proposed for removal; underlined text is proposed new language.

Paragraph 1 (Chair and Vice Chair election):

At the June meeting ~~each year~~ of each even-numbered year, concurrent with the expiration of two-year Council member terms per Article IV, Section 1, the Council shall elect a Chair and Vice Chair, who shall be Council members. The Chair and Vice-Chair shall be representatives of business and may succeed themselves if re-elected pursuant to the term limits set forth herein. No individual shall be eligible for nomination to the office of Chair or Vice Chair unless they have served on the Workforce Development Board for at least one full two-year term (24 months). The positions of Treasurer and Secretary shall have no restrictions on who may serve and any Council member may serve as Treasurer or Secretary. The elected Chair and Vice-Chair shall take office on July 1. The election process shall occur through open nominations from the floor.

Paragraph 2 (Treasurer, Secretary, and other officers):

At the June meeting of ~~each year~~ each even-numbered year, concurrent with the expiration of two-year Council member terms per Article IV, Section 1, the Council shall elect a Treasurer and Secretary and any other officer the Council deems necessary. The elected

officers shall take office on July 1. The election process shall occur through open nominations from the floor.

Note: The remaining paragraphs of Article VII are unchanged: the Chair and Corporation staff responsibility for meeting agenda preparation; Vice Chair presiding in the Chair's absence; and the two-thirds vote requirement for officer removal.

Rationale

This amendment is recommended for the following reasons:

- 1. Alignment with governance structure.** Officer terms are inherently tied to the Council membership cycle. Holding elections only in even-numbered years prevents a disconnect between newly appointed Council members and officer elections.
- 2. Consistency with WIOA requirements.** WIOA Title I, Sec. 107(b)(3) requires the Chair to be from the private business sector and elected by Council members. Tying elections to the biennial term cycle ensures continuity and compliance.
- 3. Operational clarity.** Defining the election cycle removes ambiguity and ensures Board leadership transitions are predictable and well-planned.

Recommended Motion

"I move to adopt the proposed amendment to Article VII of the Central Minnesota Jobs and Training Services, Inc. Amended & Restated Bylaws, as presented, to align officer elections with the biennial Council member term cycle under Article IV, Section 1."

Approval and Attestation

This amendment was duly adopted at a regular meeting of the Central Minnesota Workforce Development Board.

Date of Meeting: _____

Workforce Development Board Chair

Workforce Development Board Secretary

Joint Powers Board Chair

Executive Director, Central Minnesota Jobs and Training Services, Inc.

Predictive Market Wagering Policy — Board of Directors

1. Purpose

This policy governs participation by members of the Board of Directors of Central Minnesota Workforce Development Board in predictive markets, prediction platforms, and event wagering where the subject matter relates to organizational operations, governance, or personnel. Board members occupy a position of heightened trust and fiduciary responsibility; this policy reflects that standard.

2. Scope

This policy applies to all current members of the Board of Directors, including officers, committee members, and any ex-officio board members of Central Minnesota Workforce Development Board.

3. Prohibited Activities

Board members may not participate in any predictive market, wagering platform, or betting pool — whether for money or other value — on outcomes that include:

- Board elections, officer elections, trustee appointments, or removal actions
- Their own re-election, nomination, or committee appointment
- Executive Director or senior leadership hiring, compensation, evaluation, or separation
- Grant awards, major funding decisions, or significant donor relationships
- Mergers, affiliations, program expansions, or closures
- Legal matters, regulatory actions, or investigations involving the organization
- Any other matter that is, or reasonably could be, subject to board deliberation or vote

4. Fiduciary Duty & Confidentiality

Board members owe fiduciary duties of care, loyalty, and obedience to Central Minnesota Workforce Development Board. Wagering on organizational outcomes — even on platforms perceived as informal — may constitute a breach of the duty of loyalty, a misuse of confidential information, or both. These obligations apply regardless of whether the board member believes the information is likely to become public.

Board members are reminded that confidentiality obligations established at the time of their appointment remain in effect throughout their tenure and extend to all non-public organizational information, including matters discussed in executive session.

5. Relationship to Conflict of Interest Policy

Participation in predictive markets on matters before the board may constitute a conflict of interest under Central Minnesota Workforce Development Board's Conflict of Interest Policy. Board members are expected to disclose any actual or potential conflicts in accordance with that policy, which this policy supplements but does not replace.

6. Personal Use & Non-Organizational Topics

This policy does not restrict personal participation in predictive markets on topics unrelated to Central Minnesota Workforce Development Board. Board members engaging in such activities

must not imply any organizational affiliation or endorsement, and must ensure that no confidential information informs their participation.

7. Reporting Concerns

Concerns about potential violations of this policy should be reported to the Board Chair or, if the Chair is implicated, to the Vice Chair or legal counsel. Reports made in good faith will be handled with appropriate discretion and will not result in retaliation.

8. Consequences of Violations

Violations of this policy may be considered a breach of fiduciary duty and grounds for removal from the Board in accordance with Central Minnesota Workforce Development Board's bylaws. The Board reserves the right to take such additional action as it deems appropriate, including referral to legal counsel.

9. Policy Review

This policy shall be reviewed by the Board no less than every two years and updated as needed to reflect changes in law, technology, or organizational circumstances.