



## MWCA Best Practices

### SUBMISSION FORM

WIB Name/WSA Workforce Development, Inc./ WSA #8

Submitted by Becky Thofson – Workforce Development, Inc.

**Attach a description (no more than two pages) describing the innovative best practice.  
Please address the following:**

- Overview describing the innovative best practice
- Jobseeker impact (ie: benefits, outcomes for jobseekers)
- Community impact (ie: benefits, outcomes for non-jobseekers)
- Identification of those involved, including collaborators
- Leveraging/alignment of outside resources
- Ideas for replication/lessons learned

Information can be mailed, faxed or e-mailed to:

Anne Olson

Director, MWCA

125 Charles Avenue

Saint Paul, Minnesota 55103

Fax: (651) 224-6540

E-mail: [aolson@mncounties.org](mailto:aolson@mncounties.org)

***DUE DATE: FRIDAY, JULY 24, 2009***

## ARRA Request for Proposal for Training Programs Development

Workforce Development, Inc. (WDI) used American Recovery and Reinvestment Act – Adult Workforce Investment Training (ARRA-WIA) funds to solicit grants from southeast Minnesota higher education institutions for development of value-added training that is needed in the region. The training could have included: (1) training that is currently needed but not offered in SE MN, (2) occupational classroom training that currently exists and is in great demand by students and employers, but there is a substantial obstacle to creating increased capacity, or reaching a specific demographic, or (3) training that may be a unique grouping of essential, core vocational skills that would provide a base of competencies for students entering and emerging industry, but not necessarily a single occupation. WDI planned to fund between four and eight projects beginning July 1, 2009 and ending June 30, 2010. A bidder's Conference was held April 17, 2009 for prospective bidders to get clarification and to answer any questions.

The proposals were to be “innovative, value-added training opportunities for adult and dislocated workers in our area in order for them to get and keep a living wage job in the new economy.” Funding up to \$400,000 was available through the bidding process. (The Executive Summary for the project is attached.)

Ten proposals were received and all were carefully reviewed by an eight member sub-committee of the WIB. The recommendations were then brought forward to the full WIB board and six of the proposals were selected for funding. The proposals that were selected offer training for skills that are understood to be in high demand in the area.

The selected proposals were:

- **Culinary Arts Training – MN State College-Southeast Technical**  
Food-service basics; catering & cafeteria operations; restaurant operations; food-service sanitation.
- **Welding Training – South Central College**  
Reading blue prints; understanding basic welding skills and terms; using fundamental welding techniques-flame cutting; arc welding & brazing and soldering.
- **Allied Health Preparatory – Rochester Community & Technical College**  
Proficient verbal and written communication; effective interpersonal skills; knowledge and appropriate use of basic medical terminology; efficient and accurate keyboarding; knowledge and proficient use of basic computer programs.
- **Manufacturing Production Tech – Riverland Community College**  
OSHA safety training; certified fork lift operation; GMAC welding skills to AWS; special operators class license through MN DOLI; 25 credit certificate in Manufacturing Technical Specialist program.
- **Advanced Business Skills – Rochester Community & Technical College**  
Business Acumen (financials); project management; customer relations
- **Organizational Leadership – Winona State University**  
(needs to have completed a 2 year degree prior); organizational leadership courses; business relations; team building, etc.

All programs will start by October 1<sup>st</sup>. WDI and Workforce Center staff will recruit and identify interested individuals for this new training.

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

## **Adult Workforce Investment Training**

### **Request for Proposal**

#### EXECUTIVE SUMMARY

- Total amount available to be contracted: \$400,000.
- Area to be served: eligible adult participants from the 10-county Workforce Service Area of southeastern Minnesota (Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, and Wabasha)
- Workforce Development, Inc. – the management entity representing the SE MN WIB – is soliciting proposals for unique and value-added classroom training opportunities, utilizing funds at its disposal from the ARRA - WIA Adult and Dislocated Worker programs; a minimum of 4 proposals are sought, a maximum of 8 proposals will be funded.
- There are several kinds of training that are needed: (1) occupational classroom training that is currently needed but not offered in SE MN, (2) occupational classroom training that currently exists and is in great demand by students and employers, but there is a substantial obstacle to creating increased capacity, or reaching a specific demographic, or (3) training that may be a unique grouping of essential, core vocational skills that would provide a base of competencies for students entering an emerging industry, but not necessarily a single occupation.

Graduates of the training/course need to acquire skills that are understood to be in high demand by emerging industries in the area, and should lead toward eventual certification that is recognized within the industry. Some examples (but not limited to) of targeted industries and occupations are:

- Advanced Manufacturing
- Bio-Science Technicians
- Allied Healthcare Workers
- Alternative Energy/Green Jobs
- Sustainable Agriculture
- Hospitality/Customer Service Opportunities with a living wage
- Goals: More training opportunities for area students; new and unique training opportunities within emerging industries in the area; more extensive partner agency collaboration; the development of a core skills platform upon which area businesses can build the local economy.
- Timeline:
  - April 3, 2009: Issue Notice of RFP Availability
  - April 3 – May 6, 2009: Free exchange of information regarding the RFP
  - April 17, 2009 Bidder's Conference
  - May 6, 2009 C.O.B.: Proposals are due
  - May 15 - 22, 2009 (tentative): Review Committees Complete Rankings
  - June 4, 2009: Winning Bids are disclosed
  - July 1, 2009: Deadline for contracts to be let – training projects may begin
  - October 1, 2009: All funded training must be started by now
  - May 14, 2010: Last day for all funded training to conclude
  - June 28, 2010: All training invoices must be received by Workforce Development, Inc.
- Eligible applicants are recognized institutions of higher education who operate training activities in southeastern Minnesota.