



Minnesota
STATE COLLEGES
& UNIVERSITIES

P.O. Number _____

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
LAKE SUPERIOR COLLEGE

PROFESSIONAL/TECHNICAL SERVICES CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *Lake Superior College* (hereinafter MnSCU), and *City of Duluth, 402 W 1st Street, Duluth, MN 55802*, an independent contractor, not an employee of the State of Minnesota (hereinafter CONTRACTOR).

WHEREAS, MnSCU, pursuant to Minnesota Statutes Chapter 136F, is empowered to procure from time to time certain professional/technical services, and

WHEREAS, MnSCU is in need of professional/technical services, and

WHEREAS, the CONTRACTOR, acting through its Workforce Development Division, represents it is duly qualified and willing to perform the services set forth in this contract and

NOW, THEREFORE, it is agreed:

1. **TERM OF CONTRACT.** This contract is effective on *September 1, 2015* or upon the date the final required signature is obtained by MnSCU, whichever occurs later, and shall remain in effect until *September 30, 2018* or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by MnSCU's authorized representative.
2. **CONTRACTOR'S DUTIES. The CONTRACTOR will:**

Provide Career Pathway Navigation, Apprenticeship Recruitment/Support, and Navigation Services for Veterans for the MNAMP - Learn, Work, Earn Project.

- Career Pathway Navigator: serve as a case manager for Dislocated Workers, WIA participants and participants entering/completing the advanced manufacturing pathway at Lake Superior College (LSC). This position serves as a liaison between the local WorkForce Center and education agencies, including LSC and Adult Basic Education, as well as employers throughout the region. The navigator will provide recruitment, career counseling/planning, and if needed, referral to support services to ensure student success. They will also assist with the implementation of regional career pathway initiatives and oversee the administration of the National Career Readiness Certificate (ACT).
- Apprenticeship Liaison: recruit apprenticeship sponsors for students in manufacturing, specific to welding, mechatronics and machining. The position will also serve as a liaison for apprenticeship applicants between local Workforce Centers (within the workforce designated region), post-secondary education, and the MN Department of Labor and Industry. The liaison will support work with industry partners on development of standards, screening and placement of applicants, and tracking and recording of applicant work-processes. They will also work directly with the MnAMP Statewide Apprenticeship and Job Placement Coordinator.
- Veteran's Navigator: recruit veterans for Learn, Work, Earn programs and connect them to the case management, funding, and support services as needed. Collaborate with LSC's Transfer and Credit for

Prior Learning Specialist and Recruiter/Advisor, as well as other post-secondary veterans staff, to support veterans as they navigate college enrollment, credit for prior learning/prior learning assessment, job placement, and employment.

Specifically, the CONTRACTOR'S duties will include:

- a. Recruit, identify, assess, and refer Trade Adjustment Assistance-eligible and other adult learners to the Learn, Work, Earn pathways;
- b. Offer program and support services to Trade Adjustment Assistance-eligible workers and other qualifying participants;
- c. Leverage training funds to support tuition costs for eligible participants (i.e. Workforce Innovation & Opportunity Act - Dislocated Worker funding);
- d. Coordinate and deliver adult career pathways programming;
- e. Work with Lake Superior College on the development and implementation of regional apprenticeship taskforces;
- f. Provide the ACT National Career Readiness Certificates and other educational assessments to eligible learners;
- g. Offer additional assistance with efforts to recruit, support, train, and place veterans;
- h. Assist with job placement for Trade Adjustment Assistance -eligible workers and other adult learners; and
- i. Track Trade Adjustment Assistance -eligible and other eligible adult learners as they reenter the workforce in collaboration with LSC and the MN Department of Employment and Economic Development.

The CONTRACTOR's Duties as described above will be performed Trade Adjustment Assistance and implemented as is provided for in Contractor's Proposal Trade Adjustment Assistance dated June 2, 2015, which is attached and incorporated into this contract as Exhibit A.

3. **CONSIDERATION AND TERMS OF PAYMENT.**

- a. Consideration for all services performed and goods or materials supplied by the CONTRACTOR pursuant to this contract shall be paid by MnSCU as follows:
 - i. Compensation of Duluth Workforce Development (for the contract term of 36 months) will be for Two Thousand Seven Hundred and 00/100 Dollars (\$2,700.00 = \$100.00 per month x 27 months for grant financial processing, reporting and administration); One Hundred Forty Six Thousand Two Hundred Fifty and 00/100 Dollars (\$146,250.00 = Wage & Fringe for Career Pathway Navigator/Veteran's Navigator, .85 FTE for 27 months); Thirty Thousand and 00/100 Dollars (\$30,000.00 = Wage & Fringe for Apprenticeship Liaison, .5 FTE for 12 months); Three Hundred and Fifty and 00/100 Dollars (\$350.00 = Supplies & Materials); and Five Thousand Seven Hundred Forty and 00/100 Dollars (\$5,740.00 = ACT National Career Readiness Certificate Assessments for 140 (80% of total) participants @ \$41.00 per person).
 - ii. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the CONTRACTOR in performance of this contract in an amount not to exceed One Thousand Five Hundred Fifty and 00/100 Dollars (\$1,550.00) reimbursed at the published ISRS mileage rate (\$.575 in 2015) provided that CONTRACTOR shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Employee Relations attached hereto. The CONTRACTOR shall not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless it has received prior written approval for such out-of-state travel from MnSCU's authorized representative.
 - iii. The **total obligation** of MnSCU for all compensation and reimbursement to the CONTRACTOR shall not exceed One Hundred Eighty Six Thousand, Five Hundred Ninety and 00/100 Dollars (\$186,590.00)

b. Terms of Payment.

- i. Payment shall be made by MnSCU promptly after the CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by MnSCU's authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of MnSCU, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by MnSCU to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR according to the following schedule:

QUARTERLY

- ii. Payments are to be made from federal funds obtained by MnSCU through Title II of the Trade Act of 1974 (Public law and amendments thereto). If at any time such funds become unavailable, this contract shall be terminated immediately upon written notice of such fact by MnSCU to the CONTRACTOR. In the event of such termination, CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- iii. Nonresident Aliens. Pursuant to 26 U.S.C. §1441, MnSCU is required to withhold certain federal income taxes on the gross compensation paid to nonresident aliens, as defined by Internal Revenue Code §7701(b). MnSCU will withhold all required taxes unless and until CONTRACTOR submits documentation required by the Internal Revenue Service indicating that CONTRACTOR is a resident of a country with tax treaty benefits. MnSCU makes no representations regarding whether or to what extent tax treaty benefits are available to CONTRACTOR. To the extent that MnSCU does not withhold these taxes for any reason, CONTRACTOR agrees to indemnify and hold MnSCU harmless for any taxes owed and any interest or penalties assessed.
- iv. Entertainers. Pursuant to Minnesota Statutes 290.9201, MnSCU is required to withhold a two percent (2%) tax on the gross compensation, including reimbursable expenses, paid to non-Minnesota entertainers for any performance in Minnesota.

4. **AUTHORIZED REPRESENTATIVES.** All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

- a. MnSCU's authorized representative for the purpose of administration of this contract is:

Name: Michael Seymour
Address: 2101 Trinity Rd, Duluth, MN 55811
Telephone: (218) 733-7628
E-Mail: michael.seymour@lsc.edu

Such representative shall have final authority for acceptance of the CONTRACTOR'S services and, if such services are accepted as satisfactory, shall so certify on each invoice presented pursuant to Clause 3, paragraph b.

- b. The CONTRACTOR'S authorized representative for the purpose of administration of this contract is:

Name: Paula Reed
Manager, Duluth Workforce Development
Executive Director, WSA 4
Address: 402 W 1st Street, Duluth, MN 55802
Telephone: (218)730-5241
E-Mail: preed@duluthmn.gov

5. **CANCELLATION AND TERMINATION.**

- a. This contract may be canceled by MnSCU at any time, with or without cause, upon thirty (30) days written notice to the CONTRACTOR. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
- b. **Termination for Insufficient Funding.** MnSCU may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the CONTRACTOR within a reasonable time of MnSCU receiving notice that sufficient funding is not available. MnSCU is not obligated to pay for any services that are provided after notice and effective date of termination. However, the CONTRACTOR will be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed to the extent that funds are available. MnSCU will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds.

6. **ASSIGNMENT.** The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of MnSCU.

7. **LIABILITY.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of the other party and the results thereof. MnSCU's liability shall be governed by the provisions of the Minnesota Tort Claims Act (Minnesota Statutes, section 3.736) and other applicable law. The liability of the Contractor is limited to the extent set forth in Minnesota Statutes Chapter 466. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for MnSCU's failure to fulfill its obligations pursuant to this contract.

8. **WORKERS' COMPENSATION.** The CONTRACTOR certifies it is in compliance with Minnesota Statutes §176.181, subd. 2 pertaining to workers' compensation insurance coverage. The CONTRACTOR'S employees and agents will not be considered MnSCU employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way MnSCU's obligation or responsibility.

9. **PUBLICITY.** Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify MnSCU as the sponsoring agency and shall not be released prior to receiving the approval of MnSCU's authorized representative.

10. **MINNESOTA STATUTES §181.59.**

The Contractor will comply with the provisions of Minnesota Statutes §181.59 which require:

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or

to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

11. **DATA DISCLOSURE.**

- a. As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided.
- b. Independent Contractors. Minn. Stat. §256.998 requires MnSCU to report the name, address and social security number of independent contractors to the New Hire Reporting Center of the Minnesota Department of Human Services unless this Contract is for less than two months in duration with gross earnings of less than \$250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

12. **GOVERNMENT DATA PRACTICES ACT.** The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The CONTRACTOR and MnSCU must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MnSCU in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or MnSCU.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify MnSCU. MnSCU will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

13. **OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.**

- a. MnSCU shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

The CONTRACTOR hereby assigns to MnSCU all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of MnSCU, execute all papers and perform all other acts necessary to assist MnSCU to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to MnSCU by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of MnSCU's authorized representative.

- b. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names.

If such a claim or action arises, or in the CONTRACTOR'S or MnSCU's opinion is likely to arise, the CONTRACTOR shall, at MnSCU's discretion, either procure for MnSCU the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

- c. Work and materials developed by the CONTRACTOR under this agreement is required to be licensed under the Creative Commons BY license. Pre-existing copyrighted materials licensed to, or purchased by the grantee from third parties, including modifications of such materials, remains subject to the intellectual property rights the CONTRACTOR receives under the terms of the particular license or purchase. In addition, works created by the CONTRACTOR without grant funds do not fall under the CC BY license requirement.
14. **ANTITRUST.** The CONTRACTOR hereby assigns to the State of Minnesota any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.
15. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in St. Louis County, Minnesota.
16. **AMENDMENTS.** Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.
17. **STATE AUDITS.** The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by MnSCU and the Legislative Auditor for a minimum of six (6) years from the end of the contract.
18. **SURVIVAL OF TERMS.** The following clauses survive the expiration, cancellation or termination of this contract: Liability; Publicity; Data Disclosure; Government Data Practices Act; Ownership Of Materials and Intellectual Property Rights; Jurisdiction and Venue; and State Audits.
19. **AFFIRMATIVE ACTION REQUIREMENTS FOR CONTRACTS IN EXCESS OF \$100,000.00 AND THE CONTRACTOR HAS MORE THAN 40 FULL-TIME EMPLOYEES IN MINNESOTA OR ITS PRINCIPAL PLACE OF BUSINESS.**

MnSCU intends to carry out its responsibility for requiring affirmative action by its CONTRACTORS.

- a. Covered Contracts and Contractors. If the contract exceeds One Hundred Thousand and 00/100 Dollars (\$100,000.00) and the CONTRACTOR employed more than forty (40) full-time employees on a single working day during the previous twelve (12) months in Minnesota or in the state where it has its principle place of business, then the CONTRACTOR must comply with the requirements of Minnesota Statutes §363A.36 and Minnesota R. Parts 5000.3400-5000.3600. A CONTRACTOR covered by Minnesota Statutes §363A.36 because it employed more than forty (40) full-time employees in another state and the CONTRACTOR does not have a Certificate of Compliance, said CONTRACTOR must certify that it is in compliance with federal affirmative action requirements.
- b. Minnesota Statutes §363A.36. Minnesota Statutes §363A.36 requires CONTRACTOR to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (hereinafter COMMISSIONER) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

c. Minnesota R. 5000.3400-5000.3600.

- i. General. Minnesota R. 5000.3400-5000.3600 implement Minnesota Statutes §363A.36. These rules include, but are not limited to: criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota R. 5000.3400-5000.3600, including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
- ii. Disabled Workers. The CONTRACTOR must comply with the following affirmative action requirements for disabled workers.
 - A. The CONTRACTOR must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - B. The CONTRACTOR agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - C. In the event of the CONTRACTOR'S noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes §363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - D. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices must state the CONTRACTOR'S obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
 - E. The CONTRACTOR must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the CONTRACTOR is bound by the terms of Minnesota Statutes §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
- iii. Consequences. The consequences for the CONTRACTOR'S failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the COMMISSIONER, refusal by the COMMISSIONER to approve subsequent plans, and termination of all or part of this contract by the COMMISSIONER or MnSCU.
- iv. Certification. The CONTRACTOR hereby certifies it is in compliance with the requirements of Minnesota Statutes §363A.36 and Minnesota R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

20. **ENTIRE AGREEMENT.** This Contract represents the entire agreement between the parties and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties. This Contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this Contract and any riders, exhibits, addenda, or other document incorporated herein, this Contract shall govern.

21. **OTHER PROVISIONS.**

- a. The CONTRACTOR will meet (at least) quarterly with the project staff to review project status and provide written progress reports.
- b. When providing workforce services to project participants, The CONTRACTOR will provide such services either at the Contractor's downtown offices or at the Lake Superior College, Downtown Center, as Contractor in the exercise of its professional judgment deems most appropriate.

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.
APPROVED:

1. CONTRACTOR:

CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

**CITY OF DULUTH, a Minnesota
Municipal Corporation**

Attest:

By: _____
Its Mayor City Clerk

Approved: Countersigned:

Assistant City Attorney City Auditor

2. VERIFIED AS TO ENCUMBRANCE:

Employee certifies that funds have been encumbered as required by Minnesota Statutes §16A.15.

By (authorized signature and printed name)
Title
Date

**3. MINNESOTA STATE COLLEGES AND UNIVERSITIES
Lake Superior College**

By (authorized signature and printed name)
Title
Date

4. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date

EXHIBIT A: WORKPLAN

GOAL: Support Lake Superior College's efforts to recruit and train 175 students and place 150 students by recruiting and training at least 61 participants and placing 21 apprentices Duluth Workforce Development and the Duluth Workforce Center will work with Lake Superior College and other grant partners to collectively recruit and refer individuals (<i>TAA-eligible workers, unemployed, underemployed and dislocated workers, veterans, incumbent workers and other adult learners</i>) to the TAACCCT MN Advanced Manufacturing Partnership <i>Learn, Work, Earn</i> Project.				
Strategy: <i>Create and implement a comprehensive recruitment & management plan that incorporates participant support, wraparound services and job placement services.</i>				
*PLEASE NOTE: Unless specified, all costs associated with activities shown below will be conducted by staff and allocated from wages and fringe or other leveraged resources				
Activities	Timeline	Implementers	Costs	Deliverables
Conduct outreach and recruit participants for Learn, Work, Earn programs through the Workforce Center and other local programs/organizations.	Ongoing 9/15 – 9/17	Career Pathways Navigator, Veteran's Navigator <i>Workforce Center Staff Duluth Workforce Council</i>	\$500 for mileage	150 contacts; 61 participants recruited and engaged
Implement advising and career services for participants; work with them to develop an employment plan, provide career counseling, and make referrals for additional support services if needed to ensure success.	Ongoing 9/15 – 9/17	Career Pathways Navigator, Veteran's Navigator <i>Workforce Center Staff</i>	*	Individualized career and personal plans for participants
Facilitate work readiness/employability skill building including resume development, interviewing skills, resume posting and connections to job leads mock interviews, resume building, etc.	Ongoing 9/15 – 9/17	Career Pathways Navigator, Veteran's Navigator <i>Workforce Center Staff</i>	*	Resumes developed and posted
Connect participants to the Minnesotaworks.net job bank; Provide real-time workforce data to students; Facilitate job placement trainings and outline career pathway options	Ongoing 9/15 – 9/17	Career Pathways Navigator, Veteran's Navigator <i>Workforce Center Staff</i>	*	Increased use of MNWorks.net for MNAMP job & apprenticeship postings
Provide access to WIOA Adult, Young Adult, Dislocated Worker or TAA program services for eligible individuals to provide tuition assistance and support services as needed.	Ongoing 9/15 – 9/17	Career Pathways Navigator, Veteran's Navigator <i>Workforce Center Staff</i>	*	Eligible participants will be co-enrolled as funds allow
Provide case management services and data tracking necessary for retention in the apprenticeship program. This may include referrals to community resources, assisting with problem solving between apprentices and worksites, or assistance with the completion of required apprenticeship tracking paperwork.	Ongoing 9/15 – 9/17	Career Pathway Navigator, Veteran's Navigator & Apprenticeship Liaison	*	Increased participant retention & completion
Serve as a liaison between the Workforce Center and education agencies including Lake Superior College (LSC) and Adult Basic Education (ABE).	Ongoing 9/15 – 9/17	Career Pathways Navigator	*	Streamlined communications and coordination
Facilitate orientation and enrollment into LSC by coordinating with LSC Student Services, including Financial Aid.	Prior to each semester	Career Pathways Navigator	*	Participants attend orientation and are enrolled
Connect veterans to case management service, funding (i.e. financial aid, WIOA, GI bill) and other resources to ensure successful transition	Ongoing 9/15 – 9/17	Career Pathways Navigator, Veteran's Navigator	*	Individualized career and personal plans for

to college and retention.		<i>Workforce Center Staff</i>		participants
Engage with partners (ABE and LSC) at transition points (screening to bridge to integrated instruction to continued education or employment) to ensure participants make successful transitions.	Ongoing 9/15 – 9/17	Career Pathways Navigator, Veteran's Navigator, Apprenticeship Liaison	*	Streamlined communications and coordination; Increased participant retention & completion
Maintain contact with participants for up to twelve months after job placement or continuing education to provide moral support & encouragement, assist in retention, and provide follow-up services, support and referrals to community resources as needed.	Ongoing 9/15 – 9/18	Career Pathways Navigator, Veteran's Navigator <i>Workforce Center Staff</i>	*	100% of participants who are placed will receive follow-up for at least 12 months after placement or continuing education
Support participants as they navigate college enrollment, credit for prior learning/prior learning assessment, job placement and employment.	Ongoing 9/15 – 9/17	Career Pathway Navigator, Veteran's Navigator, Apprenticeship Liaison, <i>Workforce Center Staff</i>	*	Increased participant retention & completion
Provide the ACT National Career Readiness Certificates and other educational assessments to eligible learners	As needed 9/15 – 9/17	<i>Workforce Center Staff</i>	\$5,740	41 participants; at least 50% will earn NCRC certificate
Strategy: <i>Provide professional development opportunities for employers and other stakeholders designed to communicate and instill the value of industry credentialing and curriculum and lead to commitments as apprenticeship worksites.</i>				
Develop and implement strategies for recruiting apprenticeship worksites for students in manufacturing, specific to welding, mechatronics and machining. <ul style="list-style-type: none"> Conduct 2 employer workshops and one-on-one outreach with local manufacturers, employer groups and associations to promote the benefits of sponsoring apprenticeships 	Information Sessions Fall 2015 Winter 2016 1-1 meetings ongoing	Apprenticeship Liaison	\$1,350 for mileage and supplies	Workshop presentations and materials delivered 20 one-on-one employer contacts made
Secure apprenticeship worksites	08/15 – 02/16	Apprenticeship Liaison	*	At least 5 apprenticeship worksites
Assist employers with required apprenticeship contracts and train them on data tracking, safety, and mentoring expectations	Ongoing 9/15 – 9/17	Apprenticeship Liaison	*	Completed contracts and training
Serve as primary local contact for employers and apprenticeships (current and interested applicants) and provide assistance with application materials; assess applicant's skills, interests, vocational strengths, weaknesses and apprenticeship readiness.	Ongoing 9/15 – 9/17	Apprenticeship Liaison	*	Increased completion and retention of apprentices
Serve as the liaison between local Workforce Centers, post-secondary education, and the MN Department of Labor and Industry.	Ongoing 9/15 – 9/17	Apprenticeship Liaison	*	Streamlined communications and coordination
Assist with placement of apprenticeships in collaboration with the MnAMP Statewide Apprenticeship and Job Placement Coordinator.	Ongoing 9/15 – 9/17	Apprenticeship Liaison	*	21 participants placed in apprenticeships