



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

HENNEPIN COUNTY Minneapolis

An Inventory of Its Minneapolis Employment and Training Program Records

OVERVIEW OF THE RECORDS

- Agency:** Minneapolis (Minn.).
- Series Title:** Minneapolis Employment and Training Program records,
- Dates:** 1972-1982.
- Abstract:** Files of the program that was responsible for administering the federal Comprehensive Employment and Training Act (CETA) programs in the city of Minneapolis.
- Quantity:** 10.4 cu. ft. (11 boxes).
- Location:** See Detailed Description section for box locations.

ADMINISTRATIVE HISTORY OF THE PROGRAM

The Minneapolis Employment and Training Program (METP), a department of the Minneapolis City Coordinator's Office, was responsible for administering the city's federal Comprehensive Employment and Training Act (CETA) programs. The METP was to provide employment and training opportunities for the economically disadvantaged under CETA's Titles I, II, III, IV, VI, and VII, which dealt with the following: Title I - comprehensive manpower services; Title II - public service employment and manpower training programs for unemployed and underemployed persons in areas of substantial employment; Title III - various special programs, particularly for youth; Title IV - job corps; Title VI - public service jobs and training programs for unemployed and underemployed persons; and Title VII - general administrative provisions.

SCOPE AND CONTENTS OF THE RECORDS

The records include correspondence; annual and master plans; project proposals and narratives; progress, compliance, and monitor reports; contract files; audit reports; and special project evaluations. They cover such topics as CETA, public relations, veterans assistance and outreach, performance assessment, weatherization, and referral, youth, and summer programs; and the program's relationship with private employers, the U.S. Labor Department, federal and city representatives, program coordinators, the Minneapolis Chamber of Commerce, Southside Community Enterprises, Inc., and the Minneapolis Native American Center. There are also materials documenting METP's intake, assessment and referral center (MCIARC), health and social services committee, independent monitoring unit, and skill training improvement program (STIP).

INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:

Assisting.
Dwellings--Minnesota--Minneapolis--Insulation.
Economic assistance, Domestic--Minnesota--Minneapolis.
Federal-city relations--Minnesota--Minneapolis.
Manpower policy--Minnesota--Minneapolis.
Occupational training--Minnesota--Minneapolis.
Public service employment--Minnesota--Minneapolis.
Social service--Minnesota--Minneapolis.
Summer employment--Minnesota--Minneapolis.
Unemployed--Services for--Minnesota--Minneapolis.
Veterans--Employment--Minnesota--Minneapolis.
Youth--Employment--Minnesota--Minneapolis.

Organizations:

Minneapolis (Minn.). Office of the City Coordinator.
Minneapolis Chamber of Commerce.
Minneapolis Employment and Training Program.
Minneapolis Native American Center.
Southside Community Enterprises, Inc.
United States. Dept. of Labor.

Titles:

United States. Comprehensive Employment and Training Act.

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited item and folder title here]. Minneapolis Employment and Training Program Records. Minnesota Historical Society. State Archives.
See the Chicago Manual of Style for additional examples.

Accession Information:

Accession number(s): 992-119

Processing Information:

Processed by: Charles Rodgers and Cheri Thies, 1992
PALS ID No.: 0900038224

DETAILED DESCRIPTION OF THE COLLECTION

Note to Researchers: To request materials, please note both the location and box numbers shown below.

Location	Box	Contents
120.J.15.8F	1	<p>ANNUAL AND MASTER PLANS, 1977-1981. 7 folders.</p> <p>CETA Plan, FY1977.</p> <p>Master Plan, 7 March 1979.</p> <p>Annual Plan, 7 March 1979.</p> <p>Master Plan, 30 April 1979.</p> <p>Master Plan, 16 July 1979.</p> <p>Annual Plan, 16 July 1979.</p> <p>Master Plan and Annual Plan, 1 Oct. 1981.</p> <p>CONTRACT FILES, 1978-1980. 8 folders.</p> <p>Project proposals and narratives, progress reports, compliance reports, monitor reports, and correspondence for employment and training contracts between the city and several employers. In numerical order by contract number.</p> <p>9070 University of Minnesota: Veterans, 1978-1980.</p> <p>9071 United Way of Minneapolis Area, 1978.</p> <p>9110 Southside Service for Retarded Children, 1978.</p> <p>9300 Migrants in Action, 1978.</p> <p>9322 Foundation for Arts Resource Management, 1978.</p> <p>9376 Urban Coalition/Winter Weatherization, 1978-1979.</p> <p>9380 United Way, 1978.</p> <p>CHRONOLOGICAL CORRESPONDENCE, April 1976 - September 1979.</p> <p>April 1976-Dec. 1978. 33 folders.</p>
120.J.15.9B	2	<p>January - September 1979. 9 folders.</p> <p>CORRESPONDENCE, 1973-FY1979. 13 folders.</p> <p>CETA, 1977-1979. 3 folders.</p> <p>General, FY1979.</p> <p>Gilliland (Labor Department), 1978.</p> <p>Hale (federal representative), FY1979.</p> <p>Lowe (Labor Department), FY1979.</p> <p>Niklaus (city coordinator), FY1979.</p> <p>Sether (Special School District No. 1), FY1979.</p> <p>From Staff, 1975-1979.</p> <p>To Staff, 1973-1979.</p> <p>Tremmel (Title IV Youth Programs Coordinator), FY1979.</p>

Location	Box	Contents
120.J.15.9B	2	<p>SUBJECT FILES, 1973-1982.</p> <p>Assessment of Occupational Training Choices for Minneapolis, FY1979.</p> <p>Budget, 1980.</p> <p>CETA: Administration, FY1979.</p> <p>CETA: Funding, FY1980.</p> <p>CETA: Information, 1978-1979.</p> <p>CETA: Legislation, 1975-FY1979. 2 folders..</p> <p>CETA: Performance Review, FY1979.</p> <p>CETA: Summary, 1978.</p> <p>Center for Communication and Development (CDC), 1978-1979.</p> <p>Chamber of Commerce, FY1979.</p> <p>City Council, 1976-1979.</p> <p>Clerk Steno II Program, 1980.</p> <p>Client Characteristics, 1975.</p> <p>Comprehensive Plan, 1979.</p> <p>Control Data, FY1979.</p> <p>Control Data Institute, 1978-1979.</p> <p>Delivery System, FY1979.</p> <p>Department of Labor (DOL) CETA Monitoring Reports: Quarterly Performance Review, FY1979.</p> <p>Displaced Homemaker Program, FY1979.</p>
120.J.15.10F	3	<p>Eligibility, FY1979.</p> <p>Elliot Park Neighborhood, FY1979.</p> <p>Employee/Participant Handbooks, undated.</p> <p>Enrollment Report, 1980.</p> <p>Financial, FY1979.</p> <p>Funding Decisions Options, undated.</p> <p>Future Funding Prospects, 1977.</p> <p>General Assistance: CETA, 1975.</p> <p>General Assistance Work Program, FY1979-1980. 2 folders.</p> <p>Governor's 4 percent Chemical Dependency Program, FY1978.</p> <p>Governor's 5 percent Vocational-Technical Education Agreement, 1976-1978.</p> <p>Grievance Procedure, undated.</p> <p>Handicapped, 1979.</p> <p>Health and Social Services Committee, 1974-FY1979. 5 folders.</p> <p>Hennepin County: General Assistance, 1976.</p> <p>HIRE II, 1978-1979. 2 folders.</p> <p>H.I.R.E.D., 1978-1979. 2 folders.</p> <p>Human Resources Budget, 1979.</p> <p>Independent Monitoring Unit (IMU), 1979-1980. 2 folders.</p>

Location	Box	Contents
120.J.16.1B	4	<p>Organization and Instruction Manual, 1979-1980. 2 folders. IMU: Department of Labor CETA Assessment, 1980-1982. Indian Women's Employment Workshop, 1980. In-School, FY1979. KMOJ, 1979-1980. Lawn Beautification Program, FY1979. Legal Opinions, 1976-1979. Manpower Planning Council, 1976. Mel Harris and Associates, 1978. Memos and Letters Written for Donna Harris' (program director) Signature, 1978. Minneapolis Age and Opportunity (MAO) Center, 1980. Management Information System (MIS), 1977-1980. MIS Policy Letters, 1974-1975. Minneapolis CETA Letters [Policy Memos] #1-29, 1976-1978. Minneapolis CETA Intake, Assessment and Referral Center (MCIARC), FY1979. 2 folders. MCIARC Reorganization, 1979. MCIARC AND MIS Eligibility Determination, 1979. Minneapolis Employment and Training Advisory Council, 1977. Minneapolis Employment and Training Planning Advisory Council (METPAC), FY1979. 2 folders. METPAC Bylaws, 1979. Minneapolis Regional Native American Center, FY1979. Minneapolis Urban League Outreach, FY1979. Minneapolis Youth Assistance Program (MYAP), FY1979. Minnesota Special Grant to the Governor: Title II, FY1979. Minnesota Urban Consortium, 1975. Miscellaneous Interoffice Memoranda, 1976-1977. Monitoring, FY1979. Monitoring Check List: Title I, FY1979. Monitoring Report, 1978-1979. Monitoring Visits, 1977. Multi Resource Centers, Inc., 1980. Occupational Skills Training Center (OSTC), FY1979. Organization: CETA, 1979. Organization: Human Resources, 1973-1977. 2 folders. Performance Indicators, FY1979. Positive Alternatives for Youth (PAY), 1979. Possible Umbrella, 1977-1978. Press Releases, 1978-1979.</p>

Location	Box	Contents
120.J.16.2F	5	<p>Private Industry Council (PIC), 1978-1980. Program Operator's Meetings, FY1979. Program Operator's Correspondence, FY1979. Project COPE, 1980. Publicity, 1977-1980. Public Service Employment (PSE), FY1979. Quarterly Performance Assessment Performance Indicators, FY1979. CETA Reauthorization Briefing, 1979. Skill Training Improvement Program (STIP), 1977-1980. 3 folders. Solar Utilizations/Economic Development and Employment (SUEDE), 197. Southside Community Enterprises, Inc. (SCE) Audit Reports, 1975- 1980. SCE Progress Reports, 1977-1978. SCE Project Letters on Extensions, 1978. SCE Project Managers Committee, 1977-1978. SCE Training Activities, 1977. Staff Memos, 1980. Summer Program for Economically Disadvantaged Youth (SPEDY), 1978-1979. Targeted Jobs Tax Credit, 1979-1980. Technical Assistance Training, 1978-1979. Title II-D/VI, 1979-1980. Title III Offender Program, 1978-1980. 3 folders. Title IV Special Projects, 1978. Title VI Training, 1978-1980. Title VII, 1979-1980. Trainco, Inc., 1979. Training, 1977-1980. Twin Cities Opportunities Industrialization Center (TCOIC), FY1978. Twin Cities Tree Trust, 1977-1978. Urban Coalition Reports, 1976. Veterans Assistance and Outreach, 1976-1980. Work Experience Program, 1978-1980. Work Statements, FY1979. Welfare, 1976.</p>

Location	Box	Contents
120.J.16.3B	6	<p>TITLE I (comprehensive manpower services) Administrative Files, 1972-FY1978:</p> <ul style="list-style-type: none">Afro Center, 1972-1975.American Institute of Banking (AIB), 1975-1977.Annual Plan, FY1978.Annual Plan and Prime Sponsor Agreement (PSA), FY1978.Application Title I, FY1977.Apprenticeship Information, 1978.Brotherhood of Railway and Airline Clerks (BRAC), 1976.CETA Field Hearing, 1976.CETA/ES (Economic Security) Services Integration, 1978.CETA/WIN/NON-WIN (Work Incentive) Training Session, 1978.CETA/WIN, 1975-1976.Chamber of Commerce, FY1978.Chamber of Commerce OJT, FY1977.Chamber of Commerce New and Expanding (N/E) Business, FY1978.Delivery System Design, FY1977.Department of Economic Security, FY1978.Department of Labor, 1978.Department of Labor Quarterly Reports, FY1977.Equal Educational Opportunity (EEO), 1978.Evaluation, 1977.Evaluation Task Force, FY1977.Fiscal Planning, FY1977.Formal Performance Assessment, FY1977-FY1978. 2 folders.Governor's 4 percent Technical Assistance Funds, 1978.Governor's Manpower Office, 1977.Health and Social Services Committee, FY1977.H.I.R.E.D., FY1978.Holmes Urban Renewal Project, 1978.Honeywell OJT, FY1977.Individual Referral Program, 1977-FY1978. 2 folders.In-School, FY1977-FY1978. 2 folders.Job Development and Placement, FY1977.Latino Study, 1977.Management Information System (MIS) Analysis, FY1977.

Location	Box	Contents
120.J.16.4F	7	<p>Mel Harris and Associates, 1977-1978. Mel Harris and Associates Monthly Progress Reports, 1977-1979. METP Assessment, FY1977. METP Quarterly Performance Assessment, FY1978. METP System, FY1978. MCIARC II, FY1977. MCIARC II Correspondence, FY1978. Minneapolis Urban League, FY1978. Minneapolis Youth Assistance Program, 1976. Minnesota Occupational Information System, 1977. OSTC, FY1978. OSTC: Skills Training, FY1977. Planning, FY1977. Planning Council, 1976-1977. Policies, FY1978. Program Operators, 1977-1978. Program Operator Meetings, 1977-FY1978. Psychological Testing, FY1977. Public Program Coordination Task Force, 1978. Referral Guidelines, FY1978. St. Anthony Main Development Project, 1978. Title I Correspondence, 1978. Title I Summary, 1977-1978. Transitional Training Session, 1976. Urban Coalition of Minneapolis, FY1978. Urban League OJT, FY1977. Work Statements, FY1978.</p> <p>TITLE II Administrative Files, FY1975-FY1980. Title II concerned public service employment and manpower training programs for unemployed and underemployed persons in areas of substantial employment.</p> <p>Boxing: Youth Center Contract, 1980. Chamber of Commerce, FY1980. Chemical Dependency Program, FY1980. Concentrated Employment Program (CEP) Closeout, FY1975. Control Data Institute, FY1980. Department of Labor (DOL) Correspondence, FY1980. Formal Performance Assessment Performance Review, FY1980. H.I.R.E.D., FY1980. Individual Referral Program, FY1980. In-School, FY1980.</p>

Location	Box	Contents
120.J.16.5B	8	<p>MCIARC Correspondence, FY1980. 2 folders. Minneapolis Urban League, FY1980 Minnesota Department of Economic Security (MDES), FY1980 Monitoring, FY1980 Monitoring Reports, FY1978-FY1979. 2 folders. OSTC, FY1980. Partners for Strong Neighborhoods, FY1977-FY1978. Pilot City Regional Center, 1979. Planning, FY1980-FY1981. 2 folders. Police Officer Training, 1979-1980. Quarterly Performance Indicators, FY1980. Subgrant Closeout, FY1978. TCOIC, FY1979-FY1980. 2 folders. Twin Cities Tree Trust, FY1980.</p> <p>TITLE III (various special programs) Administrative Files, 1977-1979. 4 folders. Displaced Homemakers, 1979. General, 1978. Plans, 1979. Title III, 1977.</p> <p>TITLE IV (Jobs Corps) Administrative Files, 1977-1979. 6 folders. Summer Program Film Project, undated. Summer Youth, 1979. Youth, 1977. Youth: Award Letters, 1979. Youth Programs, 1979. Youthwork, 1979.</p>

Location	Box	Contents
120.J.16.6F	9	<p>TITLE VI.</p> <p>Title VI concerned public service jobs and training programs for unemployed and underemployed persons.</p> <p>Title VI Administrative Files, 1977-1980:</p> <ul style="list-style-type: none">Alternatives for Future Spending, FY1978.Annual Plan, 1979.CETA Arts, 1977.CETA/ES Service Integration: Feasible Alternatives, FY1978.CETA Reauthorization: Legislative Update, 1977.CETA Self-Development Project, 1978.CETA Special Projects Enrollment, 1977-1978.City Arts Jobs, 1978.City Arts Productions: CETA Reports, 1978.City Arts Tech Pool, 1978.Community Artists, 1978.Contracts Approved by City Council, FY1978.Contract List and Monitoring Assignments, FY1978.Control Data, 1978.Correspondence, 1977-1979.Correspondence:<ul style="list-style-type: none">Alderman Earl Netwal, 1977.Clearinghouse, FY1978.Written for L.G. DeMars (city council president), 1978.Written for Charles R. McKenzie (human resources director), 1977.Written for David C. Niklaus (city coordinator), 1977-1978.Employability, 1979.Evaluations, FY1979.Expiration Notices to Clients and Agency Directors, 1978.Financial Reports, 1978.Formal Assessment Rating, FY1979.General, FY1979.House Doctor Demonstration Project, 1980.Legal Aid Society of Minneapolis, 1978.Memos to George Monroe (Title VI coordinator), 1978.Memos from George Monroe to Miscellaneous, 1978.Memos from Donna Harris (program director), 1979-1980.Metro Health Monitoring, 1978.Minneapolis CETA Title VI Special Projects Applicant Information Sheet, FY1978.

Location	Box	Contents
120.I.16.6F	9	<p>Minneapolis Women's Opportunity and Resource Center, undated.</p> <p>Minneapolis WIN Program and CETA Agreement, FY1978.</p> <p>Miscellaneous Memos (from and to all), 1978-1979.</p> <p>Monitoring Guide, undated.</p> <p>Monitoring Reports, 1978. 2 folders.</p> <p>Native American Center, 1977-FY1979. 4 folders.</p> <p>New Project Ideas and Research Project Ideas from Staff, 1978.</p>
120.J.16.7B	10	<p>Participant Survey: Information/Instructions for Interviewer, FY1978.</p> <p>Partners for Strong Neighborhoods, 1978.</p> <p>PLATO Basic Skills System, 1978.</p> <p>Program Narratives, 1978.</p> <p>Program Reports: City Art Productions, 1978.</p> <p>Program Summary Special Reports, 1978.</p> <p>Project Data Summaries, 1978.</p> <p>Project Summaries, 1978.</p> <p>Relocation Feasibility Study, FY1978.</p> <p>Resource Associates, 1978.</p> <p>Southside Community Enterprises (SCE), 1978. 2 folders.</p> <p>SCE Complaint, 1978.</p> <p>SCE Correspondence, 1978.</p> <p>SCE Monitoring and Personnel Information, 1977-1978.</p> <p>Special School District No. 1, 1979.</p> <p>Summary List of Contracts, 1978.</p> <p>Survey of Twin Cities Personnel Managers Regarding CETA Programs, 1976.</p> <p>Title VI, FY1979.</p> <p>Title VI Special Projects Evaluations, 1978. 3 folders.</p> <p>Trainco, FY1979.</p> <p>Twin Cities Tree Trust, FY1979.</p> <p>Umbrella Agencies Proposals, FY1978.</p> <p>Urban Coalition, FY1979.</p> <p>Urban Coalition Weatherization, 1979.</p> <p>Ways and Means Committee, FY1979.</p> <p>Weatherization, 1978-FY1979. 3 folders.</p> <p>Work Experience Program (WEP), 1979.</p> <p>WIN Program, FY1978.</p> <p>WSBN, 1978.</p> <p>Youth Employment, 1978.</p>

Location	Box	Contents
120.J.16.7B	10	<p>Title VI Contract Files, 1978.</p> <p>Project proposals and narratives, compliance reports, progress reports and monitoring reports for employment and training contracts between the city and various employers. In numerical order by contract number.</p> <p>9029 Southside Community Enterprises (SCE). 9031 YMCA. 9073 Central Labor Union. 9074 Little Earth of the United States. 9079 YWCA. 9080 Phyllis Wheatley Community Center. 9082 Plymouth Christian Youth Center/Project Interact. 9083 Big Brothers, Inc. 9084 Minneapolis Regional Native American Center. 9093 SCE. 9094 State of Minnesota/Department of Administration Anishinabe Longhouse 9095 Pilot City Regional Center. 9106 Elliot Park Neighborhood, Inc.</p>
120.J.16.8F	11	<p>9110 Southside Services for Retarded Citizens. 9111 Northside Residents Redevelopment Council/Community Organization Project. 9114 Native American Family and Children's Service/American Indian Foster Children Project. 9116 Upper Midwest American Indian Center/Research and Display Project. 9118 Minneapolis Society for the Blind, Inc./Project Expansion. 9155 SCE. 9183 Children's Home Society #2 Cedar/Riverside Drop-In Center. 9191 SCE. 9320 Chamber Arts. 9328 Senior Citizens Center. 9394 University of Minnesota Veterans Programs. 9464 Department of Corrections. 9522 Resource Associates/Career and Self-Development.</p> <p>TITLE VII (general administrative provisions) Administrative Files, FY1979. 2 folders. General. Private Industry Council.</p>