

**Workforce Innovation Board of Ramsey County**  
**April 5, 2018**  
**Meeting Minutes**

**WIB Members Present**

Toni Carter  
Michael Fondungallah  
Larry Gilbertson  
Foster Hackett  
Butch Howard  
Chad Kulas  
Mike Lang  
Karin McCabe  
James McClean  
Sean Mullan  
Paul Nikstad  
Sheila Olson  
Jennifer Roettger  
Mary Russell  
Chris Tolbert (via phone)  
Shannon Watson  
Ramona Wilson  
Tracy Wilson  
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**Members Absent**

Karen Gerdin-EA  
Jennifer Germain-EA  
Kristin Guild-EA  
Clarence Hightower  
Chris Kondo  
Don Mullin-EA  
Kate Probert-EA

**Staff/Guests Present**

Leon Boeckermann, Ramsey County  
Vera Johnson, Workforce Solutions  
Rebecca Milbrandt, WIB Staff  
Tim O'Neill, DEED  
John O'Phelan, Workforce Solutions  
Elizabeth Tolzmann, Ramsey County

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**Call to Order**

Chair Butch Howard called the meeting to order at 2:33 p.m. All those in attendance introduced themselves.

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**Announcements**

Howard read the following announcements:

- Welcome to the Workforce Innovation Board of Ramsey County meeting. We especially welcome our partners and guests. Thank you for joining us today.
- Thank you to the staff of Goodwill-Easter Seals for hosting today's meeting.
- Welcome to new member, Shannon Watson, Manager of Public Affairs for the Saint Paul Area Chamber of Commerce. We look forward to your participation and valuable insight.
- All WIB members should have received an invitation to attend a fair hiring event on Thursday, April 26. The early session (8:30-10:00) is geared toward employers and the later session (11:00-12:30) is for community based organizations and workforce partners. Details and the link to register were sent via email. There are also flyers available on the counter.
- All WIB members will be invited to the Grand Opening of the St. Paul Workforce Center in June. Plans are underway so watch for more details to come soon.
- The next WIB meeting is June 7, 2018, 2:30-4:30. This meeting will be held in Room 103 at the newly remodeled St. Paul WorkForce Center. We appreciate you making this meeting a priority.

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**Approve Consent Agenda**

**April Meeting Agenda**

**February Meeting Minutes**

**One Stop Operator Selection and One-Stop Operator Memorandum of Understanding Motion (Russell/McClean) to approve the consent agenda as presented. Motion carried. Lang abstained from the vote.**

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**Amended 2018 WIB Budget**

An amended 2018 budget was reviewed. Tolzmann stated that \$5,000 from strategic priorities not used for the Outreach to Schools program during the 2017-2018 school year has been refunded. Tolzmann also reported on the DEED audit and the resolution put in place for tracking WIOA dollars. Although no wrongdoing was found, an \$11,000 youth overpayment was discovered and will be refunded to DEED.

**Motion (McCabe/Hackett) to approve the Amended 2018 WIB Budget as presented. Motion carried unanimously.**

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**WIB Financial Reports**

Tolzmann explained that charges for phone and rent will be reversed until a decision is made about how these charges are allocated. All other expenses are routine.

**Motion (Carter/Gilbertson) to approve the January and February 2018 financial reports as presented. Motion carried unanimously.**

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**PY 18 Unified Local Youth Plan**

A summary of the updated 2018 Plan was reviewed. McCabe reported that the number of youth served in 2018 is expected to be the same as were served in 2017. She also noted that the County and Saint Paul's Right Track Program will be discussing ways to collaborate. It was stated that the majority of youth served by County programs reside in Saint Paul. There was discussion about how an increase in the minimum wage could affect the number of youth served in the summer employment program if there is no carve out for training programs or additional funding. It was noted that the wage increase could also have a negative impact on qualifications for public assistance programs such as housing and child care assistance. Tolbert reported that the Citizens League is preparing a report that will be reviewed by the City Council before a decision on a minimum wage increase is made. After some discussion, Mullan, Policy Committee Chair, was directed to draft a letter to the City Council and Mayor outlining the WIB's concerns about a \$15 minimum wage. The letter will be emailed to members of the Policy Committee and Executive Committee before being sent to the City.

**Motion (McCabe/Mullan) to approve the PY 18 Unified Local Youth Plan as presented. Motion carried.**

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**PY 18 Unified Local Plan**

Howard noted that this is a Plan update year. A summary of the updates was reviewed. The 30-day public comment period closed today and no feedback was received.

**Motion (Mullan Roettger/) to approve the PY 18 Unified Local Plan as presented. Motion carried.**

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**WIB Bylaws Content / Community Contracts Review**

Howard explained that the Bylaws will be reviewed by the County Attorney after getting feedback from WIB members on any recommended language clarifications or modifications. Comments should be sent to Tolzmann by May 18. Tolzmann stated that a list of all community organizations under contract with Workforce Solutions has been provided.

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**CareerForce Presentation**

Lang presented information on the statewide workforce system rebranding effort being led by the MN Workforce Council Association and the Governor's Workforce Development Board. He explained that under the new brand, all WorkForce Centers will be called CareerForce Centers. The need for rebranding is due to confusion and lack of awareness by the public. Goals for making the workforce system a resource people want to access versus one they have to access include:

- Increasing awareness with career seekers and employers
- Eliminating customer confusion
- Eliminating stigmas and stereotypes
- Ensuring an equitable system
- Helping Minnesota's workforce thrive

Next steps include developing brand materials, intranet, and online collaborative platform for the external launch in October 2018. Still being considered are ways to roll out the name change in a way that minimizes the negative impact of this unfunded mandate. Ramsey County has not yet determined how it will rebrand the name of Workforce Solutions. Kulas suggested advertising the new brand at the State Fair.

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## Updates

*WIB Executive Director & Assessment:* Tolzmann reported that there were 126 applicants for the director position; however, 83 did not meet minimal qualifications. After two rounds of interviews, the Deputy County Manager is still considering the decision. Tolzmann stated that input from WIB members and staff gathered during the assessment are being considered in the selection process. Tolzmann will send an update when a decision is made. WIB members commended Tolzmann and Boeckermann for their great work during the transition. Tolzmann reported that one-on-one interviews with all WIB members have been completed. She shared the key themes that came out of the interviews:

- There is deep passion for the work
- WIB members have extensive experience and diverse skill sets
- The preference is to work in small group settings
- Full WIB meetings are more business oriented and less personable; would prefer more interaction
- Desire to work with and advance the work within the community
- Need for greater connection between the committees' work and the full WIB
- Need to undergo strategic planning
- Desired attributes for new director included being an authentic partner, collaborator, and face of the work

Tolzmann expressed her appreciation for the time each member took to share their thoughts.

*Regional Board:* Tolzmann reported that sector six sector skills academies have been formed in the areas of business/financial services, construction, government, healthcare, IT and manufacturing. A call out for participants to engage in these academies over the next 12 months has been made. Carter explained that there are four strategy teams also being formed. Those interested in either opportunity should contact Carter or Tolzmann.

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## Committee Reports

*Youth Committee:* McCabe announced that Jan West was selected by the Youth Committee as the 2018 Vern Vick Memorial Award recipient. The award will be presented to West at the June WIB meeting. McCabe also gave an update on the Outreach to Schools program. Turnover of two interns has impacted the ability to serve all five schools. It is hoped that the relationship with all the schools can be maintained and the program possibly expanded for the 2018-2019 school year. It was also noted that the Youth Committee has cancelled their May meeting.

*Integration-Business Services Committee:* Russell reported on the joint committee meeting, which included a presentation on employee cooperatives by Nexus Community Partners and a review of labor market data in the hospitality and educational services sectors. The next step is to look at what meaningful work can be done in those areas, including strategies to change the perception of hospitality positions as only being entry level, low wage jobs.

*Policy Committee:* Mullan reported on The Peoples Fellowship, a two generation, collaborative project with NdCAD and the Saint Paul Promise Neighborhood, to support 25 African American families in developing self-determined career plans. There may be legislative language regarding this type of model that the WIB could support in the future. Mullan also noted the importance of ensuring an accurate account in the 2020 Census. The committee also discussed the SNAP 50/50 matching funds.

Clarifications on the accounting rules are needed. A letter requesting these clarifications will be drafted.

*Workforce Center Ad Hoc Committee:* Russell shared the preliminary charter. The committee, which includes WIB and community members, will design methods to assess customer experiences in the three WorkForce Center sites. The assessment will include observations, surveys, and other measurement tools. Once designed and implemented, recommendations for continuous improvements will be provided. The committee will start meeting next week

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**Other**

Tolzmann reported that she, Boeckermann and Deputy County Manager Johanna Berg will be presenting on Workforce Solutions' youth services at the April 25 Saint Paul City Council meeting. WIB members are welcome to attend.

Tolzmann thanked Tolbert for arranging a presentation before Equal Justice Committee. She invited WIB members to the April 26 event on recruiting and hiring strategies for those with criminal backgrounds. Several members expressed interest in connecting with and highlighting felony friendly businesses. McCabe suggested a presentation by We Are All Criminals take place at a future WIB meeting.

Johnson shared the preliminary online version of the 2017 Annual Report. The theme is Work For Impact, Growth and Legacy. Johnson explained the report will have a digital focus but will be supplemented with a four-page infographic. She expects the report to go live on April 13.

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**Adjourn**

**Upon conclusion of the agenda, the meeting was adjourned at 4:26 pm.**

The next WIB meeting is June 7, 2018, 2:30-4:30, Saint Paul WorkForce Center –540 Fairview Ave. N.