



**Workforce Innovation Board of Ramsey County**  
Joint Business Services and Integration Committee Meeting Minutes  
January 14, 2019  
3:00-4:30 pm

**Present:**

Elena Gaarder  
Kate Probert  
Mary Russell  
Ramona Wilson  
Anivuin Xiong

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Jennifer Roettger

**Absent:**

Toni Carter-EA  
Kristin Guild-EA  
Don Mullin  
Tracy Wilson-EA

Michael Fondungallah  
Butch Howard-EA

**Staff/Guests:**

Becky Milbrandt, WIB Staff  
John O'Phelan, Ramsey County  
Dunn Yoshitani, Ramsey County

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**Call to Order**

Chair Mary Russell called the joint meeting to order at 3:05 pm. All those in attendance introduced themselves.

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**Approve Meeting Minutes**

**Motion (Probert/Roettger) to approve minutes from the November 27, 2018 Joint Business Services / Integration Committee meeting as presented. Motion carried.**

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**Conflict of Interest Statement**

Russell read the statement aloud. Copies of the statement were distributed for members to sign.

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**2019 WIB Policy Statements**

Copies of the WIB's 2019 Policy Statements were distributed and reviewed. Roettger suggested bulletizing the items in the first paragraph to make it easier to read. It was noted that some of the priorities are tied to the Integration Committee's work. The committee recommended tracking the progress and reviewing the data later in the year.

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**Grant Updates**

*MOU Partner Convening:* Probert stated that the One-Stop Operator Consortium (OSO) has called the Memorandum of Understanding (MOU) partners together for a discussion on integration and collaboration within the public workforce system. The meeting, which is being held tomorrow, will include a facilitated discussion around three core topics; gaps assessment, what is working well, and how to improve the referral process. The meeting outcomes will be shared with the committee and the WIB.  
*P2P Collaboration Next Steps:* Probert explained that the idea for bringing the P2P grant recipients together came from this committee. The meeting was held in October and the following actions are currently in process:

- External and internal documents are being created. The external document will be used by front line staff to assist residents on how to map out career pathways. The internal document will be a comprehensive list of training program offerings for staff to use as a reference.
- Sector-based resource fairs will be held quarterly. The fairs will take place in the community so residents feel more comfortable attending. Probert indicated that help is needed promoting the events, especially to those who may not have connected with the system in the past. Employers who are hiring will be invited to promote their companies and demonstrate how career plans work within their organizations. Culturally specific organizations will also be on hand to help people

see beyond the traditional job tracks and reduce fear among attendees. It was suggested that employers will be more likely to attend if they are given a 60-day notice.

- A larger conference meant to provide training and information to staff is being planned.

*SNAP E&T Provider Map:* A link to the online provider map was sent with meeting packet. Additional details are being collected from the providers and will be added to the map.

*APEX Career Exploration Program Grant:* Probert reported that this program received \$20,000 in grant funding from the MN Department of Labor and Industry. Ramsey County will refer youth who are interested in registered apprenticeships through the Finishing Trades Institute. The Finishing Trades Institute is hosting after school events so students and parents can attend. There is also a hand-on event at the Mall of America on January 26 meant to give more exposure to the trades.

*Resilient Communities:* Probert reported that students at the University of Minnesota are beginning their research around transportation barriers. The students will be talking to residents, especially in communities of color, and employers. An informal focus group discussion will take place at the February WIB meeting. Some potential steps to minimize barriers include relocating bus stops, paying off traffic fines so people can get their licenses reinstated, and investing in infrastructure. There was discussion about whether or not the stops along the Rush Line, the rapid bus line that will run between Saint Paul and White Bear Lake, have been established yet. There could still be an opportunity for input on where some of the stops are located.

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### **CareerForce Update**

Yoshitani reported that the official CareerForce launch took place in December. All three CareerForce locations in Ramsey County are being rebranded. Ramsey County and other counties throughout the state will retain their identity but will add the Proud Partner tagline to reinforce their participation in the system. The WIB will not change or add anything to its name. Works in progress include updating forms/workshops/flyers/etc., populating the CareerForce website, and sharing consistent messaging among the partners to reinforce the idea that everyone belongs to the same system and are on the same team. It was suggested that the presentation given to the Governor's Workforce Development Board be shared with the WIB. Russell emphasized the need to create a seamless system and broaden awareness. It was noted that a CareerForce subcommittee is looking at ways to meet the needs of employers.

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### **East Side Employment Exchange**

Probert reported that the meeting with the East Side Employment Exchange scheduled for last Friday was moved to next Wednesday. Outcomes from the meeting will be shared with the committee. O'Phelan and Gaarder shared information about the work of the Exchange. Gaarder explained that the Exchange is working with Saint Paul Port Authority tenants on their worker needs. The Port is amending its workforce agreements to increase local hiring. The Exchange serves as a place for employers to go to get assistance with finding employees. There was interest in learning more about this work. It was acknowledged that access to services is generally lacking on the east side.

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### **2019 Meeting Schedule**

It was noted that the Integration and Business Services Committees plan to meet jointly in 2019. The proposed joint meeting schedule was reviewed.

**Motion (Probert/Gaarder) to approve the 2019 joint meeting schedule as presented. Motion carried.**

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### **Other**

No other items were discussed.

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### **Adjourn**

Upon completion of the agenda, Russell adjourned the meeting at 4:22 pm.