

**Workforce Innovation Board of Ramsey County
Executive Committee Meeting Minutes**

January 25, 2019, 7:30-9:00am
90 W. Plato Blvd., Glass Room
St. Paul, MN 55107

Committee Members Present

Chad Kulas
Karin McCabe
Sean Mullan
Paul Nikstad
Mary Russell
Chris Tolbert

Members Absent

Toni Carter-EA
Butch Howard-EA

Staff/Guests Present

Leon Boeckermann, Ramsey County
Becky Milbrandt, WIB Staff

Call to Order

Chair Karin McCabe called the meeting to order at 7:36 am.

Approve November Minutes

Motion (Kulas/Nikstad) to approve the November 30, 2018 minutes as presented. Motion carried.

Conflict of Interest Statement

McCabe read the statement aloud. Members were asked to review and sign the form.

WIB Membership

Membership Application: **Motion (Nikstad/Russell) to recommend to the City of Saint Paul the appointment of Sheri Riemers to represent Community-Based Organizations and to recommend to the Ramsey County Board of Commissioners the appointment of Cynthia Larson to represent One-Stop Partners on the WIB. Motion carried.**

Milbrandt reviewed the onboarding process. McCabe suggested having a member of the Executive Committee take each new member out for coffee to welcome them.

Committee Memberships: **Motion (Mullan/Kulas) to ratify the WIB Chair's appointments of Shannon Watson to the Policy Committee and Gaye Adams Massey to the Youth Committee. Motion carried.**

Vacancy Report and Dashboard: McCabe reviewed the vacancy report. She pointed out the need for representation from mid-sized businesses and the Hispanic community. Kulas is working on prospects from Securian, Ecolab, Image Sensing Systems, and Minnetronix. McCabe asked all committee members to consider others in their networks who may be interested in serving on the board, especially those from diverse communities. Kulas suggested asking members who are retiring or whose terms are ending to suggest a replacement.

WIB Financial Reports

Motion (Nikstad/Russell) to accept the November/December 2018 financial report as presented. Motion carried.

Ramsey County/Workforce Solutions 2020-2021 Budget Process

Boeckermann explained that Ramsey County is in the early stages of developing its 2020-2021 budget. The process begins at the service team level before going to the County Manager and finally to the County Board for approval. Boeckermann stated that he submitted a budget request for additional funds to sustain the WIB in 2020 and 2021. McCabe suggested extending the March Executive Committee meeting to allow time for a full conversation about sustainable funding and expanding the reach of the

WIB beyond Workforce Solutions (WFS). Asking the City of Saint Paul to participate more fully will be part of that conversation as well. Tolbert asked that the WFS budget be shared with the WIB early in the process so there can be a discussion about spending priorities. Boeckermann noted that WFS' budget is fairly regulated due to the nature of the grants, but he welcomed review and input from the WIB prior to its approval. Russell explained that the WIB provides priority direction through the work of the committees, especially related to sector and occupation focus. It was decided that Boeckermann will present the first draft of the WFS budget and the County budget schedule at the next meeting to ensure the WIB has an opportunity to comment prior to approval. McCabe agreed that this is the WIB's responsibility and there should be a precedence set for this review process.

2019 WIB Budget

Boeckermann provided a brief history of how the WIB's budget was initially developed. Many years later, the original model has proven to be unsustainable. Boeckermann conducted some research and found that all metro Workforce Development Areas (WDA) support their WIBs differently. One commonality was that the WIBs' budgets are more enmeshed with the county budgets. This will be discussed more fully at the March meeting. Boeckermann presented a balanced budget for 2019. The budget was achieved by adding \$20,000 in MFIP revenue and significantly reducing member development and strategic priority expenses.

Motion (Kulas/Russell) to recommend approval of the 2019 WIB Budget as presented. Motion carried.

Updates

One Stop Operator Consortium: Boeckermann explained that the Consortium is focusing on enhancing the customer experience at all three sites and implementing CareerForce, which will fully launch on April 18. He and Nikstad shared information about the Memorandum of Understanding partner meeting on January 15. 25 partners came together to discuss ways to streamline services and elevate communication. The next meeting will be held at a partner site so others can see and learn about their services.

Resilient Communities Project: Boeckermann stated that Max Holdhusen and students from the University of Minnesota plan to attend the February WIB meeting to give an update on their research and conduct an informal focus group.

Regional Board: Tolbert provided an update on the Greater Metropolitan Workforce Council. Highlights included:

- Receiving \$150,000 in WIOA funding for internships
- An announcement about the permanent Executive Director is expected soon
- Commissioners Carter and Sivarajah shared a bipartisan report on workforce needs with state legislators
- A draft of the regional joint powers agreement had been distributed. Several items are still being discussed, including funding contributions from each WDA and clarity on the roles and responsibilities of the regional and local boards

East Side Employment Exchange: Boeckermann shared information about his meeting with the East Side Employment Exchange (ESEE), a collaboration of eleven community-based organizations. Although still in the forming stage, the ESEE has an interest in becoming more fully integrated with the work of WFS and the WIB. It was decided that representatives from the ESEE will be given 15 minutes on the February WIB agenda to share information about their work and discuss opportunities to work together. There was concern about the potential for duplicating efforts, although it was acknowledged that the populations on the east side have not historically been treated well by the system. Kulas noted the potential for forming alliances that could lead to WIB membership recommendations.

County Inclusion in Contracting Initiative: Boeckermann reported that the County Board recently passed a resolution establishing goals for contracting with minority-owned businesses. John O'Phelan from WFS is focusing on this effort. A plan is being developed and a progress report will be given to the County Board in December. An update on this initiative will be given at the February WIB meeting.

Workforce Solutions Staffing: Boeckermann stated that WFS has hired an Accountant. Holly Schnetzler previously worked in the Sheriff's Department. The second round of interviews for the Executive Director are taking place next week. Boeckermann hopes a decision will be made soon.

Committee Reports

Policy: Mullan reviewed the updates made to the WIB's 2019 Policy Platform. The Platform was shared with each committee for review and input prior to being sent to the Executive Committee. McCabe suggested adding the GMWC to the support list. The term "junior high" will be amended to read "middle school". Mullan also mentioned that the Minnesota Association of Workforce Boards is planning a day at the capitol in the spring.

Motion (Nikstad/Tolbert) to recommend the WIB's 2019 Policy Platform as amended. Motion carried.

Integration/Business Services: No update since the items discussed by the committee have already been covered in today's discussion.

Youth: Nikstad provided an update on the 2018-19 Outreach to Schools program. WFS is hoping to hire two additional interns. Developing a partnership with a school to help feed interns into this program or another internship model may be considered for next year. Nikstad reported that the Finishing Trades Institute received a \$20,000 grant to provide career exploration and internships for 30-40 youth. Ramsey County is a referral partner. Nominations for the Vern Vick Award open February 1.

Other

Boeckermann reported that the federal shutdown could impact SNAP recipients if it extends beyond the end of February. The state could step in to fill the gap for a short period of time if needed. Tolbert explained that the City of Saint Paul is looking at ways to bridge gaps in public housing benefits. WIOA programs are not affected by the shutdown because the funds have already been sent to the states.

Adjourn

The meeting was adjourned at 9:01 a.m.

Next meeting: March 22, 2019 in the Glass Room, 90 W. Plato Blvd