

**Workforce Innovation Board of Ramsey County  
February 1, 2018  
Meeting Minutes**

**WIB Members Present**

Toni Carter  
Karen Gerdin  
Jennifer Germain  
Larry Gilbertson  
Trixie Golberg  
Kristin Guild  
Foster Hackett  
Butch Howard  
Chad Kulas  
Mike Lang  
Karin McCabe  
James McClean  
Don Mullin  
Paul Nikstad  
Sheila Olson  
Kate Probert  
Mary Russell  
Chris Tolbert  
Tracy Wilson  
Anivuin Xiong

**Members Absent**

Michael Fondungallah  
Clarence Hightower-EA  
Chris Kondo  
Sean Mullan-EA  
Jennifer Roettger-EA  
Ramona Wilson

**Staff/Guests Present**

Bridgett Backman, Workforce Solutions  
Leon Boeckermann, RC  
Ashley Brandt, OTS Intern  
Blake Huffman, Ramsey County Board  
Gaye Adams Massey, YWCA  
Rebecca Milbrandt, WIB Staff  
Tim O'Neill, DEED  
CJ Stanton, Workforce Solutions  
Christina Thao, OTS Intern  
Elizabeth Tolzmann, Ramsey County

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**Call to Order**

Chair Butch Howard called the meeting to order at 2:33 p.m.

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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 Sheila Olson and the staff of Goodwill-Easter Seals for hosting today's meeting.
- As announced last month, Elizabeth Tolzmann has been appointed Interim WIB Director until a permanent Director is in place. She will also continue to oversee the Workforce Solutions (WFS) assessment and serve in her role as the Director of Policy & Planning for Ramsey County. Additionally, Leon Boeckermann has been named Interim WFS Director. Leon is currently the Director of Healthcare Services and has been with Ramsey County for 30 years.
- Jennifer Germain was a WIB member representing Vocational Rehabilitation Services from 2012-2014. She enjoyed it so much that she has returned. Welcome back to the WIB, Jennifer.
- Marie Ellis resigned her position at the Saint Paul Area Chamber of Commerce. We wish Marie well. Shannon Watson, Manager of Public Affairs for the Chamber, has submitted her WIB members application. We look forward to her participation.
- Welcome Commissioner Blake Huffman and thank you for attending today's meeting.
- The next WIB meeting is April 5, 2018, 2:30-4:30 at Goodwill-Easter Seals. We appreciate you making this meeting a priority.

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**Approve Consent Agenda**

**February Meeting Agenda**

**December Meeting Minutes**

**Workforce Center Certification**

**Motion (Hackett/McClean) to approve the consent as presented. Motion carried.**

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## **Conflict of Interest Statement**

Howard read the statement aloud. Members present signed acknowledgement forms.

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## **Committee Reports**

### ***Youth Committee:***

*Outreach to Schools Intern (OTS) Presentation* – Stanton provided a brief overview of the program. Interns are currently working at Humboldt, Como, Roseville, LEAP and Creative Arts High Schools. Two of the interns were in attendance to share information about their work. Brandt stated that this is her third-year interning at Creative Arts. Her focus has been on college application assistance, organizing college reps to visit the school, planning college tours, completing FAFSA forms, resume and career development assistance, and crisis management. Brandt explained that working as an OTS intern led her to decide that she wants to be a school counselor. Thao, the second-year intern at LEAP, reported that many of the students she works with are new to the United States and have low English levels. These students are not as focused on college because they need income to support their families so her efforts center on work readiness and job search. Hackett suggested making students aware of union programs that allow them to work while getting trained. After some discussion, WIB members expressed a desire to expand this program so there is an intern in every high school in Ramsey County.

*Youth Local Plan Update* – Backman reported that the 2018 Plan is due April 13. It will be routed through the Youth Committee and then back to the WIB on April 5 before being sent to the Ramsey County Board.

*Summer Youth Employment Programs* – Backman asked WIB members interested in providing a summer youth work experience to contact Stanton. Ramsey County is looking to place 100 students this summer. Guild distributed brochures on Right Track, the Saint Paul summer youth employment program. McCabe encouraged all members to host a youth if possible.

### ***Integration Committee:***

*Targeted Industry Sector Presentation* – Russell reported on the work the committee does annually to validate the WIBs targeted sectors. O’Neill presented several sector and occupational labor market reports, highlighting the following data:

- Healthcare/Social Assistance and Educational Services are the top two employing sectors in Ramsey County
- Educational Services and Public Administration are uniquely significant in Ramsey County
- Job vacancies are increasing in all sectors, especially Educational Services and Hospitality
- One in six jobs in Ramsey County are in Educational Services and Hospitality
- Hospitality has added over 3,000 jobs since the end of the recession, has lots of openings, and provides an entry point for youth/work experience

Russell explained that the regional board is focusing on the healthcare, IT, manufacturing, construction, professional services and public administration sectors. It was noted that Hospitality and Educational Services are not part of the regional focus. Russell stated that the Integration Committee is recommending the WIB leverage the work of the region in the other sectors and focus local efforts on Hospitality and Educational Services, sectors that are uniquely significant in Ramsey County. These are also sectors that employ many new immigrants and other communities of color. The Integration Committee will continue their work to map out the occupations and pathways within these sectors.

**Motion (Russell/Carter) to add Hospitality and Educational Services to the WIB’s targeted industry sectors. Motion carried.**

*Racial Equity Initiatives Update* - Probert presented information on WFS’ racial equity initiatives. Key elements of this work include alignment of the WIB, County Board and WFS goals; professional development of staff; focus on reduction of employment and educational disparities; implementation of a full family approach; addressing the need of all customers in the resource centers; and partnering with culturally specific providers.

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## **WIB Financial Reports**

**Motion (Guild/McClean) to approve the November and December 2017 financial reports as presented. Motion carried unanimously.**

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### **WIB Bylaws Amendments**

Howard noted that the Executive Committee reviewed the amendments and recommended approval.

**Motion (Carter/McCabe) to adopt the Eighth Amendment to the bylaws as presented. Motion carried unanimously.** As required, two-thirds of the membership was in attendance for voting.

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### **One-Stop Operator RFP Reissuance**

Howard provided an overview of the One-Stop Operator Request for Proposal (RFP) process to date. It was explained that all Workforce Development Areas in Minnesota that released no-cost RFPs must terminate their existing Memorandum of Understanding agreements and re-issue new proposals. It was noted that the County Attorney and Procurement Department have reviewed the termination agreement and will handle the release of the new RFP.

**Motion (Russell/Olson) to terminate the current Memorandum of Understanding with the One-Stop Operator Consortium and reissue the One-Stop Operator RFQ for the Workforce Innovation Board of Ramsey County. Motion carried.** Probert, Lang and Germain abstained from voting.

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### **Workforce Solutions Approved 2018-2019 Budget**

As requested by the WIB, Tolzmann provided an update on the 2018-2019 budget that was approved by the County Board in December. She reported that the final budget did not change from the proposed budget presented to the WIB in December. The \$550,000 reduction in federal and state TANF/MFIP funding was due to a reduction in caseloads.

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### **WIB Executive Director Update**

Tolzmann provided an overview of WFS' services, funding and customer demographics. She also reviewed the focus and structure of the regional board. Tolbert stated Ramsey County is at the forefront of the regional work. Howard remarked that the board is starting to shift into action mode, primarily through the work of the strategy teams. Tolzmann emphasized the need to localize and prioritize through the work with the community. Statistics on affordability and financial disparities in Ramsey County were shared. Tolzmann reported that the posting for WFS Director has been released. She asked WIB members to share the posting with their networks in hopes of attracting a highly competitive candidate pool. Interviews are expected to start in early March and a new Director on board in May. Tolzmann reported on the status of the internal and external assessment, noting that staff interviews are done. Interviews with WIB members are underway. She explained that a decision was made to do the external assessment work in-house rather than hire a consultant.

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### **WorkForce Center Construction Update**

Lang reported that the WorkForce Center construction is nearly complete. He offered to host a future WIB meeting at that location. Lang also explained that open house activities are being planned. WIB members expressed appreciation for the site being open and available to clients during the construction.

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### **Other**

Russell reported on the formation of an ad hoc committee to measure customer experiences at the three workforce service sites in Ramsey County. Russell will lead the group's work in designing the scope and format of the measures, potentially including observers, secret shoppers, surveys and other tools. Members were instructed to contact Milbrandt to join this committee. Carter suggested including clientele on the committee.

McCabe stated that the Minnesota Disparities Study has been released and is available on the DEED website. McCabe also noted that preparations for the 2020 Census are underway. She suggested the WIB consider ways to encourage residents to participate. This will be added to the next Policy Committee agenda.

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### **Adjourn**

**Upon conclusion of the agenda, the meeting was adjourned at 4:30 pm.**

The next WIB meeting is April 5, 2018, 2:30-4:30, at Goodwill/Easter Seals–553 Fairview Ave. N.