

**Workforce Innovation Board of Ramsey County**  
**October 3, 2019, 2:30-4:30**  
**Meeting Minutes**

**WIB Members Present**

Toni Carter  
Dillon Donnelly  
Elena Gaarder  
Jennifer Germain  
Butch Howard  
Cindy Larson  
Gaye Adams Massey  
Karin McCabe  
James McClean  
Sean Mullan  
Don Mullin  
Paul Nikstad  
Sheila Olson  
Sheri Riemers  
Chris Tolbert  
Carly Voshell  
Tracy Wilson

**Members Absent**

Larry Gilbertson-EA  
Kristin Guild-EA  
Chad Kulas  
Shannon Watson-EA  
Brooke Walker-EA  
Ramona Wilson

**Staff/Guests Present**

Amanda Abrahamson, Workforce Solutions  
Ling Becker, Workforce Solutions  
Michelle Belitz, Workforce Solutions  
Prince Corbett, Workforce Solutions  
Sue Dion, Century College  
Tom Ellis, YWCA of Saint Paul  
Lisa Grottodden, Workforce Solutions  
Lisa Guetzkow, Workforce Solutions  
Liz Jennings, DEED  
Vera Johnson, Ramsey County  
Kathy Kinneberg, Workforce Solutions  
Lisa Laabs, Workforce Solutions  
Will Mayberry, Workforce Solutions  
Rebecca Milbrandt, WIB Staff  
Beth Pacunas, Saint Paul Public Housing  
John O'Phelan, Workforce Solutions  
Tameria Ramsey, Workforce Solutions  
Mary Russell, Community  
Tanya Velishek, Fairview Health Systems  
Staci Wittner, Workforce Solutions  
Syjong Xiong, Workforce Solutions

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**Call to Order**

Chair Karin McCabe called the meeting to order at 2:32 p.m.

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**Announcements**

McCabe read the following announcements:

- Welcome to the Workforce Innovation Board of Ramsey County meeting. We especially welcome our partners and guests.
- Thank you to Sheila Olson and her staff for hosting today's meeting.
- Welcome to Tanya Velishek, from Fairview Health Services (not attending) and Lisa Guetzkow from Workforce Solutions who have applied for WIB membership. Their appointments will go before the Ramsey County Board on November 5.
- We are actively recruiting new WIB members, particularly business members. If you know of an individual or organization that would be a good fit for our Board, please send their contact information to Ling and we will follow up with them on your behalf. Please keep our focus on diversity in mind.
- Article 8 of the WIB's Bylaws state that "...members shall not cast a vote on any matter regarding the provision of services by the member or by an entity that the member represents or on any matter that would provide direct or indirect financial benefit to such member or the immediate family of such member". If you believe you have a conflict on any items on today's agenda, please abstain from discussion and voting.
- The next WIB meeting is December 5, 2019 from 2:30-4:30 at **CLUES** in Saint Paul. You will receive an updated meeting invite with the new location and parking information.

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## **Director's Report and Participant Moment**

*Participant Moment:* Branden Block, a U LEAD participant, spoke about his experience as a young man struggling with addiction, homelessness, and unemployment. He credited the U LEAD program and his employment counselor, Lisa Grottodden, with helping him change the direction of his life. Block talked about his work experience at Tamarack Nature Center which led him to getting another position with Ramsey County. Block is also attending classes at Saint Paul College. Grottodden and members of the WIB acknowledged Block's hard work and success.

Becker provided the following updates:

*New Workforce Solutions (WFS) Managers:* Lisa Guetzkow and Michelle Belitz were introduced.

*Federal Youth Audit:* The audit findings and steps being taken to improve in areas such as case management, enrollment and business representation on the WIB were shared. There was discussion about the closure of the youth drop in room in Saint Paul. It was noted that this took place around the time that the North Saint Paul location moved, DEED decided to reduce the footprint at the Comprehensive site in Saint Paul and the federated model was adopted which shifted the delivery of services out into the community. Gaarder inquired as to whether the daytime hours that staff are available in Saint Paul will work for youth. Becker explained that the program focuses on out of school youth. She agreed to track the numbers served and bring the data back to the WIB. Becker also explained that additional oversight will be done at the committee level and there will be more discussion and data sharing with the WIB. She expressed the need for WIB members to be fully engaged and involved in helping drive improvements. McCabe sees the audit as a great opportunity to improve and partner with DEED. Becker acknowledged the WIB and WFS staff for supporting the internal restructuring.

*Grant Awards:* WFS was recently awarded a Women's Economic Security Act (WESA) Grant. The funds will be used to launch the Katherine Project, an initiative to train women of color for jobs in the coding field.

*WIB Strategic Planning Update:* The WIB's committees are being restructured based on the outcomes of the strategic planning. The WIB will continue to meet every other month but the meetings will be more interactive. Additional details on the committees and meeting schedules will be communicated via email.

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## **CareerForce Week Recap**

Larson provided an overview of activities held in Ramsey County during the week of September 16 in support of the statewide CareerForce rollout. Highlights were the job fair at the Roseville Library, an escape room themed event for youth led by Larson and the staff in Saint Paul, a ribbon cutting ceremony hosted by Kulas and an employer panel on leveraging untapped talent pools moderated by Becker. WIB members Ramona Wilson and Dillon Donnelly were panelists. Larson stated that all the events were well attended. She thanked the WIB for sponsoring refreshments throughout the week.

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## **Greater Metropolitan Workforce Council Update**

Carter reported on the work being done at the regional level. Carter will provide a deeper update after the next meeting when the Council will be discussing such key topics as regional goals, a messaging/communications plan, and the Council's structure. She emphasized the role of the Ramsey County WIB in starting the Everybody In initiative which led efforts to close racial employment disparities gaps.

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## **Approve Consent Agenda**

### **October Meeting Agenda**

### **August Meeting Minutes**

**Motion (Mullin/Howard) to approve the consent as presented. Motion carried.**

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## **PY18 & PY19 Local Youth Plan Updates**

Becker explained that the Youth Plans need to be updated to reflect current realities. Key changes include reactivation of the continuous RFP, the addition of many new strategic partnerships and several internal policy and procedure changes. A detailed summary of all the proposed changes was included in the meeting packet. Becker stated that the WIB may be asked to approve additional Plan updates before the

Plans are rewritten in the spring. It was noted that the PY18 Plan must be updated because 2018 funds are still being spent.

**Motion (Mullin/Gaarder) to approve the updated PY18 and PY19 Local Youth Plans as presented. Motion carried.**

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### **WIB Financial Report**

Becker stated that all expenses are routine. The 2020 Budget will be reviewed at the December meeting.

**Motion (Mullan/Carter) to approve the July/August 2019 financial reports as presented. Motion carried unanimously.**

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### **WIOA Employment Service Provider Selection**

Becker explained that shortly after she started, the continuous RFP approved in 2016 was re-activated to solicit proposals from community employment service providers. Three WIB members and WFS staff served as proposal evaluators. The evaluators' recommendations were submitted for consideration.

**Motion (Riemers/Mullin) to approve the vendor selections as recommended by the evaluation team:**

- **Youth Services: HIRED- \$419,000, Hmong American Partnership (HAP)- \$220,000, YWCA of Saint Paul- \$256,625**
- **Adult Services: Goodwill Easter Seals- \$181,500, YWCA of Saint Paul- \$300,000**
- **State Dislocated Worker Services: HIRED- \$586,000**
- **WIOA Dislocated Worker Services: Goodwill Easter Seals- \$212,850**

**Motion carried. Olson and Massey abstained from discussion and voting.**

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### **Designation of Fourth Priority of Service – WIOA Adult Program**

Becker explained that the WIB has the ability to add populations to the 4th Priority of Service. Once added, WFS staff have the ability to enroll individuals meeting the criteria in the WIOA Adult program. It was noted that the Priority of Service list is not in priority order, it simply allows staff to serve these populations. Becker stated that enrollment demographics will be measured and a report shared with the WIB. She also clarified that anyone seeking assistance at a CareerForce location will be helped; however, the Priority of Service populations are given preference for WIOA program enrollment. The list of potential priority populations provided by DEED was reviewed. Suggested wording changes were made:

- Replace “minorities” with “people of color”
- Replace “ex-offender” with “citizens returning from incarceration”
- Replace “Latino” with “Latinex”
- Replace “Indian” with “Native American”

Becker also explained the difference between the 2nd and 5th Priorities.

**Motion (Gaarder/Reimer) to approve the 4th Priority of Service to include:**

- **Native Americans, Alaska Natives, Native Hawaiians, African Americans, Latinx and other people of color to reduce racial disparities related to employment**
- **Individuals with disabilities**
- **Older individuals - age 55+**
- **Citizens returning from incarceration**
- **Single Parents (including pregnant women)**
- **Long-term unemployed individuals - unemployed for 27 or more consecutive weeks**

**Motion carried.**

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### **Table Talks – Workforce Solutions Programs and Projects**

Program staff lead small group discussions about the various programs delivered through Workforce Solutions. WIB members had the opportunity to rotate to different tables to learn about the following programs: WIOA Adult, Dislocated Worker, Diversionary Work, ROADS/The People's Fellowship, WIOA Youth, MFIP, SNAP and FAST.

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**Other**

Becker and McCabe thanked Milbrandt for her support of the WIB. Tomorrow is her last day at WFS.

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**Adjourn**

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

The next WIB meeting is December 5, 2019 at CLUES - 797 East 7th Street, St. Paul.