

**Workforce Innovation Board of Ramsey County**  
**April 2, 2020 2:30-4:30**  
**Meeting Minutes**

**WIB Members Present**

Elena Gaarder  
Jennifer Germain  
Lisa Guetzkow  
Butch Howard  
Hyon Kim  
Chad Kulas  
Cindy Larson  
Tony Lusiba  
Gaye Adams Massey  
Karin McCabe  
Jim McDonough  
Sean Mullan  
Don Mullin  
Paul Nikstad  
Sheila Olson  
Koami Pedado  
Elisa Rasmussen  
Chris Tolbert  
Carly Voshell  
Brooke Walker  
Shannon Watson  
Ramona Wilson  
Tracy Wilson

**Members Absent**

Becky Degendorfer  
Larry Gilbertson-EA  
Kristin Guild  
James McClean  
Sheri Riemers  
Tanya Velishek-EA

**Staff/Guests Present**

Karyn Berg, Workforce Solutions  
Ling Becker, Workforce Solutions  
Beth Pacunas, Saint Paul Public Housing  
Mary Russell, Community  
Holly Schnetzler, Workforce Solutions

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**Call to Order**

Chair Karin McCabe called the meeting to order at 2:30 p.m.

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**Announcements**

McCabe read the following announcements:

- Welcome to the first ever remote Workforce Innovation Board of Ramsey County meeting.
- Section 13D.021 of the Open Meetings Law makes it possible for the WIB to have meetings via telephone or other electronic means when an in-person meeting is "not practical or prudent because of a health pandemic or an emergency declared under chapter 12." Under these circumstances, the law requires that all votes be taken by roll call.
- 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.
- A current list of all community organizations under contract with Workforce Solutions is available. Please contact Becky if you would like to review the list.
- WIB members and guests are invited to attend any committee meetings. All agendas and minutes are available on the WIB website. Due to the current circumstances, all committee meetings in May will be conducted through video conference. Instructions to participate will be added to the meeting invites.
- The next WIB meeting is June 4 from 2:30-4:30 at Mino Oski Ain Dah Yung. The location may be changed, if needed.

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**Approve Consent Agenda****April Meeting Agenda****February Meeting Minutes**

**Motion (Watson/Kulas) to approve the consent agenda as presented. Motion carried unanimously by roll call vote.**

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**PY 2020 Unified Local Youth Plan**

The Youth Plan and a summary highlighting key elements of the 2020 Plan were reviewed.

**Motion (Mullan/Watson) to approve the PY 2020 Unified Local Youth Plan as presented. Motion carried unanimously by roll call vote.**

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**WIB Financial Report**

Schnetzler provided an overview of the financial report and the amended 2020 WIB budget. The revised budget includes \$40,000 for WIB strategic priorities. \$51,431.80 was carried over from 2019.

**Motion (Gaarder/Kulas) to approve the January/February 2020 financial report and the amended 2020 WIB Budget as presented. Motion carried unanimously by roll call vote.**

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**Strategic Funding Form and Application**

Russell presented the new process and application the committees should use to request funds for advancing their work plans. To be considered for approval:

- The funds request must be directly linked to an action item or objective of the current committee work plan.
- If request includes accessing outside vendors, the committee should use the county CERT list to identify small minority/women/veteran owned business vendors.
- Request must include a budget summary plan.
- Request must include success metrics.

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**Online Survey Requested by Partnership & Equity Committee**

Ramona Wilson shared information about the work of the Partnership & Equity Committee. She asked each WIB member to respond to a Survey Monkey on inclusive hiring best practices. Becker will send the survey out after the meeting.

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**Director's Report**

*COVID-19 Update and Discussion:* A survey with questions about how COVID-19 has impacted WIB members' organizations was distributed prior to the meeting. The results were shared with the group.

*Updates from City of Saint Paul and WIB members:* Councilmember Tolbert shared an update on actions taken by the City of Saint Paul in response to COVID-19. Howard described the impact that the pandemic has had on HMSHost and the hospitality industry at the airport.

*Unemployment Insurance:* Becker presented information on the county's response to COVID-19. She addressed impacts and service delivery changes being implemented at Workforce Solutions, the CareerForce sites and other county service locations. Becker also shared information about Unemployment Insurance and other legislation recently passed to help workers temporarily or permanently laid off as a result of the pandemic.

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**Other**

No other items were discussed.

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**Adjourn**

Upon conclusion of the agenda, the meeting was adjourned at 4:02 pm.

The next WIB meeting is June 4 at Mino Oski Ain Dah Yung, 769 University Ave. W., Saint Paul