

Workforce Innovation Board of Ramsey County
August 1, 2019, 2:30-4:30
Meeting Minutes

WIB Members Present

Toni Carter
Dillon Donnelly
Elena Gaarder
Kristin Guild
Chad Kulas
Cindy Larson
Karin McCabe
James McClean
Sean Mullan
Don Mullin
Paul Nikstad
Sheila Olson
Sheri Riemers
Chris Tolbert
Carly Voshell
Brooke Walker
Shannon Watson
Tracy Wilson

Members Absent

Jennifer Germain-EA
Larry Gilbertson
Butch Howard-EA
Gaye Adams Massey-EA
Jennifer Roettger-EA
Ramona Wilson-EA

Staff/Guests Present

Ling Becker, Workforce Solutions
Karyn Berg, Workforce Solutions
Sharon Blomgren, Saint Paul College
Claudia Brewington, Ramsey County
Mee Cheng, Ramsey County
Dan Cherryhomes, MN Teamsters Svc. Bureau
Karen Gerdin, SPPS
Lidiya Girma, Ramsey County
Amy Green, Workforce Solutions
Max Holdhusen, Ramsey County
Zachary Hylton, Ramsey County
Thai Lee, Cookie Cart
Rebecca Milbrandt, WIB Staff
Rachael Molenaar, Workforce Solutions
Elizabeth Pacunas, Saint Paul Public Housing
Koami Pedado, ElieSys Computer Services
Mary Russell, Community
Maria Sarabia, Ramsey County
Marcq Sung, City of Saint Paul
Jolie Wood, Ramsey County

Call to Order

Chair Karin McCabe called the meeting to order at 2:35 p.m.

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.
- Congratulations to the WIB members who were recently reappointed for another term: Dillon Donnelly, Chad Kulas, Cindy Larson, Karin McCabe, James McClean, Sean Mullan, Donald Mullin, Sheri Riemers, Chris Tolbert, Brooke Walker, Ramona Wilson, and Tracy Wilson. Thank you for your continued service to the residents of Ramsey County.
- Councilmember Chris Tolbert was recently reappointed to the WIB's Executive Committee. Although enjoying her retirement from the WIB and HealthPartners, Mary Russell has also agreed to continue serving as an appointed member of the Executive Committee. Thank you to Chris and Mary for their continued commitment to the WIB.
- Welcome to new member Carly Voshell from Ramsey County Corrections. We also welcome Koami Pedado from ElieSys Computer Services. Koami's appointment is expected to be approved by the City Council very soon.
- 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 Becky. 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 October 3, 2019 from 2:30-4:30 at Goodwill-Easter Seals.

Executive Director's Updates

- Becker introduced Thai Lee who is currently doing a youth work experience at Cookie Cart through the U LEAD program. Lee shared information about the skills he has learned and how this first job experience will help him in the future.
- Workforce Solutions' planning staff were introduced. They will interact with today's discussion groups to help advance the work they do on behalf of the WIB.
- A handout summarizing the initial feedback from the Federal WIOA Youth Program Audit was distributed. Becker sees the audit as a great way to tap into the depth of technical assistance. The auditors' official report is due within 45 days of the exit interview and will be shared with the WIB. The auditors were impressed with the WIB's level of engagement and meeting frequency. They also felt the One Stop Operator RFP and MOU could be used as a national best practice.
- The official CareerForce launch will take place the week of September 16. Becker encouraged WIB members to visit the CareerForce website which has had over 150,000 unique hits to date.
- A flyer promoting a customer service class for youth was distributed. Ramsey County and Saint Paul College are partnering on this one-week class which is meant to be a launching pad for any work opportunity. There will be two sessions (August and September). WIB members were encouraged to share the information with any interested Ramsey County youth.
- The SNAP E&T (Supplemental Nutrition Assistance Program-Employment and Training) Plan, will be voted on at today's meeting, was submitted to the state after preliminary approval by the WIB Executive Committee due to the tight timeline. Becker explained that there are about 2,000 SNAP E&T eligible residents in Ramsey County. Within the last year, Minnesota changed from mandatory to voluntary program participation. Becker is unsure how this and the opening of Catholic Charities' Saint Paul Opportunity Center will impact enrollment. The WIB will get a full SNAP E&T program update at an upcoming meeting.
- WFS staff are developing dashboards and acronym cheat sheets to make program information and outcomes simpler and more accessible. Gaarder suggested there be more distinction between the WIB and WFS when talking about "we" and a cleared definition of the relationship between the two.

Approve Consent Agenda

August Meeting Agenda

June Meeting Minutes

2019 SNAP E&T Local Area Plan

Motion (Gaarder/Watson) to approve the consent as presented. Motion carried.

WIB Financial Report

Becker explained that the unspent Outreach to Schools funds have been rolled back into the WIB's Strategic Priorities budget. All other expenses are routine.

Motion (Mullan/Carter) to approve the May/June 2019 financial reports as presented. Motion carried unanimously.

Strategic Planning – Step II

Max Holdhusen led the WIB in the next phase of strategic planning. WIB members, staff and guests broke into three groups, each discussing a different goal identified at the June planning session:

- Group 1 - Drive Outcomes for Job Seekers and Businesses through Partnerships
- Group 2 - Influence Public Policy to Address Workforce Needs
- Group 3 - Lead Transformative Efforts to End Systemic Inequities

For the remainder of the meeting, the groups stepped through the following activities:

- Step 1 – Discussed what victory will look like when the group accomplishes its goal
- Step 2 – Selected one vision of victory that the WIB can accomplish
- Step 3 – Individually and then as a group, identified **Specific, Measurable, Actionable, Realistic and Time-oriented (SMART)** action steps needed to make the goal/victory a reality
- Step 4 – Completed action planning sheets for the top action items. Details included on the action planning sheets included:
 - the name of the specific action
 - the timeframe that the action needs to start in (broken down by quarters through Q2 2021)
 - who is responsible for the action
 - what resources are needed to complete the action

Each group selected a fun name and a convener to present the information on their action planning sheets. The fun names were Equity Now, The Wonks, and Shared Success. After presenting all the action plans, McCabe observed that the goals should be stretch goals but still attainable. She also felt it will be necessary for the WIB to hone in on a few of key initiatives in order to be successful. Russell suggested using a system map to connect and organize the common themes that run throughout and then pick initiatives that can accomplish multiple activities. A few items that people felt excited about from today's planning session were the sense of doing and the possibility of developing an equity checklist for businesses. Planning staff will compile the notes and bring the information back for further consideration and development. McCabe and Becker thanked everyone who participated in the discussion, including Holdhusen and his team and our County and City volunteer partners.

Other

No other items were discussed.

Adjourn

Upon conclusion of the agenda, the meeting was adjourned at 4:34 pm.

The next WIB meeting is October 3, 2019 at Goodwill-Easter Seals MN, 553 Fairview Ave. N, Saint Paul.