

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

January 22, 2020, 7:30-9:30am
90 W. Plato Blvd., Glass Room
St. Paul, MN 55107

Committee Members Present

Butch Howard
Chad Kulas
Karin McCabe
Jim McDonough
Sean Mullan
Paul Nikstad
Mary Russell
Chris Tolbert
Ramona Wilson

Members Absent

Staff/Guests Present

Ling Becker, Ramsey County
Holly Schnetzler, Workforce Solutions

Call to Order

Chair Karin McCabe called the meeting to order at 7:30 am.

Approve November and December Minutes

Motion (Mullan/Russell) to approve the November 22 and December 19, 2019 minutes as presented.

Motion carried.

WIB Membership

Committee Appointments: **Motion (Nikstad/Mullan) to ratify the WIB Chair's appointments of Hyon Kim and Breanna Galuska to the Youth Committee, Commissioner Jim McDonough to the Executive and Membership Committees, and Elisa Rasmussen to the Partnership & Equity Committee.**

Recruitment Update: Becker noted that there are three remaining vacancies. She has been in contact with Jake Cosetta from Cosetta's restaurant. Wilson agreed to introduce Becker to John Pachecko from the Latino Chamber. Mullan recommended contacting Todd Olson. Becker is committed to having the WIB meet the mandated 51% business representation within the first half of 2020. A ranked list of potential candidates will be created, with the American Indian Chamber being #1 since there is a meeting scheduled with them next week.

Membership Dashboard: The dashboard was reviewed. Priority is being placed on finding mid-sized businesses and someone representing the Hispanic community.

WIB Financial Report

Schnetzler explained that 2019 expenditures are coming in under budget. The remaining balance will carry forward. Schnetzler also noted that the amount of WIOA Allotment is going up as WIOA spending increases. The \$20,000 from MFIP will stay in the budget so the WIB has more money to spend on strategic priorities in 2020. It was decided that the final year end figures will be reflected on the report that goes to the full WIB in February. McCabe would like to see a plan for utilizing the strategic priority funds. This will be discussed at the next meeting. Each committee chair will work on a spending plan that ties back to the strategic priorities at their committee meetings and bring the requests to the Executive Committee for consideration. Russell agreed to draft a process for allocating these funds, including a timeline, a link to the list of women and minority owned businesses and metrics for measuring results. Schnetzler stated that an additional \$30,000 will be available for strategic priorities for 2020 in addition to the funds being carried over. Whether these funding levels will continue in future years will depend on

the grant funding. Becker agreed to bring information on current pathways projects that could be improved by using some of these funds. There was agreement that the funds should be used to advance the WIB and committees' priorities and use remaining funds to supplement programs that wouldn't be able to be done otherwise.

Motion (Howard/Russell) to accept the November/December 2019 financial reports as presented. Motion carried.

Ramsey County Economic Development Vision Plan

Becker reported that the County's Economic Development Department is working with consultants to create a vision plan for integrated workforce and economic development policy. The Center for Economic Inclusion will be leading the community engagement efforts. The plan has four pillars: job growth and investment, workforce development, housing and place and infrastructure. There will be one overarching steering committee and a working group for each pillar. McCabe and Kulas have been asked to serve on the steering committee and the WIB will be the working group for the workforce development pillar. Kulas and Kristen Guild have also been asked to serve on the job growth and investment group.

WIB Membership Category Term Limits

Kulas introduced this topic which was discussed partially a few years ago but not fully resolved. The two primary concerns related to Community-Based Organization member (CBO) members of the WIB are the potential for conflicts of interest if contracting for services with Workforce Solutions and the lack of turnover of these board positions which prevents other organizations from getting a seat at the table. Additional measures have been put in place, such as the annual signing of the conflict of interest statement and announcing the policy at each WIB meeting. Becker asked the committee for guidance in two areas:

1. How to handle mid-term vacancies for CBO members
2. At the end of the CBO members' terms, should the current member be automatically reappointed, or should the opportunity be opened up to the community so other organizations have the ability to apply.

There was lengthy discussion which included the following points:

- The WIB needs to fill vacancies with the highest-level decision makers as possible
- The impact/reach of the CBO should be part of the reappointment consideration
- Limiting a member to one two-year term doesn't allow time to fully learn and engage in the WIB's work.
- Invite CBOs to get involved on committees while they wait for an opening.
- If term limits are established, it should be for all membership categories, not just CBOs.
- The WIB's membership policy should include language stating that no organization is guaranteed a seat on the Board and that the Membership Committee be charged with vetting potential members.
- Consider why engaging with CBOs is important and what other mechanisms there are to do that, such as convening local CBOs once or twice per year to hear about the workforce challenges they are experiencing.
- Think about the need to build capacity within smaller CBOs that are doing work in a different space than the larger organizations.
- The appointing bodies (the City and County) could help buffer the decisions about which organizations are represented on the Board.
- The ability to be flexible with appointments is essential.
- Organizations need to understand that there are no guarantees to a seat.
- Change the reappointment process to open every seat for reconsideration and notify other organizations when the terms are ending so they can apply
- Determining whether CBOs under contract should have a seat on the Board

It was decided that this topic will be continued at upcoming Executive and Membership Committee meetings.

Board Meeting Formats

Becker noted that one of the committee's strategic priorities is to provide more framing around the structure of WIB meetings. She stated that some time at each meeting must be committed to handling the required business, but there is flexibility with the remaining time. Mullan suggested having small groups discuss issues typically talked about in committees to get broader input. Once that input is gathered, the issue could be given back to the committee for next steps. Becker would like to give the new committee structure more time to solidify before implementing that format. There was agreement that having speakers followed by discussion is an improvement.

Director's Updates

February WIB Meeting: Becker explained that Minnesota Compass will be presenting information about local workforce trends. There will be time for small group discussion after the presentation.

State, Local and Regional Planning: Becker explained that the State, Regional and Locals Plans will be updated this year. She will send out the link to the State's draft Plan which is available for public comment. The Regional Plan is also in progress. The MN Association of Workforce Boards (MAWB) received \$350,00 from DEED to do regional planning and allocated \$135,000 of that to the Twin Cities Region 4. The workforce directors have developed a plan for the money which includes coordinated monthly events throughout the metro area. Becker is meeting with staff to begin the Local Plan work.

Strategic/Work Plan Planning Update: Becker reported that all but one of the committees have met.

Once all committees have established their priorities, the full Plan will be sent to the WIB for approval.

Maplewood Career Lab Pilot: Becker reported that the vacated coffee shop at the Maplewood Library is being retrofitted for delivering workforce services. The hours in North Saint Paul will be changed slightly to allow staff to be deployed to this new satellite space. The Maplewood site will be open to everyone three afternoons per week and will focus on youth two afternoons per week. This will begin in early February. McCabe suggested that the MN Trades Academy be considered to do the small amount of construction and electrical work needed in the new site.

Ramsey County Youth Works! Initiative: Becker announced that Youth Works! received a \$10,000 grant from the Sundance Foundation which will be used to raise awareness around youth employment and the value it adds to the community. Becker explained that they are asking organizations to sign on as partners by agreeing to a set of simple tenets around the value of youth working. Other components of the initiative are a youth community engagement event, an employer toolkit, and a convening for employers and educators. June is going to be Youth Employment Month across the Twin Cities and will feature an event with an employer panel and a youth nominated award. Becker also mentioned a connection with Youth Services Network (YSN) which has an app focused on homeless youth that contains information on employment services. This could be an area where funding from the WIB could be used to help elevate the app.

Policy Committee Update – Candidate Introduction Sheet

Mullan reported that the Policy Committee developed a one-page document describing the WIB and its policies. It will be used when talking to legislators and candidates. The legislator visits will be done in coordination with MAWB, if possible.

Executive Committee Workplan Dashboard

The committee dashboard was reviewed. There was agreement that "Discuss board make up and length of term and renewals" and "Create format for future board meetings" are in progress. It was decided that this committee will review the GMWC regional goals at the next meeting. Howard asked Becker to bring the GMWC's 2019 accomplishments to better understand the forward movement. McCabe suggested bringing this discussion to the full Board. Discussing changes to SNAP will be scheduled for an upcoming meeting.

Other

McCabe asked that more time be allocated on the agenda to items needing thorough discussion.

Adjourn

The meeting was adjourned at 9:00 am.

Next meeting: March 25, 2020 in the Glass Room, 90 W. Plato Blvd