

**Workforce Innovation Board of Ramsey County
Executive Committee Minutes
January 26, 2018**

Committee Members Present

Toni Carter
Butch Howard
Karin McCabe
James McClean
Sean Mullan
Mary Russell
Chris Tolbert

Members Absent

Staff/Guests Present

Bridgett Backman, Workforce Solutions
Patricia Brady, WIB Director
Mike Lang, DEED
Becky Milbrandt, WIB Staff
Elizabeth Tolzmann, Ramsey County

Call to Order

Chair Butch Howard called the meeting to order at 7:41 am.

Approve December Minutes

Motion (McCabe/Tolbert) to approve the December 14, 2017 minutes as presented. Motion carried.

WIB Financial Reports

Brady reviewed the November and December reports. She pointed out a few expenses that have not been charged to the WIB in the past. Brady plans to talk with the interim finance manager to see if these charges will be assessed to the WIB going forward or if they should be reallocated. She also explained that one of the Outreach to Schools (OTS) interns is unable to fulfill the job duties so the \$5,000 contributed to the program by the WIB may not be spent this year. If not, the funds will be returned to the WIB's unspent balance. A request for WIB support for the 2018-2019 OTS program could be requested by the Youth Committee at a later time.

Motion (McCabe/Mullan) to accept the November and December 2017 financial reports with the understanding that the non-traditional meeting expenses will be reviewed by the Finance Manager for possible reallocation. Motion carried.

Conflict of Interest Statement

Howard read the statement aloud. All those in attendance signed the acknowledgement form.

WIB Membership

Membership Applications: **Motion (Carter/Russell) to recommend to the Ramsey County Board the appointment of Shannon Watson to represent Business on the WIB. Motion carried.**

Committee Appointments: **Motion (Mullan/Tolbert) to ratify the WIB Chair's appointments of Kristin Guild to the Integration Committee. Motion carried.**

Vacancy Report: Milbrandt reviewed the current report. She explained that Trixie Golberg is no longer working for a community-based organization. There was discussion about whether a consultant meets WIOA's business representative requirement. This will be turned over to the Membership Committee for further consideration. It was also reported that Marie Ellis has left the Saint Paul Chamber. Shannon Watson has applied to fill that vacancy.

One Stop Operator (OSO) RFP Reissuance

Brady explained that a no cost OSO RFP was released last year and a provider selected. DEED has come back and is now requiring that all RFP's issued with no cost be re-issued with an in-kind cost included. Ramsey County Procurement is again working on the release of a new RFP which will include a \$6,000

cost associated with work. No other changes are being made to the RFP. Brady expects the current consortium, made up of TANF, Vocational Rehabilitation and Job Service, to reapply and noted that there could be other proposers. Tolbert suggested that a written termination agreement be reached with the current consortium partners before the new RFP is released. Backman will work with the County Attorney and Procurement Department to get the agreements in place.

Motion (Russell/Mullan) to recommend release of the new One-Stop Operator RFP pending review by the County's attorney and termination of the existing contract, in alignment with the County's procurement process. Motion carried.

WorkForce Center (WFC) Services Update

WorkForce Center Certification: Brady explained that the WorkForce Center certification process happens every three years. Lang stated that the newly renovated WorkForce Center in Saint Paul is in compliance and the certification checklist had been completed. The core partners are in the process of updating some policies and the America's Job Center taglines will be added as part of the remodel. Lang explained that DEED will do a walkthrough in Saint Paul, as they do at all new and remodeled Centers. Carter request that the Executive Committee be invited to the walkthrough or that an upcoming Executive Committee meeting be held there.

Brady reported on a complaint alleging that walk-in visitors to the Saint Paul WorkForce Center were not being served. She stated that Lang has been proactive in addressing the issue, including meeting with the complainant and members of the community. Surveys are being developed to measure the level of customer satisfaction at all three workforce sites in Ramsey County. After lengthy discussion, it was decided that an ad hoc committee will be activated to assess customer experiences and recommend improvements. Russell offered to lead this effort with the help of Lang and Backman. Carter asked that the results be shared with the WIB and that this effort be ongoing. Lang offered the assistance of DEED's survey unit and agreed to share the most recent data collected from workshop participants.

Motion (Russell/McCabe) to recommend approval of the WorkForce Center Certification Checklist. Motion carried.

Regional Update & Industry Sector Committee Membership

Carter reported that prepared updates will be created for each local board. The core team is still forming and permanent staff will be hired once a job description is developed. To date, funding has come from MSPWIN, however, a regional budget was passed which included funds from each Workforce Development Area (WDA). The required contribution from WDA 15 will come from Ramsey County funds, not from the WIB. Tolzmann explained that the board is shifting from talking to action, primarily through the formation of four strategy teams. She is preparing a presentation on the work of the regional board and each team, which will be shared with the full WIB. Brady indicated that the WDA Directors are not clear about their role. She also wants to ensure that WIOA dollars are not requested to fund the regional effort. Brady feels transportation is an issue that could be taken up by the regional board.

WIB Targeted Sector Recommendation

Russell presented the labor market data reports used by the Integration Committee to analyze key sectors. She noted that the WIB's targeted industries are in line with the regional board's identified sectors. Russell shared the Integration Committee's recommendation that Educational Services and Hospitality be added to the WIB's target sectors. Both industries are uniquely important in Ramsey County, have high growth projections, and are not part of the regional work. If approved by the WIB, the Committee will dig deeper into the specific occupations within the sectors.

Motion (Mullan/Carter) to recommend adding Educational Services and Hospitality to the WIB's targeted sectors. Motion carried.

February WIB Meeting

Brady reported that Tolzmann will sit in as lead staff at the February 1 meeting. Tolzmann will provide a presentation on the organization of the WIB, the regional board, and lead a discussion about the WIBs strategic plan. Tolbert asked for five minutes on the agenda to talk about the City's efforts to recruit employers for this year's Right Track program. Backman noted that Ramsey County is also recruiting employers for their summer youth employment program. Applications for youth are opening soon.

Executive Director Update

Tolzmann reported that the posting for the permanent Workforce Solutions Director has been released. WIB members will be part of the interview panel. Tolzmann expects interviews to take place in March and the new Director to be on board by May. In the interim, Leon Boeckerman will be the Director and Tolzmann will be the WIB Executive Director.

Youth Local Plan Update

Backman reported that the updated Plan is due April 13. The timeline was reviewed. The Youth Committee, Executive Committee, full WIB and Ramsey County Board of Commissioners will review and approve the plan before being submitted to DEED. A one-page summary, highlighting the changes to the Plan, will also be shared.

Other

No other items were discussed.

Adjourn

Upon completion of the agenda, the meeting was adjourned at 9:18.

Next meeting: March 23, 2017 in the Glass Room, 90 W. Plato Blvd.