

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

July 26, 2019, 7:30-9:30am  
90 W. Plato Blvd., Glass Room  
St. Paul, MN 55107

**Committee Members Present**

Butch Howard  
Chad Kulas  
Karin McCabe  
Sean Mullan  
Paul Nikstad  
Mary Russell  
Chris Tolbert

**Members Absent**

Toni Carter

**Staff/Guests Present**

Ling Becker, Ramsey County  
Becky Milbrandt, WIB Staff

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**Call to Order**

Chair Karin McCabe called the meeting to order at 7:34 am.

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**Approve June Minutes**

**Motion (Kulas/Mullan) to approve the June 28, 2019 minutes as presented. Motion carried.**

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**WIB Membership**

*Membership Application:* **Motion (Kulas/Nikstad) to recommend to the City of Saint Paul the appointment of Koami Pedado, to represent Business on the Workforce Innovation Board of Ramsey County, replacing Mike Zipko, for a term commencing August 1, 2019 and ending July 31, 2021. Motion carried.**

*Committee Memberships:* **Motion (Howard/Mullan) to reappoint Chris Tolbert to the position of at-large member of the WIB's Executive Committee for a term ending July 31, 2021 and to ratify the WIB Chair's appointment of Mary Russell as a non-WIB member of the Executive Committee for a term ending July 31, 2021. Motion carried. Tolbert and Russell abstained.**

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**WIB Financial Report**

Becker reported that the Outreach to Schools (OTS) funds from the WIB were not spent. A refund will be reflected on the next WIB financial report. Becker reported that Workforce Solutions (WFS) has applied for a HECAP Grant and if awarded, will fulfill the OTS needs for the 2019-2020 school year. There was agreement that the OTS program is still a priority for the Youth Committee and the WIB.

**Motion (Nikstad/Howard) to accept the May/June 2019 financial reports as presented and to move the unused OTS funds back into the WIB's Strategic Priorities budget. Motion carried.**

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**SNAP E&T Local Area Plan**

Becker explained that the timeline for approving the SNAP E&T Local Plan is very tight, allowing less than two weeks to write, approve and submit the Plan. Minnesota recently became a voluntary participation state which means that participation in the employment and training program is optional. Although the people who opt in are more engaged in job search, overall enrollment has declined. Becker explained that the Saint Paul Opportunity Center opens in October and WFS will have a counselor there one day per week, which could help enrollment. Other steps being taken to increase enrollment are the hiring of an integrated programs manager, placing greater emphasis on serving the clients in most need, putting WFS out into the community more, and expanding partnerships. It was suggested that the Policy Committee advocate for longer, more reasonable timelines for these Plans. There was some discussion about the 50/50 match. Becker explained that Hennepin County is the model on how to make this work.

Ramsey County is deepening its learning on how to maximize the match program. There was also a question about how funding will be tracked and eligibility will be determined under WFS' new integrated model. Becker acknowledged that it will be more complex but she is working with the finance manager on the accounting side and front line staff will receive additional training. It was suggested Becker look into the universal intake form being used in Anoka County. Becker will bring regular SNAP updates to this committee.

**Motion (Howard/Nikstad) to recommend approval of the SNAP E&T Local Area Plan as presented. Motion carried.**

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### **Director's Updates**

*Federal Youth Audit:* Becker stated that the audit was helpful in accelerating her learning. The auditors recognized the staff's passion and were also very complimentary of the WIB's engagement and knowledge. Items of concern were case management and non-compliance of the youth program at Fairview. Becker explained that some steps are already being taken, including establishing regular youth staff hours in Saint Paul. The auditors also encouraged the return of a physical youth space in the community or at Fairview. Russell indicated that cost and underutilization were the primary reasons the youth room at Fairview was closed. It was noted that those who did use it were vocal about the closure. Becker is already looking at space overall because the lease in North Saint Paul is up in two years. There could be a subcommittee formed to help with this analysis. Nikstad mentioned that his conversation with the auditors was very positive. The final audit report will be shared with the WIB when it is received.

*Business Outreach:* Becker reported that she is working to deepen WFS' relationships with business. An example of this is the inclusion of the business community into the P2P Grant for the first time. Becker plans to create a calendar of business events and celebrations to highlight what the business community is doing. October is manufacturing month so plans are to highlight that sector throughout the month.

*Partnership Matrix:* Becker handed out a draft matrix showing existing and developing partnerships. The goal of the matrix is for the WIB to see the connections and identify those that may be missing. The report will be available to the WIB anytime. Other categories such as number of referrals could be added.

*Presentation to the City County/County Board Workshop:* Becker is scheduled to present at a City Council meeting in October and is looking at scheduling a workshop with the Ramsey County Board in November. She would like members of the WIB to participate.

*Other:* Becker mentioned that she is having staff analyze client data. Reports will be developed and shared with the WIB. Aggregated data will also be included on Ramsey County's open data portal.

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### **Strategic Planning**

*Update:* McCabe noted that Max Holdhusen will be at the August 1 WIB meeting to move the group onto the next step of strategic planning.

*Goal #1-Build an Effective, Engaged & Representative Board:* A packet was handed out to support this committee's work on the two goals they assigned to themselves. Becker stated that she sees the WIB playing four roles - convener, strategist, optimizer and oversight - with everything the WIB does fitting into one of these categories. The ideas generated at the planning session under each goal were reviewed. Although there have not been any problems, Russell suggested setting some ground rules for the WIB, such as 'engage in rigorous debate in a respectful manner'. These could be posted/shared with new members. Russell agreed to find a sample for the Committee to consider. Other ideas to make meetings more engaging and to help WIB members learn and understand the system included having a quiz game, relationship bingo, allowing time for members to give updates, having a panel discussion with WFS program staff, and providing cheat sheets of key terms and acronyms for members to use for ongoing reference. McCabe also suggested inviting more staff and partners to the meetings to allow for better connections. There was also discussion about the length and frequency of WIB meetings. Most felt that if there were more meetings, they should be shorter. Any changes would need weigh in from the full board. It was decided that no changes will be made to the meeting schedule until a new meeting format is implemented. There was support for having meetings at other places in the community. Becker also

mentioned that she is working with Kulas on a WIB member recruitment plan. The outreach materials are being updated.

Next steps:

- Ideas generated at the planning session will be reviewed in more detail and consolidated at the next meeting.
- Develop ground rules using the sample provided by Russell.
- Develop ways to add education through fun at each meeting starting in October.
- Organize get to know each other activities – small group discussions, member highlights, speed networking.
- Increase understanding of results - use the data tools Becker is working on to help with this.

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### **Other**

McCabe expressed her support for the WIB's newsletter. She encouraged members to submit content.

Nikstad, Mullan and Kulas were thanked for serving on the WIOA and MFIP vendor selection panel.

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### **Adjourn**

The meeting was adjourned at 9:00am.

**Next meeting:** September 27, 2019 in the Glass Room, 90 W. Plato Blvd