

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

July 27, 2018
Minutes

Committee Members Present

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

Members Absent

Staff/Guests Present

Leon Boeckermann, Ramsey County
Matt Hill, Ramsey County
Becky Milbrandt, WIB Staff

Call to Order

Chair Butch Howard called the meeting to order at 7:33 am.

Approve May Minutes

Motion (Mullan/Russell) to approve the May 18, 2018 minutes as presented. Motion carried.

WIB Financial Report

A revised report was distributed. Boeckermann explained that two charges under Meeting & Miscellaneous Expenses were adjusted but the overall total expenditures remained the same. There was discussion about the fees for hosting and licensing the RCWIB.org website independently, approximately \$2,500 annually. The site could be housed within the Ramsey County website, reducing the cost to approximately \$200 per year. Boeckermann explained that, if moved to the County site, the look would follow the standard County format but the content could remain the same. Milbrandt would continue the site maintenance. Some members expressed concern about the potential loss of visibility. Milbrandt was asked to get additional details about the bill to determine if the WIB has more time to discuss the options.

Motion (Carter/McClean) to cancel the web hosting service and move the RCWIB site to the Ramsey County website if the bill is due in the next 30 days. Motion carried.

Motion (Russell/Mullan) to accept the May/June 2018 financial report as presented. Motion carried.

WIB Membership

Membership Applications: Committee members reviewed two applications. There was discussion about Child Care Aware's connection to workforce and the need to be intentional about recruitment. It was suggested that the WIB learn a little more about Child Care Aware and in the meantime, invite her to join a committee.

Motion (McCabe/Mullan) to recommend Elena Gaarder for WIB membership and ask Kylie Cooper to participate in a WIB committee. Motion carried.

Committee Membership: The City of Saint Paul has asked that Noel Nix become a member of the Membership Committee. Nix would replace Nancy Homans as the representative from the Mayor's Office.

Motion (Mullan/McCabe) to approve Noel Nix, Director of Intergovernmental Relations and Community Engagement for the City of Saint Paul, as a member of the Membership Committee. Motion carried.

Vacancy Report: The most recent report was reviewed. Milbrandt will update the recruitment form letter. It was suggested that the letter be sent to the chambers for recruitment among their members. Key businesses to target include Ecolab and Travelers.

SNAP E&T Local Area Plan

Motion (Mullan/Russell) to authorize Butch Howard to sign the SNAP E&T Local Area Plan on behalf of the WIB. Motion carried.

Partner MOU/Infrastructure Funding Agreement

Boeckermann shared details of the Memorandum of Understanding (MOU) and the timeline for approval and submission. A meeting of the partners was held on July 19 that was well attended. The MOU is due to DEED by August 31. The WIB will be asked to retroactively approve it at the October meeting.

Committee Reports

WorkForce Center Ad Hoc Committee: Russell reported that Ramsey County's interest in a customer satisfaction survey inspired DEED to develop a comprehensive statewide email survey which is expected to be released in the fall. The ad hoc committee is suggesting that DEED take the lead on this effort. Russell explained that the committee provided input to DEED survey staff about the questions and how the results will be reported out. She noted that current customers at all three Ramsey County sites will be surveyed. There may also be in-person, paper surveys. Job Corps has volunteered to have their students help with these surveys. McClean suggested we contact libraries or other workforce entities about their past survey work. Boeckermann agreed to check with the libraries. Devin Colvin from DEED will attend the August WIB meeting to provide a detailed update on the email survey. Russell explained that when the survey data is collected, the next step will be to analyze and provide recommendations to the WIB for continuous improvement.

Membership Committee: McCabe reported that this committee will be meeting at 9:00 am today. The focus of the meeting will be on recruiting business members and identifying a Chair-elect.

Workforce Solutions Staffing Update

Boeckermann reported that Dunn Yoshitani was recently hired as the new WIOA manager. Interviews for the Accountant position are scheduled to start next week. Boeckermann stated that the Director will likely be hired in late fall of 2018.

Other

Mullan reported that the Senate passed the reauthorization of the Perkins Act which provides funding for career and technical education. The new Act is more closely aligned with WIOA and gives more authority to the states.

Mullan stated that he attended an Aerospace Industries meeting in July. A survey on workforce issues showed that workers in manufacturing and engineering are aging, with an average age of 46 years old.

Russell asked if the WIB should be discussing work requirements for benefits recipients. Tolbert suggested that information on benefits cliffs be gathered by County staff and shared with the WIB. Talking points could be sent to WIB members to help them inform others about these issues.

Carter feels it is important that the WIB be made aware of the Family First Prevention Services Act and opportunities for SNAP and other benefits that support people until they are connected to work.

Adjourn

The meeting was adjourned at 8:52 m.

Next meeting: September 28, 2018 in the Glass Room, 90 W. Plato Blvd.