

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

June 28, 2019, 7:30-9:30am
90 W. Plato Blvd., Glass Room
St. Paul, MN 55107

Committee Members Present

Toni Carter
Butch Howard
Chad Kulas
Karin McCabe
Mary Russell

Members Absent

Sean Mullan-EA
Paul Nikstad-EA
Chris Tolbert

Staff/Guests Present

Ling Becker, Ramsey County
Max Holdhusen, Ramsey County
Becky Milbrandt, WIB Staff
Elizabeth Tolzmann, Ramsey County

Call to Order

Chair Karin McCabe called the meeting to order at 7:35 am.

Approve May Minutes

Motion (Howard/Carter) to approve the May 17, 2019 minutes as presented. Motion carried.

Federal Audit Update

Becker shared information about the upcoming Department of Labor (DOL) WIOA Youth Program audit for Program Years (PY) 2016, 2017 and 2018. Auditors will be at Workforce Solutions (WFS) the week of July 15. Becker explained that a core team from Ramsey County has been meeting weekly to prepare. She is also working closely with DEED. The audit is seen as a technical assistance opportunity to rebuild and improve systems and policies. Anticipated strengths and challenges were discussed. Becker explained that the model for finding out-of-school youth has not been a systematic partnership; however, these connections are happening now. Becker will develop a partnership matrix to illustrate these connections. Carter suggested there could be an opportunity to create a youth consortium to endear relationships, elevate outreach and establish partnerships. Becker reported that WFS will apply for a waiver from DOL to allow a 40/60 funding split for in-school/out-of-school homeless youth. She is looking into additional waivers that would allow the same funding split for other youth populations such as youth who have been sex trafficked, addicted to opioids and youth in foster care.

Director's Update

Becker reported on the following:

- Carter is now chair of the Greater Metropolitan Workforce Council.
- The first WIB newsletter has been sent. The newsletter is meant to highlight the work of the WIB and partners. There are plans to expand the distribution list to others outside the WIB in the next few months. The committee agreed that monthly is the right frequency for distribution.
- Deadlines for three DEED competitive grant applications are coming up. The submission timeline is not ideal for permissions; however, Becker will send "intent to apply" memos to the WIB and County Board. Becker provided brief descriptions of the Pathway to Prosperity (P2P), Support Services and Women's Economic Security Act (WESA) Grant proposals. She noted that the Saint Paul and Midway Chambers and the Saint Paul Port Authority are being written in as employer outreach/connection partners in the P2P grant. Kulas and Shannon Watson will help activate these connections. Kulas suggested also connecting with the White Bear Chamber.
- Ramsey County is partnering with the cities of Minneapolis and Saint Paul and Hennepin County on a TechHire P2P grant. This is the first time that the two largest counties and the two core cities are partnering on a grant application. Kulas offered to review the grant application or help support

these grants in another way. Russell suggested getting letters of support from the business members of the WIB to show the names of the organizations represented on the Board.

- Becker reported on several opportunities to enhance the partnership with Saint Paul.
- An outreach event will be held in July to enroll out of school youth who didn't get a Right Track experience in the WIOA Youth program. Becker also sent a proposal to the Saint Paul EMS Academy to provide funds for them to add a second class. She also explained that the Full Stack initiative offers scholarships for coding training. Becker recognized that the scholarship criteria matches WIOA criteria so funds and wrap around services could be put toward this effort. Carter thanked Becker for being creative and using ingenuity to make these partnerships possible.
- Proposals that resulted from the MFIP RFP are in and being reviewed. The continuous RFP for WIOA service providers was also opened to allow WFS to expand service delivery.
- A membership recruitment plan will be presented at the next meeting.

WIB Strategic Planning Session Debrief

Tolzmann thanked everyone for participating in the June planning session. Outcomes from the session will be shared with the WIB at the August 1 meeting. An hour and a half of that meeting time will be committed to working on the next phase of the plan. Max Holdhusen and others from the County's Planning Team will lead the discussion. A new committee structure, the August WIB meeting format and plans for future meetings were discussed.

Committee Structure:

- The five responses to the question, "What does the WIB want to accomplish over the next three years?" will be the foundation of the new committee structure.
 1. *Build an Effective, Engaged and Representative Board* – will be taken on by the Executive Committee
 2. *Drive Outcomes for Job Seekers and Businesses Through Partnerships* – similar to the work currently being done by the Integration and Business Services Committees
 3. *Continuously Improve and Evaluate Outcomes and Results* – will be taken on by the Executive Committee
 4. *Influence Public Policy to Address Workforce Needs* – similar to the work currently being done by the Policy Committee
 5. *Lead Transformative Efforts to End Systemic Inequities* – this will be a new committee
- The committees will be renamed.
- WIB members will have the ability to opt in to the committee of their choice and be asked to commit to taking on tasks.
- There could be a stand-alone youth committee, or it could be a subgroup of another committee.
- An oversight committee that meets quarterly to review performance dashboards, finances, etc. could be considered. Carter suggested this be part of the responsibility of the Executive Committee. Howard felt each committee could review results related to their committee's work and then reporting up to the Executive Committee and full WIB. This role will be more clearly defined as the committee structure evolves. Becker also mentioned that WFS is the next department to be added to the County's open data portal.
- There could also be other task force committees that meet only as needed.
- Committees should include non-WIB members.

August WIB meeting format:

- There will be small group discussions centered around responses 2, 4, and 5 from the planning session. Members will sit at their topic of interest. The discussion groups could become the committee members.
- Executive Committee members will split out among the tables.
- Planners from WFS will attend to document and support the table discussions.
- Representatives from the County and City of Saint Paul will be invited to participate, allowing for deeper learning and to better establish internal connections.

- Each table will complete an action sheet that breaks out tasks by quarter for the next two years. This will become the committee work plan.
- The session will end with a reflection of all the work plans.
- Becker will create a status report to provide WIB members with current realities. Becker and Tolzmann will also create a transition document.

Future WIB and committee meetings:

- Commitments, goals and victories should drive every meeting agenda.
- The County's strategic plan on collocation and accessible service delivery should overlay the WIB's plan.
- Form toward federal state requirements but push back on anything that doesn't meet the needs of the community. Use data to tell the story if using all resources and still not meeting all gaps. At that point, the WIB could go back to the County Board and other sources to get more funding.
- The Executive Committee will focus on goal #1 (Building an effective, engaged and representative board) starting at the next meeting. Work on goal #3 (Continuously Improve and Evaluate Outcomes and Results) will come after the work of the other committees is more established.

Other

McCabe reported on a suburban woman-owned business that may be interested in WIB membership. She stated that Ruby Lee from CLUES is also going to identify someone from their emerging Hispanic leadership group to apply for WIB membership.

Becker would like to expand WFS' equity table to include community groups not currently under contract with the county.

Becker plans to propose a job shadow program within the service team's departments. This could be expanded to Saint Paul as well.

Russell expressed interest in staying on the Executive Committee after her retirement from HealthPartners. This will be considered at the July meeting.

Adjourn

The meeting was adjourned at 8:58 am.

Next meeting: July 26, 2019 in the Glass Room, 90 W. Plato Blvd