

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

March 22, 2019, 7:30-9:30am  
90 W. Plato Blvd., Glass Room  
St. Paul, MN 55107

**Committee Members Present**

Toni Carter  
Chad Kulas  
Paul Nikstad  
Karin McCabe  
Mary Russell  
Chris Tolbert

**Members Absent**

Butch Howard-EA  
Sean Mullan-EA

**Staff/Guests Present**

Ling Becker, Ramsey County  
Leon Boeckermann, Ramsey County  
Becky Milbrandt, WIB Staff  
Holly Schnetzler, Ramsey County  
Dunn Yoshitani, Ramsey County

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**Call to Order**

Chair Karin McCabe called the meeting to order at 7:35 am. All those in attendance introduced themselves. Becker shared some information about herself. She expressed her excitement about working with the WIB. Russell announced that she will be retiring from HealthPartners on July 5.

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**Approve January Minutes**

**Motion (Kulas/Russell) to approve the January 25, 2019 minutes as presented. Motion carried.**

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**WIB Membership**

*Membership Application:* **Motion (Nikstad/Kulas) to recommend to the Ramsey County Board of Commissioners the appointments of Dillon Donnelly to represent Business and Brooke Walker to represent Community-Based Organization on the WIB. Motion carried.**

*Committee Memberships:* **Motion (Carter/Russell) to ratify the WIB Chair's appointments of Sheri Riemers to the Youth Committee. Motion carried.**

McCabe stated that she and Kulas plan to meet all new WIB members for coffee as part of an enhanced onboarding process.

*Vacancy Report:* It was noted that there are currently five business openings on the WIB. The following recruitment efforts are underway:

- McCabe spoke to Joann Whiterabbit from the MN American Indian Chamber of Commerce about applying to the WIB. Due to limitations on her time, Whiterabbit agreed to consider it in the future or provide a business member referral.
- Becker is talking to some companies through the Full Stack initiative.
- Kulas spoke to Michael Webster from Securian. He also reached out to Image Sensing Systems and Ecolab and is waiting to hear back.
- Russell is working on a succession plan for her replacement.

McCabe stated that the need to diversify is ongoing.

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**2019 Amended WIB Budget**

A revised 2019 budget was distributed. Becker explained that the unspent appropriations for 2018 have been finalized, causing the WIB's 2019 budget to increase by \$7,635.14. These additional funds were divided among Member Development, Meeting & Miscellaneous Expenses, and Strategic Priorities.

**Motion (Kulas/Russell) to recommend approval of the amended 2019 WIB Budget as presented. Motion carried.**

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### **WIB Financial Report**

Becker noted that the January/February report does not reflect the increase in the amended budget. It will be updated on the next report, pending approval by the full WIB.

**Motion (Nikstad/Russell) to accept the January/February 2019 financial report as presented.**

**Motion carried.**

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### **Ramsey County/Workforce Solutions 2020-2021 Budget Process**

A packet of additional documents was distributed, including the roles & responsibilities chart, a list of grant definitions, funding flow charts for 2019 and 2020, and a summary of Workforce Solutions' (WFS) proposed budget allocations and considerations for 2020-2021. Each document was reviewed and discussed. Schnetzler explained the challenges of a two-year County budget when 98% of the department's funds are from grants and allocation amounts are released annually. Becker noted that grant administration funds don't cover the cost of staff salaries so County levy dollars cover the gap. Becker expressed her desire to increase the WIB's understanding and insight into the grants such as Youth at Work and Pathways to Prosperity. Tolbert would also like to continue talks about how WFS funding is allocated. There was agreement that these conversations will continue. There are discussions happening in the County about shared resource planning between workforce and economic development. Becker plans to bring a proposal for the 2020 WIB Budget which would fold the staffing expenditure into WFS.

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### **PY 2019 Unified Local Youth Plan**

Yoshitani provided an overview of the proposed Plan. He explained that the budget section is incomplete due to state and federal information not being available yet. Yoshitani provided a handout listing the 2018 budget amounts for reference. It was noted that three members of the Youth Committee served as Plan readers. Their input was incorporated into the Plan. The Plan was then reviewed by the full Youth Committee and recommended for approval. If recommended by the Executive Committee, the Plan will go to the full WIB on April 4 and to the Ramsey County Board on April 9. McCabe encouraged the expansion of strategic external partnerships with other organizations doing work in this arena. There was discussion about how to improve the outreach and connections to out-of-school youth. Partnerships with churches, charity organizations such as the Salvation Army, and other community organizations could be beneficial to these efforts.

**Motion (Nikstad/Russell) to recommend approval of the PY 2019 Unified Local Youth Plan as presented. Motion carried.**

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### **Annual Report**

A copy of the 2018 Annual Report was sent in the meeting packet. The printed report will be distributed at the April 4 WIB meeting. Becker thanked the team for their work on the report.

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### **Updates**

*Great Metropolitan Workforce Council:* Carter reported that Andrea Ferstan has been hired as the new GMWC Executive Director. GMWC's offices are now located at the Center for Economic Inclusion. A budget was passed at the last meeting which includes \$600,000 from MSPWin, DEED and the local Workforce Development Areas. Meetings to formalize the organizational structure are still underway. Ramsey County will serve as the fiscal agent. McCabe thanked Carter for her leadership on this effort.

*April WIB Meeting:* The proposed agenda for the April WIB meeting was reviewed. Some of the key topics included presentations on the Resilient Communities project, East Side Employment Exchange and Ramsey County Advisory Council study. Kulas will also give an update on the National Association of Workforce Boards conference.

*WIB Meeting Structure/Strategic Planning:* Becker shared her vision for the WIB going forward. She explained that most WIBs in the metro area meet monthly, something she thinks this WIB should

consider for 2020. There will also be an analysis of the meeting structure to increase interaction and engagement among the members. Through the strategic planning process, the WIB will also investigate new opportunities for innovation. Becker proposed extending the June 6 WIB meeting for strategic planning, facilitated by staff from Ramsey County's Policy and Planning Department. After some discussion about the WIB's strategic planning and meeting structure, it was decided that planning will start in June. Becker will introduce the idea of having monthly meetings to the Board in April.

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### **Committee Reports**

*Policy:* Becker reported on the meetings with legislators, noting that the conversations with all four legislators were productive and successful in articulating the priorities of the WIB and workforce in the metro area. She thanked Anne Kilzer, Claudia Brewington, Sean Mullan, and members of the Policy Committee for participating.

*Youth:* Nikstad announced that the Youth Committee selected Steve Randall as the 2019 Vern Vick Award recipient. The Award will be presented to Randall at the June WIB meeting.

**Motion (Carter/Russell) to ratify the selection of Steve Randall as the 2019 Vern Vick Award recipient. Motion carried.**

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### **Other**

No other items were discussed.

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### **Adjourn**

Upon completion of the agenda, McCabe declared the meeting adjourned at 9:23am.

**Next meeting:** May 16, 2019 in the Glass Room, 90 W. Plato Blvd