

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

March 23, 2018  
**Minutes**

**Committee Members Present**

Toni Carter  
Butch Howard  
Karin McCabe  
Chris Tolbert

**Members Absent**

James McClean-EA  
Sean Mullan-EA  
Mary Russell-EA

**Staff/Guests Present**

Karyn Berg, Workforce Solutions  
Becky Milbrandt, WIB Staff  
CJ Stanton, Workforce Solutions  
Elizabeth Tolzmann, Ramsey County

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**Call to Order**

Chair Butch Howard called the meeting to order at 7:42 am.

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**Approve January Minutes**

**Motion (Tolbert/McCabe) to approve the January 26, 2018 minutes as presented. Motion carried.**

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**Amended 2018 Budget & WIB Financial Reports**

An amended 2018 Budget was reviewed. Tolzmann explained that the \$5,000 from strategic priorities not used for the Outreach to Schools program during the 2017-2018 school year has been refunded. She noted that an adjustment was made to the Revenue Shortfall line item to reflect the actual total of \$15,098.70. The January and February financial reports were reviewed. Tolzmann explained that no charge for rent is reflected on these reports but allocation of this expense could be considered by the future director. Phone expenses are still in question.

Tolzmann reported that an audit by DEED resulted in Youth Program funds being held temporarily while reporting processes were reviewed. Although no wrongdoing was found, an \$11,000 overpayment by DEED was discovered. The overpayment was corrected and the Youth funding has now been released. DEED was highly complementary of the County's leadership and processes. Carter stated that because of the audit, documentation and reporting practices have been improved.

**Motion (Tolbert/Carter) to accept the amended 2018 WIB Budget and the January and February 2018 financial reports as presented. Motion carried.**

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**One Stop Operator RFQ**

Howard reviewed the timeline for the reissued RFQ. He stated that as of the March 19 deadline, the only proposal submitted was from the same consortium that was selected in the first RFQ. An evaluation team reviewed the proposal and recommended the consortium be selected again.

**Motion (McCabe/Tolbert) to recommend approval of the of the evaluation team's recommendation to select the consortium as the One-Stop Operator for Ramsey County and enter into a Memorandum of Understanding for One-Stop Operator Services. Motion carried.**

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**WIB Membership**

*Committee Appointments:* **Motion (Tolbert/McCabe) to ratify the WIB Chair's appointments of Jennifer Roettger to the Business Services Committee. Motion carried.**

*Vacancy Report:* Milbrandt reviewed the report. Carter suggested Penny Vang from Tapestry and Elena Gaarden from Nexus Community Partners be considered for membership when a new director is in place and recruitment efforts resume.

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**PY 2018 Unified Local Plan**

Berg reported that the Plan was updated rather than rewritten this year. A summary of the Plan revisions was reviewed, highlighting the federated model, the addition of the affiliate site, and plans for shared

space at Saint Paul College, Century College and Metropolitan State University. Tolzmann noted that outreach in both County and City libraries is also underway. A notice was published in the Ramsey County Review in order to give the public 30 days to provide comments. To date, no comments have been received.

**Motion (Carter/Tolbert) to recommend approval of the PY 2018 Unified Local Plan. Motion carried.**

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### **PY 2018 Unified Local Youth Plan**

Stanton stated that this is an update year for the Local Youth Plan. The Plan was reviewed by the Youth Committee and all comments were integrated. Highlights of the Plan include expanded partnerships with local schools, emphasis on career pathways, and youth work experiences. Tolzmann explained that the County is in discussion with Right Track to streamline and integrate the County and City's programs.

**Motion (Carter/Tolbert) to recommend approval of the PY 2018 Unified Local Youth Plan as presented. Motion carried.**

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### **2018 Vern Vick Award**

McCabe reported that three very qualified candidates were nominated for this year's award. The Youth Committee reviewed all the nominations and selected Jan West, Youth Program Manager at HIRED, as the 2018 recipient. West was nominated by the ULEAD staff. The award will be presented to West at the June WIB meeting.

**Motion (Tolbert/Carter) to ratify the selection Jan West as the 2018 Vern Vick Memorial Award recipient. Motion carried.**

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### **CareerForce**

Tolzmann reported on the CareerForce branding and platform. The new branding is required for all organizations receiving state funding. Key elements include joint training schedule calendaring, changing the name of the WorkForce Centers to CareerForce Centers, and a new logo. The rollout is expected to happen on October 1.

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### **Bylaws Review/Community-Based Organization Mapping**

A chart with information on all current contracts that Workforce Solutions has with community organizations was reviewed. Tolzmann noted that the County attorney is reviewing the WIB's Conflict of Interest statement and Bylaws. Any recommended language changes will be brought back to the WIB for consideration. There was agreement that any contract holders should be asked to step out of the room during discussions and abstain from voting on any matters that could be a conflict. Tolbert suggested that a similar report be created for the region to help streamline service contracting. It was suggested that the Bylaws include a diversity/inclusion statement. Tolzmann will ask all WIB members to review the Bylaws and recommend language changes.

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### **Committee Reports**

*Policy Committee:* Tolzmann provided an update on the discussion that took place at the last committee meeting. She reported that Ramsey County was selected to receive funding for the Resilient Communities Project, a research project related to addressing transportation barriers. The committee also discussed The Peoples Fellowship, a two-generational program offering culturally specific training for 25 African American families living in the Promise Neighborhood. There was discussion about the importance of getting an accurate count in the 2020 census. Tolzmann noted that Ramsey County Policy and Planning is leading that effort to make sure everyone is counted. Tolzmann reported that the committee had a long discussion about the SNAP E&T 50/50 match. The recommendation from the Policy Committee is that Minnesota become a voluntary state. A letter requesting clarification on the accounting rules from the state and the federal agencies administering the program will be drafted.

*Youth Committee:* McCabe stated that the Outreach-to-Schools program has been challenging this year due to turnover of interns at two of the schools. The program will be launched earlier for the 2018-2019 school year. McCabe stated that the Youth Committee and the WIB strongly support this program. McCabe also reported that the application deadline for the summer youth employment program is April 15. The program hopes to place about 70 youth in work experiences this year. McCabe explained that the Youth Committee voted to cancel its May meeting to allow staff to regroup and for the new director to be in place.

*Integration/Business Services Committee:* The joint committee meeting included a presentation by Nexus Community Partners on a worker cooperative model which allows employees to purchase a thriving business from an owner who is seeking to transfer ownership. This type of model has been successful in building wealth in diverse communities. The committee also had a lengthy discussion about career opportunities in the hospitality sector.

*WorkForce Center Ad Hoc Committee:* Milbrandt provided an update on the first meeting of the Ad Hoc staff work. A draft of the committee charter will be shared with all WIB members.

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### **Executive Director/Assessment Update**

Tolzmann updated the committee on the Director hiring process. She noted that the feedback from the internal and external assessment are being considered in the selection. Tolzmann also gave a brief update on the regional board and Saint Paul WorkForce Center grand opening event.

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### **Other**

McCabe shared information about a youth program offered through the Science Museum's Kitty Anderson Youth Science Center intended to get kids interested in STEM. She suggested a presentation on this program be given to the full WIB at an upcoming meeting. Milbrandt will email the brochure to the committee members.

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### **Adjourn**

Upon completion of the agenda, the meeting was adjourned at 9:07.

**Next meeting:** May 18, 2017 in the Glass Room, 90 W. Plato Blvd.