

**Workforce Innovation Board of Ramsey County**  
**Executive Committee Meeting Minutes**  
Wednesday, March 23, 2022, 7:30am - 9:00am  
Meeting held using Zoom Video Conference

**Committee Members Present**

Chris Duffy  
Chad Kulas  
Tony Lusiba  
Jim McDonough  
Don Mullin  
Paul Nikstad  
Elisa Rasmussen  
Mary Russell

**Members Absent**

Sean Mullan-EA  
Chris Tolbert  
Ramona Wilson-EA

**Staff/Guests Present**

Ling Becker, Workforce Solutions  
Mariann Macalus, Workforce Solutions  
Becky Milbrandt, Workforce Solutions  
Rachael Molenaar, Workforce Solutions  
De’Vonna Pitman, Center for Economic Inclusion  
Melody Santana-Marty, Finance

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**Call to Order and Land Acknowledgement**

Chair Kulas called the meeting to order at 7:32am and read the Land Acknowledgement

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**Approve January Minutes**

**Motion (McDonough/Rasmussen) to approve the January 28, 2022, minutes as presented. Motion carried unanimously by chat vote.**

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**WIB Financial Report**

Santana-Marty reviewed the January-February 2022 Financial Report. All transactions are routine. Catch up of some expenses will occur on the next report.

**Motion (Russell/Rasmussen) to accept the January-February Financial Report as presented. Motion carried unanimously by chat vote.**

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**Funding Requests**

Becker stated that the next few funding requests would come out of the WIB’s Strategic Priorities funds:  
*Right Track Intern:* Nikstad recapped the purpose of Right Track and made the proposal to have the WIB host an intern this summer. Becker provided additional information as to the duties of the intern in helping with Job Connect, WIB-sponsored events, etc.

**Motion (Duffy/Nikstad) to recommend approval of the funding request for a Right Track intern, with funds not to exceed \$4,000. Motion carried unanimously by chat vote.**

*Marketing & Event Coordination:* Duffy and Kulas shared about the need for assistance on event coordination in bringing people and perspectives together. They proposed funding to support industry-focused events such as the Untapped Series and in-person job fairs. The funding would cover a variety of expenditures to support job seeker and employer outreach efforts such as planning, coordination, marketing and direct expenses such as venue fees and rentals.

**Motion (Rasmussen/McDonough) to recommend approval of the funding request for event coordination and implementation with funds not to exceed \$30,000. Motion carried unanimously by chat vote.**

*Tech Talk Youth Event:* Lusiba shared a request from the Tech Committee for an event that would feature a panel of industry experts on how gaming/augmented reality/virtual reality can be a pathway to employment in the tech industry. The event would be held April 12 at the Rondo Library targeting 16-24 year-olds.

**Motion (Duffy/Nikstad) to recommend approval of the funding request for the gaming event, with funds not to exceed \$2,000. Motion carried unanimously by chat vote.**

*Increase Chair Funding Approval Authority:* Becker explained the need to increase authority for the chair to move the dollars a little more quickly for priority opportunities. Currently, the WIB Chair is allowed to approve purchases of up to \$1,000.

**Motion (Lusiba/Duffy) to authorize an increase in the WIB's Chair's expenditure approval authority from \$1,000 to \$5,000. This will be revisited at the end of the year for a more formal change to the bylaws, if necessary. Motion carried unanimously by chat vote.**

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### **Youth Employment Services Vendor Selection**

Molenaar updated the committee on the vendor selection, indicating that the anticipated contracts should be fully executed soon. She asked for discretion in sharing with others until all contracts are signed in April. There will be training and onboarding throughout April and May. Each provider will be invited to a Youth Committee meeting to share about programming and there is a plan for an open house later in the year with the WIB to meet the providers. Becker reminded the Committee to review the memo as the organizations are unique in the work they do around specific populations.

**Motion (Russell/Nikstad) to recommend the approval of the execution of the Youth Employment Services vendor contracts as presented. Motion carried unanimously by chat vote.**

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### **One-Stop Operator (OSO) Selection**

Milbrandt reviewed the OSO functions and provided an update as to the timeline/next steps, with a May 1 start date of the Memorandum of Understanding (MOU). The OSO selection and MOU will be approved at the April WIB meeting.

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### **PY22/SFY23 Unified Local Youth Plan**

Becker/Molenaar shared the plan highlights. They stated DEED has granted all Workforce Development Areas permission to submit the plan without the budget document completed and to submit plan with negotiated performance outcomes. Workforce Solutions will begin new contracts for youth employment services on April 1, 2022. There will be extensive orientation and training for the vendors although they all have long-standing relationships and experience serving youth, including those involved in the justice system, exiting foster care, experiencing homelessness, etc.

**Motion (Nikstad/Russell) to approve the submission of the Youth Plan to DEED and to the full WIB in April, as presented. Motion carried unanimously by chat vote.**

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### **2022 Vern Vick Award**

Nikstad recapped the award's process and shared the Youth Committee selection of three award recipients, who will be invited to the Youth Committee meeting in May. The awards will be presented at the June WIB in-person meeting.

**Motion (Nikstad/Rasmussen) to approve the recipients, as presented. Motion carried unanimously by chat vote.**

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### **2021 Annual Report**

Milbrandt provided an update on the annual report and shared the story highlights. The theme this year is Building Connection and the graphics are in its final stages of development. Launch of the report will be at the County Board workshop on April 19.

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### **Program Snapshot Initiative**

Becker shared the initiatives of the Executive Committee based on the action plan and provided a draft calendar of the topics over the next two years. Beginning in May, these will focus on deeper conversations on improvement opportunities and identify issues. This gives Workforce Solutions the opportunity to bring in program and planning staff to share about efforts, opportunities and gaps.

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## Membership

*WIB Application:* Becker shared the background of Pamela Maldonado and the work she does at the Community Action Partnership of Ramsey and Washington Counties

**Motion (Duffy/Nikstad) to recommend the approval to appoint Maldonado for the term ending July 31, 2023, as presented. Motion carried unanimously by chat vote.**

*WIB Chair-Elect Update:* Kulas expressed his willingness to remain WIB Chair for an additional year, given that Ramona Wilson has indicated that she is unable to step into the Chair position in August. Rasmussen has agreed to be nominated as Chair Elect at the April WIB meeting.

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## Action Plan

Becker recapped the action plan which is in its final stage. The final document will be presented to the WIB at the April meeting. The action plan was a collaborative process and all were appreciative of the work done by Workforce Solutions.

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## Director Updates

*WIB-County Board Workshop:* This workshop presentation will be held on April 19 in the Courthouse. This is a great opportunity for the Ramsey County Board to meet members of the WIB and have a better understanding of its accomplishments.

*Executive Committee Meeting Schedule and Location:* Due to the Open Meeting Law, this committee will return to in person meetings in May. It was decided that the meeting time will move to 8-9:30am.

*April WIB Meeting:* April's meeting will be virtual, with the remainder of the year being in person at the Humanities Center with the exception of December which will be at International Institute of MN. The April meeting will focus on Tech with industry guest speakers and some small group discussion.

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## Other

No other topics were discussed.

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## Adjourn

The meeting was adjourned at 8:50am.

The next Executive Committee meeting is Wednesday, May 25, 2022, 8:00-9:30am in the Star Room, 90 W. Plato Blvd.