**Workforce Innovation Board of Ramsey County**

**Executive Committee Meeting Minutes**

May 17, 2019, 7:30-9:30am

90 W. Plato Blvd., Glass Room

St. Paul, MN 55107

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| **Committee Members Present** | **Members Absent** | **Staff/Guests Present** |
| Toni Carter  Butch Howard  Sean Mullan  Paul Nikstad  Karin McCabe  Mary Russell  Chris Tolbert | Chad Kulas-EA | Ling Becker, Ramsey County  Max Holdhusen, Ramsey County  Becky Milbrandt, WIB Staff  Holly Schnetzler, Ramsey County  Elizabeth Tolzmann, Ramsey County |

**Call to Order**

Chair Karin McCabe called the meeting to order at 7:34 am.

**Approve March Minutes**

**Motion (Nikstad/Russell) to approve the March 22, 2019 minutes as presented. Motion carried.**

**WIB Membership**

*WIB Reappointments:* A revised reappointment chart was reviewe, noting that Anivuin Xiong has decided not to seek reappointment due to constraints on his time.

**Motion (Howard/Nikstad) to recommend the reappointments of Dillon Donnelly, Chad Kulas, Cindy Larson, Karin McCabe, James McClean, Sean Mullan, Donald Mullin, Kate Probert, Sheri Riemers, Chris Tolbert, Brooke Walker, Ramona Wilson, and Tracy Wilson to the WIB for 2019-2021 term. Motion carried.**

*Membership Application:* **Motion (Carter/Howard) to recommend to the Ramsey County Board of Commissioners the appointment of Carly Voshell, Ramsey County Correctional Facility, to represent Education on the Workforce Innovation Board of Ramsey County, replacing Karen Gerdin, for a term commencing August 1, 2019 and ending July 31,2021. Motion carried.**

*Committee Memberships:* **Motion (Russell/Mullan)** **to ratify the WIB Chair’s appointments of Cindy Larson to the Integration Committee. Motion carried.**

*Potential WIB Member Outreach Strategy:* Becker reported on plans to elevate the recruiting process. She and Kulas are working on a strategy. A membership Committee meeting will be scheduled soon to review and activate the plan. McCabe stated that she and Kulas are meeting with all new members prior to their first meeting as part of an enhanced onboarding process. Becker is also having one-on-one orientation meetings with all new members.

**WIB Financial Report**

Becker stated that all expenses are routine. She mentioned that it is possible that not all of the Outreach to Schools (OTS) funds from the WIB will be used before the end of the school year. Nikstad explained that a fourth OTS intern was recently added.

**Motion (Mullan/Howard) to accept the March/April 2019 financial reports as presented. Motion carried.**

**Strategic Planning**

Tolzmann and Holdhusen shared an outline for the strategic planning session which they will facilitate on June 6. Components of the event include SWOT and PEST analyses, commitments and a consensus workshop around the key question, “What does the WIB want to accomplishment over the next 3 years?”. A packet of pre-reading materials, including themes from the WIB member one-on-one meetings, will be sent after Memorial Day. Carter suggested sending out a reminder about the extended meeting time. She also requested that the other county commissioners and city council members be invited. Becker will meet with any invited guests prior to the session to provide context on the work of the WIB. The outcomes from the session will be added to a template and shared with the WIB. The second step is action planning. Tolzmann previewed the chart that will be used for the action phase. Mullan suggested the session outcomes be reviewed by the Executive Committee before going out to the full WIB since the committee structure could change. It was decided that a special Executive Committee meeting will be held on June 28.

**Updates**

*Great Metropolitan Workforce Council (GMWC)-Fiscal Agency:* Becker reported that the GMWC is engaged in strategic planning. Carter stated that the work to form a sustainable organization is progressing, including the development of a joint powers agreement among the partners. Ramsey County will serve as GMWC’s fiscal agent through 2019.

*WIOA Program:* Becker reported thatmonitoring showed that program enrollment is low. DEED suggested Workforce Solutions contract with other service providers to catch up. Becker shared that case management processes have improved even prior to the monitoring. She also reported that collaborative meetings between the fiscal managers, program managers and other metro area Workforce Development Area staff are taking place in an effort to enhance collaboration within the region.

*Right Track Partnership:* Becker reported that Ramsey County is working with Right Track to place out-of-school youth into County programs. This could result in 30 newly enrolled youth. Becker expects the relationship with Right Track to expand in the future as one of many ways the City and County can work together. Russell suggested the full WIB be updated on the Right Track program.

*FAST Award:* Becker explained that the Families Achieving Success Today (FAST) Program, which is done in partnership with Goodwill Easter Seals-MN, was one of three programs across the country to receive Goodwill Industries International’s “Center of Excellence in Mission Innovation” Award. The Ramsey County Board will also recognize the Program on June 4. McCabe suggested we celebrate these types of things at WIB meetings. Members should be encouraged to share success stories/achievements.

*Fall/Winter 2019 County Board Workshop:* Becker is planning to schedule a workshop with the County Board later in the year, after the strategic planning is finished.

*East Side Employment Exchange:* Becker explained that the East Side Employment Exchange would like to continue enhancing a partnership. She will share more information as it develops.

**WIB and Workforce Solutions Communications**

*WIB Website Update:* Becker reported that the transition of the WIB’s independent website into the County’s site is almost complete and is expected to go live in the next few weeks. A link to the testing site was shared with the committee for review and comment.

*WFS External Communication Strategic Plan:* Becker wants to elevate communications to the WIB between meetings. She plans to create an e-newsletter showcasing events and highlighting some of the work that is being accomplished. The newsletter will include a membership list with links to the members’ organizations. Members can share the newsletter among their networks to elevate the WIB’s work. Mullan suggested that WFS develop a LinkedIn site to share information that members can repost. There was consensus supporting the newsletter and considering the use of LinkedIn. Russell suggested looking at the format that DEED uses for its weekly emails.

*Executive Director Communications:* This topic was covered in the discussion about the external communications strategy.

**Committee Reports**

*Integration/Business Services:* Russell stated that the committee doesn’t have any action items currently.

*Policy:* Mullan reported that the committee reviewed its day at the capitol activities and plans to schedule off-session meetings with local legislators to build and strengthen those relationships. Mullan also reported on the committee’s discussion about SNAP funding. The state’s shift to a voluntary SNAP program has caused enrollment to drop. WFS staff is doing some general outreach but is prohibited from advertising for clients. Becker explained that a general navigator could help bridge that gap. She also stated that the committee is considering hosting a convening of all metro area WIB policy groups to work on regional issue alignment and to strengthen the voice of the groups.

*Youth:* Nikstad stated that Steve Randall, the 2019 Vern Vick Award recipient, attended yesterday’s committee meeting for an informal discussion about his work. The official award presentation will take place at the June WIB meeting and will include time for WIB members to interact with Randall. Becker explained that the recently released Youth at Work Grant application requires applicants to work with their local WIB. Applicants in Ramsey County were asked to submit an executive summary on their proposal. A chart listing all known applicants was shared. A grantee collaboration process will evolve and be improved in future grants and could include more analysis of gaps, duplications, and alignment with the Local Plans.

**Other**

Becker reported on work that is happening at the correctional facility to deepen pre-employment services so that people are better prepared for work upon release.

Becker provided a collocation update, stating that WFS will have a counselor at Arlington Hills and four other libraries as well as at Metro State, Saint Paul College and Century very soon. Tolbert expressed his full support for these partnerships/collocation efforts. A formal write up with additional details will be sent to the WIB.

Mullan reported that the MN Department of Education is bringing employers and educators together to set accountability measures that align with the intent of the new Perkins Act.

Becker explained that she is getting involved with Mayor Carter’s Tech For All Initiative. The goal is to ensure there is a sufficient pool of candidates for Saint Paul’s IT businesses.

Becker noted that Dunn Yoshitani, WIOA Programs Manager, submitted his resigned.

**Adjourn**

Upon completion of the agenda, the meeting was adjourned at 8:58am.

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