

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

May 18, 2018
Minutes

Committee Members Present

Toni Carter
Butch Howard
Sean Mullan
Mary Russell
Chris Tolbert

Members Absent

Karin McCabe-EA
James McClean

Staff/Guests Present

Leon Boeckermann, Ramsey County
Becky Milbrandt, WIB Staff

Call to Order

Chair Butch Howard called the meeting to order at 7:36 am.

Approve March Minutes

Milbrandt pointed out two minor corrections made after the draft minutes were distributed.

Motion (Carter/Russell) to approve the March 23, 2018 minutes as amended. Motion carried.

WIB Financial Reports

It was noted that the Member Development budget was underspent in 2017. None of the \$6,000 budgeted in 2018 have been spent to date. **Motion (Mullan/Russell) to accept the March and April 2018 financial reports as presented. Motion carried.**

Funding Request – October WIB Meeting Speaker

Howard explained that a funding request was submitted by McCabe. She is asking for \$1,000 from the Member Development/Conferences budget to cover travel expenses (\$400) and speaking fees (\$600) to bring in Emily Baxter of We Are All Criminals to present at the October 4 WIB meeting. McCabe would like to invite other WIBs and/or stakeholders to the meeting. Russell mentioned that significant workforce training is done by Department of Corrections and this meeting may be a good opportunity to bring these topics together.

Motion (Carter/Russell) to approve the funding request for speaking fees and travel expenses not to exceed \$1,000 for a presentation by We Are All Criminals on October 4. Motion carried.

MWCA Summer Meeting

It was stated that the 2018 MWCA summer meeting will be held on August 7-9 in Duluth. Last year, the decision was made that the WIB would cover the meeting costs for the Chair, Chair-elect, and up to two committee chairs or other business members if the committee chairs were not able to attend. Other WIB members are encouraged to attend at their own expense. It was noted that the WIB's Member Development/Conferences budget was reduced from \$15,000 in 2017 to \$6,000 in 2018; however, there are sufficient funds to cover up to four attendees. The cost per attendee is approximately \$600.

Motion (Mullan/Russell) to allocate \$2,500 from the WIB's Member Development/Conferences budget to pay for up to four members to attend the MWCA Summer Meeting in Duluth, August 7-9, 2018; the WIB Chair, WIB Chair-elect and two committee chairs or business members. Motion carried.

WIB Membership

Membership Criteria: Howard reviewed the membership criteria. Milbrandt explained that the assessment revealed some WIB members were unclear about the criteria. The committee had no questions or comments.

WIB Reappointments: The reappointment chart was reviewed. Foster Hackett and Chris Kondo have chosen not to seek reappointment. It was reported that all members seeking reappointment are in compliance with the attendance policy.

Motion (Mullan/Carter) to recommend the reappointment of Toni Carter, Jennifer Germain, Larry Gilbertson, Kristin Guild, Butch Howard, Paul Nikstad, Sheila Olson, Jennifer Roettger, Mary Russell and Shannon Watson to the WIB for the 2018-2020 term. Motion carried.

Vacancy Report: Milbrandt reported that there are no new vacancies since the last report. There will be two additional County-appointed business vacancies created at the end of the current term. Recruitment efforts had been paused until the new director was on board. Since hiring the director has been delayed, Carter recommended re-opening applications in order to fill the vacancies. She suggested sending the recruitment letters to the people on the prospective member list.

Designation of Local Workforce Development Area

It was noted that a request for re-designation as a Workforce Development Area (WDA) is required every few years. A draft of the proposed request letter was reviewed. It will be submitted to DEED before the May 30 deadline. There was brief discussion about the need to submit an update to the Local Plan to comply with changes in the State Plan. All Local Plans across the state will include a focus on opportunity youth and gender inclusion. A draft of the Plan update was provided.

Motion (Carter/Mullan) to recommend approval of the letter requesting continued designation as Workforce Development Area 15 and the Local Plan update letter, as presented. Motion carried.

Proposed Minimum Wage Increase in Saint Paul

Mullan reported that the Policy Committee has been discussing the minimum wage issue for some time and the topic was also discussed at the April WIB meeting. He indicated that some groups are lobbying for no carve outs for training programs. Based on the WIB and committee discussions, Mullan drafted a letter expressing concern about the impacts the wage increase could have on clients receiving public assistance and youth in training programs. The letter has been reviewed by staff, the Policy Committee and the County Attorney. Tolbert explained that the Citizens League has a study group working on a proposal for the City to consideration. He suggested that, rather than a letter, the WIB put together an information sheet on the benefits cliff and potential impacts on training programs. Boeckermann agreed to have County staff gather the data. He and Mullan will work together on the creation of the memo which will be considered for approval by the Executive Committee and WIB before being shared with the Citizens League. No formal vote was taken on this issue.

Bylaws Review

Howard noted that the Bylaws were sent to all members for feedback. No comments were received. The County Attorney will now review the Bylaws, especially the conflict of interest statement, and make recommendations on language changes.

Committee Reports

Integration/Business Services Committee: Russell reported that Workforce Solutions was awarded two Pathways 2 Prosperity grants. There were several other organizations within Ramsey County that also received funding. Russell stated that the Committee plans to convene a meeting of all grantees to discuss ways to collaborate on services to avoid overlap and increase reach. Russell also reported that the committee reviewed labor market data to ensure the targeted sectors are still the correct focus areas.

WorkForce Center Ad Hoc Committee: Russell noted that the committee has met twice. She appreciates having committee members who represent the communities being serving. To date, the committee has identified the services which will be evaluated and discussed some initial questions. Russell also stated that some committee members visited the three workforce sites to observation the service delivery. The next meeting is June 12. A survey specialist from DEED will help develop the survey. Once the questions are drafted, a recommendation will be forwarded to the WIB. The committee's discussion on

scope determined that the initial surveys will focus on those who are currently utilizing the sites. Reaching out to those who are not currently engaged could be a future project. Carter suggested having a comment box at the Saint Paul location during the grand opening event.

One-Stop Operator (OSO): Boeckermann provided a handout summarizing the first meeting of the consortium partners. Carter expressed concern about the perception that the comprehensive WorkForce Center (WFC) has shrunk in services, not just space. She asked that the consortium ensure that the WFC is a true One-Stop. There was discussion about the importance of a triage process that provides clients with meaningful assistance on a wide range of services, rather than simply providing contact information for services such as mental health, housing and food assistance.

Executive Director/Assessment Update

Boeckermann reported that Deputy County Manager Johanna Berg has decided to put recruitment efforts on hold for 3-4 months so the new director comes into an organization that is stable and can move forward successfully. Boeckermann will lead the department and build staff in the interim. He reported that interviewing for the WIOA manager is underway. Carter thanked Boeckermann for his leadership through this transition. She pointed out that several metro directors have retired recently. There was discussion about the upcoming WIB meetings. Milbrandt reported that the transition to the new WIB Chair will take place in August. Suggestions for the June meeting included:

- A formal report out on the assessment – Boeckermann will work with Tolzmann on this
- Update on the Executive Director
- Make the meeting more interactive on issues such as:
 - Strategic planning
 - Regional sector skills academies
 - State and federal legislative reports

Other

Mullan reported that Senator Smith has reintroduced Sen Franken's bill for career and technical education funding. Mullan will be setting up a meeting with her office to talk about this from a 3M perspective. He will continue to keep the WIB updated.

Adjourn

Motion (Tolbert/Russell) to adjourn. Motion carried at 8:53am.

Next meeting: July 27, 2017 in the Glass Room, 90 W. Plato Blvd.