

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

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

Committee Members Present

Toni Carter
Chad Kulas
Karin McCabe
Sean Mullan
Paul Nikstad
Mary Russell

Members Absent

Butch Howard-EA
Chris Tolbert

Staff/Guests Present

Ling Becker, Ramsey County
Holly Schnetzler, Workforce Solutions
Ramona Wilson, Knutson Construction

Call to Order

Chair Karin McCabe called the meeting to order at 7:30 am.

Approve October Minutes

Motion (Carter/Kulas) to approve the October 25, 2019 minutes as presented. Motion carried.

WIB Membership

Membership Application: **Motion (Nikstad/Russell) to recommend to the City of Saint Paul the appointments of Tony Lusiba and Becky Degendorfer to represent Business on the WIB for a term ending July 31, 2021 and to recommend to the Ramsey County Board of Commissioners the appointment of Hyon Kim to represent Business on the WIB for a term ending July 31, 2020.**

Motion carried.

Committee Memberships: A list of members for each of the new committees was reviewed. It was noted that Don Mullin is going to select a different committee due to his ongoing conflict with attending the Partnership and Racial Equity Committee meetings. No other changes to the committee memberships were made.

Recruitment Update: The vacancy report was reviewed. Becker noted that there are four more business vacancies that need to be filled. She plans to meet with Elisa Rasmussen from Xcel and Kate Kahled from Image Deliver soon. Becker also agreed to reconnect with the new director of the Hmong Chamber. She has also reached out to Mel Sullivan from Ecumen, a senior housing and care organization and is still in contact with Bell Bank. Carter will contact Lea Hargett from the Black Chamber. Becker explained that there may be a need for a special committee meeting next month to review membership applications so the appointment process can happen more rapidly.

WIB Financial Report

Schnetzler explained that she discovered one payroll from October did not post and is therefore missing from this report. It will be added to the next report. All other expenses and revenues are routine.

Motion (Carter/Mullan) to accept the September/October 2019 financial reports as presented.

Motion carried.

2020 WIB Budget

Schnetzler provided an overview of the proposed budget document. Approximately \$32,000 is expected to be carried over from 2019 due to salary savings and unspent strategic priorities. Schnetzler explained that the WIOA allotment and MFIP contribution have been combined in one line item. The WIOA allotment is expected to be about \$62,000 of the \$75,000 total. The levy continues to decline by 10% each year. WIB support expenses will decline due to the new Admin Assistant coming in as an

Administrative Assistant 2 and because only 85% of that person's time will be allocated to the WIB. The remaining 15% will be charged to Workforce Solutions. The budget also allows for more funds for member development, meeting expenses, and strategic priorities. There is also a new line item which gives the WIB \$1,000 to fund events. Carter noted that the County Budget has not been approved by the County Board yet. Becker suggested each WIB committee propose a budget to support their work in 2020.

Motion (Kulas/Russell) to recommend the 2020 WIB Budget as proposed. Motion carried.

2020 Committee Meeting Schedule

It was noted that the 2020 committee meeting schedule reflects a shift from meeting on the fourth Friday to the fourth Wednesday of odd-number months.

Motion (Mullan/Kulas) to approve the 2020 meeting schedule as presented. Motion carried.

WIB Membership Category Term Limits

Becker provided an overview of the WIB's membership make-up, particularly the Labor/CBO category which accounts for 20% of the total membership. Because of the need to be business led, any change in non-business categories would require the number of business members to increase. Becker expressed concern that CBO membership spots rarely turn over, preventing new organizations from occupying a seat on the Board. She suggested there may be a need to set a different policy for CBOs and that three scenarios should be considered; 1) the need to ensure transparency and avoidance of conflicts of interest if the CBO is also under contract with the county, 2) how vacancies are filled if a member resigns during their term, and 3) whether there are term limits or an automatic offer for reappointment at the end of a CBO members' term. There was lengthy discussion which included the following points:

- Is the WIB considering an individual or an organization when appointing members
- It is beneficial to have a waiting list of candidates for appointment
- A review of the bylaws should be done to see if amendments are needed
- WIB members should be diverse and represent the diverse communities within Ramsey County
- Continue engaging the broader community to ensure a wider array of voices are heard

Becker offered to prepare a comprehensive write up on this issue for further discussion by the Membership Committee and then the Executive Committee. Members of the Executive Committee who also participate on other boards were asked to send their membership policies to Becker for consideration.

Director's Updates

North Saint Paul Change of Hours: Becker plans to reduce the North Saint Paul (NSP) Career Lab hours slightly beginning in February so she can deploy some staff out into the community. Plans are in the works to do a simple remodel in the vacant coffee shop at the Maplewood Library to allow space for workforce services, including ten computers and a youth lab space. The coffee shop area has a separate entrance from the library, allowing it to be open different/limited hours. Becker also stated that the NSP lease expires in November 2021. McCabe suggested looking for other entities who might want to occupy some of the space in the building until the lease is up. Becker noted that Mounds View ABE is currently leasing space for its computer classes.

Economic Development Portal: Becker announced that the County's economic development portal goes live on Monday. The site allows someone to see all the available economic development incentives throughout Ramsey County. In early 2020, some additional workforce components will be added, including workforce partner organizations, information about the WIB, workforce stories/business highlights, an industry training dashboard, a transit oriented job board, and workforce statistics. McCabe suggested there be a connection back to the CareerForce website. The link, called *Ramsey County Means Business*, can be added to partners' websites.

December WIB Meeting Agenda: Becker shared a rough draft of the December agenda. She explained that Rep. Mahoney is not able to attend so she would like to extend an invitation to Rep. Jay Xiong. It was suggested that Senator Fong Hawj and new City Councilmember, Nelsie Yang, also be invited.

Becker also plans to do a short, small group discussion activity to generate ideas for 2020 meeting/learning topics.

Other: Becker shared information about a new, county-wide youth employment initiative called Youth Works!. The goal is to elevate the organizations and people who work around youth employment. She would like the WIB to co-own this with Workforce Solutions. To date, the steering committee has included school districts, CBOs, and the Suburban Ramsey Family Collaborative. There are also three work groups focusing on communications, employer engagement and resource gathering. This is a three year initiative with the first year centered on awareness, year two on acknowledgement and year three on action. A logo and mailing list are being created and a twice per month newsletter will be sent out to promote events, share success stories about employing youth, and offer tips for success. There will also be a series of community conversations, an employer toolkit and an employer excellence award. Becker will bring more information on this initiative to the next meeting.

Strategic Planning

Discussion, Planning & Goals: The Youth Committee's draft work plan was distributed. Nikstad pointed out a few of the committee's goals, including supporting the youth work initiative, continuing the Vern Vick Award, adding youth and business members to the Youth Committee and reviewing the youth dashboard at each meeting. McCabe suggested contacting Hiway Federal Credit Union about being a business member on the committee. Becker plans to bring the strategic outcomes dashboard to the Executive Committee as a way for this group to evaluate the progress of each committee regularly.

Annual Report Photograph

The committee photograph for the 2019 Annual Report was taken.

Other

No other items were discussed.

Adjourn

The meeting was adjourned at 8:52 am.

Next meeting: January 22, 2020 in the Glass Room, 90 W. Plato Blvd