

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

November 30, 2018, 7:30-9:00am  
90 W. Plato Blvd., Glass Room  
St. Paul, MN 55107

**Committee Members Present**

Toni Carter  
Butch Howard  
Chad Kulas  
Paul Nikstad  
Karin McCabe  
Sean Mullan  
Mary Russell  
Chris Tolbert

**Members Absent**

**Staff/Guests Present**

Leon Boeckermann, Ramsey County  
Becky Milbrandt, WIB Staff

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**Call to Order**

Chair Karin McCabe called the meeting to order at 7:43 am.

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**Approve September Minutes**

**Motion (Kulas/Howard) to approve the September 28, 2018 minutes as presented. Motion carried.**

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**WIB Financial Reports**

Boeckermann stated that all expenses are routine. The unallocated balance is slightly less than \$5,000.

**Motion (Nikstad/Russell) to accept the September/October 2018 financial report as presented.**

**Motion carried.**

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**Proposed 2019 WIB Budget**

A proposed 2019 budget was distributed. Boeckermann explained that the WIOA allotment has been trending down for the last several years and is expected to continue to do so. County levy dollars are also reducing by 10% each year. Boeckermann noted that the proposed budget includes \$20,000 in revenue from MFIP admin dollars. With this additional revenue, the budget will balance for 2019 but funding for WIB strategic priorities would be eliminated and the Member Development/Conferences budget would be greatly reduced. Expenditures left in the budget include administrative support, funding for the 2018-19 Outreach to Schools program, and meeting/miscellaneous expenses. Boeckermann explained that the WIB's funding, as it was structured, is not sustainable. He suggested that additional County levy dollars be requested. Carter stated that the WIB's impact extends beyond Workforce Solutions (WFS), so there is a reasonable argument for increased levy support. Russell shared historical information about asking businesses to help fund the WIB. Although considered, this was never implemented because businesses felt they were already taxed for this work. The idea of creating a Finance Committee was discussed. Carter agreed to talk to County leaders about funding so the WIB can remain focused on matching business and workers. McCabe inquired about financial support from the City of Saint Paul. Tolbert believes this would require a review of the Joint Powers Agreement and/or a conversation with the Mayor. Carter felt Saint Paul could be part of the conversation if a financial restructuring takes place. It was decided the majority of the next Executive Committee meeting will be dedicated to reviewing the WIB's finances and structure, to ensure sustainability. This review will include:

- Looking back at the 2016-2017 budget and projecting out 3-5 years.
- Considering alternate options for funding, including grants, additional levy, SNAP/TANF allocation dollars, and contributions from business.

- Looking at models for how other WIBs operate, including funding, committee structure and board goals/outcomes.
- Assessing the fundamental role of this WIB.

Tolbert asked that the WIB be given an opportunity to review WFS' budget early in the process to allow time for input. Russell agreed to contact Anne Kilzer and Carter will contact Brandt Ingalsbe to request information about the funding and operating structures of other metro area WIBs. Boeckermann will check into the status of the SNAP 50/50 match program. No formal action was taken.

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## **WIB Membership**

*Committee Memberships:* **Motion (Mullan/Carter) to ratify the WIB Chair's appointments of Elena Gaarder to the Integration Committee. Motion carried.**

*Vacancy Report and Dashboard:* McCabe noted that there are currently six business vacancies. Kulas sent WIB membership information to the St. Paul Chamber and asked them to share it with their members. He also plans to meet with some individuals who may be interested in serving on the Board. McCabe suggested recruiting a business member who may want to serve on the Youth Committee. Milbrandt reported that a representative from the Ain Dah Yung Center will be attending December WIB. The Ain Dah Yung Center is a community-based organization that provides emergency shelter for runaway and homeless Native American youth.

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## **Updates**

*One Stop Operator Consortium:* Boeckermann explained that the consortium partners (Job Service, TANF and Voc. Rehab) will be presenting at the December WIB meeting. A Workforce Center customer experience assessment has been completed. Staff from all Workforce Center site are receiving additional training to standardize processes and assure that referrals/warm handoffs are seamless.

*CareerForce Implementation:* Boeckermann distributed a draft news release expected to go out today. The official CareerForce rollout started yesterday, however, it will evolve over the next few months. Staff have been trained and are able to share CareerForce information with clients. Russell stated that the universal intake form will be a great benefit when done.

*WIOA Performance Outcomes:* Boeckermann handed out a report with outcome details. This information will also be shared with the WIB at the December meeting.

*Saint Paul Minimum Wage Ordinance:* Tolbert reported that the ordinance was approved by the City Council unanimously two weeks ago after a year of work. The Citizens League's recommendations were the basis for the ordinance. The final ordinance included a phase in period based on the business size, no tip credit for service workers, carve outs for youth training programs, a 90-day first employee adjustment to incentivize hiring youth, and a disability adjustment.

*WIB Website:* Boeckermann reported that the WIB website will be transitioned onto the Ramsey County website before the contract with the current web host ends in June 2019.

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## **Committee Reports**

*Integration/Business Services:* Howard stated that the November committee meeting was well attended and included lots of discussion. Members talked about several grant funded programs and were updated on a number of sector initiatives. Howard would like to see these two committee continue to meet together going forward.

*Policy:* Mullan reported that policy staff from the City of Saint Paul and Ramsey County attended the meeting to share their 2019 legislative agendas. The MWCA platform will be reviewed at the next meeting. The Committee will continue to work on the WIB's policy statement and bring it to the full WIB for approval.

*Youth:* Nikstad explained that this committee received updates on the 2018-19 Outreach to Schools program and TANF/WIOA integration initiatives. He also mentioned that Vocational Rehabilitation services have undergone significant changes under WIOA. This will continue to be a topic for this

committee's work. Nikstad also felt there could be some connections related to youth employment/ minimum wage that the Policy Committee may want to consider adding to the WIB's policy statements.

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**2019 Committee Meeting Schedule**

Milbrandt will send calendar invites to all committee members once the dates are approved.

**Motion (Carter/Nikstad) to approve the 2019 Executive Committee meeting schedule as presented. Motion carried.**

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**Workforce Solutions Staffing Update**

Boeckermann stated that WFS is interviewing for all three accounting positions. He also reported that the Executive Director position has a soft close this week. Interviews are expected to start in January with a February start date.

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**Other**

No other items were discussed.

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**Adjourn**

The meeting was adjourned at 9:04am.

**Next meeting:** January 25, 2019 in the Glass Room, 90 W. Plato Blvd