

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

October 25, 2019, 7:30-9:30am
90 W. Plato Blvd., Glass Room
St. Paul, MN 55107

Committee Members Present

Toni Carter
Butch Howard
Chad Kulas
Karin McCabe
Sean Mullan
Paul Nikstad

Members Absent

Mary Russell-EA
Chris Tolbert

Staff/Guests Present

Ling Becker, Workforce Solutions

Call to Order

Chair Karin McCabe called the meeting to order at 7:35 am.

Approve September Minutes

Motion (Howard/Mullan) to approve the September 27, 2019 minutes as presented. Motion carried.

WIB Membership

Recruitment Update: Becker reported that a membership application has been received from Toby Lusiba to fill a business vacancy. Lusiba is an IT executive at Gopher Resource and a member of the Full Stack initiative. Kulas recently met with Becky Degendorfer from Baldinger Bakery. It is expected that she will submit an application soon. Member applications will be collected through the end of the year and submitted to the appointing bodies for consideration prior to the February WIB meeting. There was some discussion about the targeted demographics, including race and business size. The dashboard will be reviewed at the next committee meeting.

December Board Meeting Plan

Becker presented a preliminary plan for the December WIB meeting which will be held at CLUES. Plans include:

- A tour of CLUES' art gallery and youth tech room
- Time for socializing/networking and refreshments
- Limiting the business meeting to one hour
- Comments by Rep. Tim Mahoney on legislative priorities around workforce (this was a suggestion that came out of the Policy Committee meeting)

McCabe recommended doing the tour first followed by the business meeting. Becker will bring a series of topics and formats to the next meeting for the committee to review and consider for the 2020 WIB meetings. She would like to continue keeping the business meeting to one hour and leaving 45 minutes for learning and discussion. An emerging topic related to workforce is cannabis legislation and the availability of additional job training dollars for people who have been convicted of drug related crimes. McCabe suggested there be more opportunities for discussions at WIB meetings that focus on the needs of businesses, including sharing business concerns, challenges and best practices. There was agreement that this would be beneficial and could demonstrate to other businesses the value of the services offered through CareerForce. The new committee structure, especially the Communications and Outreach Committee, will also help with this. Becker agreed to bring information on the over 3,500 businesses that have hired Workforce Solutions (WFS) clients in the last three years. Kulas would like to see this type of data shared with media outlets that cater to business. He can help make those connections. Becker is also

working on more intersections with Ramsey County's Economic Development Department. She agreed that more effort needs to be put into connecting with business but Ramsey County, and most metro counties, don't have anyone on staff to do this work. This could be addressed by the GMWC on a regional level.

Strategic Planning Deep Dive

Discussion, Planning and Crosswalk on Draft Document: A document containing a summary of the WIB's planning efforts to date, the proposed committee structure, a chart outlining strategic outcome responsibilities, and a preliminary work plan for each committee was reviewed. Mullan explained that the Policy Committee will take on the role of oversight for the WIOA Adult and Dislocated Worker programs. Due to its expanded role, the Policy Committee will need additional members. McCabe suggested there be some strategy for committee assignments to ensure that each committee has a diverse complement of membership categories and perspectives. After some discussion, it was decided that Becker will work with the committee chairs and the Executive Committee to do some targeted outreach to recruit committee members. It is expected that many of the members will want to stay on their current committees so the outreach will focus on new WIB members and members of the committees that are being modified or discontinued. The Executive Committee also reviewed a strategic objectives dashboard to track committee tasks, strategic opportunities, timelines and progress. This will be a living document that'll be refined by each committee as they begin to meet and will be a tool for the committee chairs to organize and structure the committee's work. Each proposed Executive Committee task was reviewed and discussed. Some suggestions about the dashboard:

- Invite the WFS program manager to the Executive Committee meetings to deliver the program snapshots.
- Add "Engage with the County Board and City Council annually".
- Align this local dashboard with the regional work
- Use the dashboard to increase transparency, expose barriers and drive needed resources.
- Review the dashboard at each meeting to make sure it is current and that tasks are progressing.
- Ask the Partnership & Equity Committee to pull together information on what each sector entails including career arcs and on ramps.
- Consider hosting one big event each year such as an award, business honor or teaching event. Becker suggested a reverse roundtable or panel discussion where WFS and contracted employment counselors come to learn about business/industries from WIB members/employers.

Summary and Recommendations: There was agreement to move forward with the proposed dashboard format. Kulas suggested that some longer range planning and metrics be added over the next year.

Motion (Mullan/Howard) to recommend approval of the committee structure as presented with the exception that language describing the Policy Committee's WIOA oversight role be added. Motion carried.

Motion (Carter/Kulas) to recommend approval of the WIB's one-year strategic direction and transformation plan which will evolve into a three year strategic plan. Motion carried

Other

No other items were discussed.

Adjourn

The meeting was adjourned at 8:42 am.

Next meeting: November 22, 2019 in the Glass Room, 90 W. Plato Blvd