

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

September 27, 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  
Paul Nikstad  
Mary Russell

**Members Absent**

Sean Mullan-EA  
Chris Tolbert

**Staff/Guests Present**

Ling Becker, Ramsey County  
Becky Milbrandt, WIB Staff

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**Call to Order**

Chair Karin McCabe called the meeting to order at 7:33 am.

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**Approve July Minutes**

**Motion (Carter/Kulas) to approve the July 26, 2019 minutes as presented. Motion carried.**

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**WIB Membership**

*Membership Application:* **Motion (Kulas/Carter) to recommend to the Ramsey County Board the appointments of Tanya Velishek to represent Business and Lisa Guetzkow to represent One-Stop Partners for terms ending July 31, 2021. Motion carried.**

*Committee Memberships:* **Motion (Russell/Nikstad) to ratify the Chair's appointment of Camila Mercado Michelli to the Youth Committee. Motion carried.**

*Recruitment Update:* The vacancy report was reviewed. Becker announced that Jim Pearson from Xcel Energy and Tony Lusiba from Gopher Resource are interested in applying. She also plans to contact Carol Mahoney from Bell Bank and Carolyn Karanja who has extensive experience in diversity work. McCabe agreed to contact the MN American Indian Chamber to get a business member referral. Becker stated that the audit found the WIB non-compliant on the business majority requirement. She committed to getting in compliance by second quarter 2020. The size of the WIB makes this more challenging. Reducing the size of the Board may be discussed in the future.

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**WIB Financial Report**

Becker reported that all expenses are routine.

**Motion (Howard/Nikstad) to accept the July/August 2019 financial reports as presented. Motion carried.**

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**Request for Funds**

*One-Stop Partner Staff Training Event:* Becker explained that the One-Stop Operator Consortium works on behalf of the WIB to coordinate service delivery at the CareerForce sites. Feedback from a meeting of One-Stop partners suggested that front line staff need additional training on de-escalation/crisis intervention and how to better serve individuals with disabilities. The OSO would like to provide this training and is requesting up to \$1,500 from the WIB to cover the room rental, speaker fees and lunch for up to 150 staff. The OSO would like to offer a training event every year. This will be proposed as a recurring line item in the WIB's budget. Discussions with the One-Stop partners will drive future trainings topics.

**Motion (Carter/Howard) to approve an amount not to exceed \$1,500 for the One-Stop staff training event. Motion carried.**

*2019-2020 Outreach to Schools Program (OTS):* Nikstad reported that there are eight intern applicants and four schools committed to the program for this school year. The Youth Committee is asking for \$1,955.60 from the WIB to fund a fifth intern. Becker agreed to check into how the local student to counselor ratio compares to the statewide ratio. She explained that additional funding to accelerate OTS will be an advocacy focus for the Policy Committee. An evidence package outlining successes, demographics, intern profiles, feedback from the school counselors, etc. will be gathered. Carter supported taking this to the County's legislative group as well. Russell suggested applying for a MSPWIN grant. Becker will investigate the grant eligibility criteria.

**Motion (Kulas/Howard) to approve \$1,955.60 for the 2019-2020 Outreach to Schools program. Motion carried.**

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#### **PY18 and PY19 Local Youth Plan Updates**

Becker explained that the Plans are being updated to include new partnerships, programming and procedures. Some of the changes came from the audit findings and others were already in the works. Becker stated that there may be a need for one more update before a new full Plan is approved in 2020. After some discussion about enrollment levels, Howard requested the WIB be given reports showing the number of youth served, spending levels, and other data to help measure success. Nikstad reported that the Youth Committee just reviewed the PY18 youth program performance report. Ramsey County is exceeding all goals but the number of youth being served is low.

**Motion (Russell/Carter) to recommend approval of the revised PY18 and PY19 Local Area Youth Plans as presented. Motion carried.**

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#### **WIOA Employment Service Provider Selection**

Becker explained that the continuous RFP is being reactivated to bring on additional employment service providers who can help spend down WIOA grant dollars. WFS will help the selected providers with enrollment. If approved, the contracts will start in October and last six months.

**Motion (Kulas/Carter) to recommend approval of the vendor selections as recommended by the evaluation team:**

- **Youth Services: HIRED- \$419,000**
  - Hmong American Partnership (HAP)- \$220,000**
  - YWCA of Saint Paul- \$256,625**
- **Adult Services: Goodwill Easter Seals- \$181,500**
  - YWCA of Saint Paul- \$300,000**
- **State Dislocated Worker Services: HIRED- \$586,000**
- **WIOA Dislocated Worker Services: Goodwill Easter Seals- \$212,850**

**Motion carried.**

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#### **Designation of Fourth Priority of Service**

Becker explained that the WIB has authority to implement a 4th priority of service. A memo outlining this authority and listing populations facing barriers to employment suggested by DEED was reviewed. Once approved, WFS staff will be able to enroll qualifying individuals into the WIOA Adult program immediately. There was discussion about which populations to include under the 4th Priority. It was decided to leave out the underemployed since it is difficult to define. There was support for adding single parents/pregnant women. Becker agreed to bring back enrollment data in January so the committee can see who is being served and potentially re-evaluate the list at that time.

**Motion (Howard/Nikstad) to recommend approval of adding a 4th Priority of Serve to include the following populations:**

- **Indians, Alaska Natives, Native Hawaiians, African Americans, Latinos and other minorities to reduce racial disparities related to employment**
- **Individuals with disabilities**
- **Older individuals - age 55+**

- **Ex-offenders**
- **Single Parents (including pregnant women)**
- **Long-term unemployed individuals - unemployed for 27 or more consecutive weeks**

**Motion carried.**

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### **Director's Updates**

*Federal Youth Audit Report:* The audit findings and steps being taken to address the concerns were discussed. Becker feels the audit was helpful in accelerating her learning and providing needed technical assistance. She is considering implementing periodic internal audits.

*October WIB Meeting:* Becker reviewed plans for the meeting, including a participant presentation, GMWC update, 45 minute business meeting and an hour of engaged learning. The learning activity will have WIB members rotate around to several topic tables, each focusing on a different program. Russell suggested each program have a one-pager for people to take with them. Becker mentioned that the December WIB meeting will be at CLUES. She proposed the meeting last 30-40 minutes so people have time to network and tour CLUES. McCabe recommended having a formalized activity to encourage people to stay.

*WIB Membership Category Term Limits:* Due to time constraints, there was no discussion.

*North Saint Paul Resource Room:* Becker explained that a resource room is not mandated at an affiliate site. Currently, there are 2.5 full time employees (FTEs) assigned to staffing the North Saint Paul resource room. Becker proposed a plan to create a small youth/resource room in the coffee shop space at the Maplewood Library where staff would deliver services a couple days each week. The 2.5 FTEs would be deployed more strategically into the community the rest of the time. The goal is to implement this in first quarter 2020. McCabe asked if an ad hoc committee should be formed to look at facilities. There was some discussion about the role of the WIB, County Board and City in making this decision. There was agreement that although the County has ultimate decision making authority, the County Board values the insight of the WIB and City. There was support for Becker to move forward with realigning resources where they are needed in order to get the best return on investment. She will keep the WIB apprised. McCabe stressed the need to continue providing services in the suburban area.

*Other:* Becker thanked the WIB for supporting CareerForce week. The job fair, youth event, ribbon cutting ceremony, employer panel, and workshops all went well. A slideshow with pictures from the events will be shown at the October WIB meeting.

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### **Strategic Planning**

*Goal #1:* Due to time constraints, the goal sheets will be discussed at the October committee meeting.

*Summary and Recommendations:* A memo with recommendations on the WIB meeting and committee structure was provided by email. Although Becker was hoping to announce the structure at the October WIB meeting, it was suggested that committee chairs be recruited first so they can reach out to prospective committee members. Kulas offered to help Becker with the recruitment.

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### **Other**

No other items were discussed.

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### **Adjourn**

The meeting was adjourned at 9:02 am.

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