

**Workforce Innovation Board of Ramsey County**  
Partnership & Equity Committee Meeting Minutes  
Monday, September 14, 2020, 3:00 – 4:30pm

**Present:**

Mohamed Alfash  
Becky Degendorfer  
Kristin Guild  
Cindy Larson  
Tony Lusiba  
Karin McCabe  
Elisa Rasmussen  
Ramona Wilson  
Tracy Wilson

**Absent:**

Michelle Belitz  
Lauren Hunter

**Staff/Guests:**

Ling Becker, Workforce Solutions

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**Call to Order**

Chair Ramona Wilson called the meeting to order at 3:02 pm.

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**Approve June Minutes**

**Motion (Rasmussen/Degendorfer) to approve the June 1 and June 22, 2020 meeting minutes as presented. Motion carried unanimously by roll call vote.**

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**Committee Chair Election**

Wilson announced that she will be the incoming WIB Chair-elect. Although she hopes to remain on this committee, the need to balance her workload necessitates finding a new Chair for this committee.

**Motion (McCabe/Degendorfer) to nominate Elisa Rasmussen as Chair of the Partnership and Equity Committee. Motion carried unanimously by roll call.**

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**Results of WIB Member Organization DEI Best Practices Survey**

Becker talked about the need for this group to look at the skills gap and the opportunity gap to unleash regional innovation, economic growth and community well-being. Guild suggested the WIB also talk about the strong business case for systems change. The results of the diversity best practices survey of the WIB done in April were reviewed. Becker noted that there were only four responses, likely due to the timing of the survey.

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**Opportunity Employer or Inclusive Employer Tool Kit**

The goal for the next step in developing the toolkit is to brainstorm and land on five to seven things that small groups can build out. The toolkit will be focused on small to mid-sized businesses and non-profits but could also benefit larger organizations. Some components of the kit could be broken down by organization size and industry sector. There could also be a checklist with backup tools. Survey responses and other suggestions the committee could consider include:

- a list of diverse job boards
- a list of best practices for applications
- a list of training resources for hiring managers on implicit bias/diversity
- steps to make applications that allows candidates to self-identify
- lists of community organizations that have relationships with diverse communities
- lists of Career and Technical Education (CTE) representative in the high schools
- educational opportunities for people unfamiliar with industry possibilities/unrepresented populations

- tools for the virtual environment
- how to create a sponsorship program
- onboarding process to help gain mutual understanding
- avenues to share concerns – listening sessions

Best practices on what to measure. Are the right things being measured?

- How long does the person stay?
- Turnover rate and average length people stay – broken down by demographics and age
- Is there a sponsorship/support program to help people succeed? (industry specific)
- Career growth and professional development for employees – communicate pathways clearly
- Retention strategies – onboarding process, etc.
- Business resource groups, etc. Why do people stay?
- Establish a benchmark

It was decided that the committee will break up into three work teams focused on the main areas: Metrics, Retention, and Hiring. Training will overlay over each team’s work. Committee members selected a team and agreed to research/prepare the following information before the next committee meeting.

**Hiring**

Karin - job board resources and CBOs (Ling will help)  
 Becky - removing identifiers from applications  
 Tracy - CTE list

**Metrics** – this team will meet offline before the next meeting

Michelle  
 Tony  
 Mohamed

**Retention** - this group may decide to meet after reviewing Cindy’s write up.

Elisa - onboarding and sponsorship programs  
 Cindy - communication/listening sessions  
 Kristen - business case to help market the kit

Team work time will be incorporated into the November committee meeting. Becker will organize the ideas and a timeline and send it to the committee. Once completed, the toolkit can be marketed by Ramsey County Communications.

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**Other**

Becker shared some unemployment statistics. Lingering impacts are affecting people of color, women and self-employed people most significantly.

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**Adjourn**

Upon completion of the agenda, the meeting was adjourned at 4:06 pm.

**Next meeting:** Monday, November 3, 3:00-4:30pm.