

**Workforce Innovation Board of Ramsey County
Youth Committee Meeting**

January 25, 2018

2:30 – 4:00pm

Workforce Service Center
2266 2nd Street North, No. St. Paul, MN 55109

Members Present

Tom Aasheim
Karen Gerdin
Jennifer Germain
Larry Gilbertson
Karin McCabe
Robert Morse
Jane Nicholson
Paul Nikstad
Joy Nyabwari

Members Absent

Brian Goodspeed-EA
Kathy Kittel
Tim O'Brien

Staff/Guests Present

Bridgett Backman, Workforce Solutions
Becky Milbrandt, WIB Staff
CJ Stanton, Workforce Solutions

Call to Order

McCabe called the meeting to order at 2:31 pm. All those in attendance introduced themselves.

Approve November Youth Committee Minutes

**Motion (Aasheim/Gilbertson) to approve the November 16, 2017 Youth Committee minutes as presented.
Motion carried.**

Conflict of Interest Statement

McCabe read the statement aloud. All members in attendance signed the acknowledgement form.

2018 Vern Vick Award

Committee members reviewed the award criteria and timeline. There was discussion about recruitment efforts and eligibility criteria. McCabe asked that the award information and link to the application be shared with all Youth Committee and WIB members. The deadline for nominations is March 15.

Executive Director Update

Backman reported that Leon Boeckermann has been appointed Interim Director for Workforce Solutions. She also stated that Elizabeth Tolzmann will serve as Interim Executive Director for the WIB. The timeline for filling the permanent position was reviewed.

Funding Update

Support Services Grant: Backman reported that the grant application submitted by Ramsey County and the Network for the Development of Children of African Descent (NdCAD) was not funded.

P2P Grant: Backman explained that there is a significant amount of money available from DEED for the Pathways to Prosperity (P2P) grant. Ramsey County will request the maximum amount of \$650,000. The funds would be used to continue providing navigators and additional support services for clients with little to no work experience. Backman agreed to send a high-level overview of the Program and a grant report to the committee via email. She also noted that Workforce Solutions will be reaching out to some committee members for support letters.

Outreach to Schools (OtS) Presentation

Stanton reported that one of the OtS interns submitted her resignation due to having too many constraints on her time. All the other interns are working out well. Two of the returning interns will present at the February 1 full WIB meeting. All Youth Committee members were invited to attend. Stanton shared information about the work the interns are focusing on, including FAFSA completion, college application assistance and coordinating career fairs. Stanton noted that the emphasis this year is on meaningful, personalized contact rather than large group

sessions. He has also been working on enhancing data collection. Initial data on the students being served indicates:

- 75% are students of color
- approximately 50% are male and 50% female
- most are juniors and seniors

There was discussion about whether or not the intern vacancy will be filled. It was decided that the funds from the WIB will be set aside and only used if other program funds are exhausted. There was also discussion about expanding the OtS program to more schools. Backman will reach out to schools without interns to learn about why they have opted not to participate. McCabe suggested the committee set school participation goals and develop plans to increase the program at the next meeting. It was also suggested the interns complete post-experience assessments/exit interviews so WFS staff can collect stories and continue to improve the program.

Youth Local Plan Process

Backman reported that this is a Plan update year. She asked committee members to review the 2017 Plan and the updated 2018 Plan document and respond with feedback by February 23. Milbrandt will send the information once WFS staff have completed the initial updates.

Youth Monitoring and Policy Update

Backman reported on the monitoring that was done last fall. A mis-accounting was identified which has caused the state to delay the second allocation. Staff is updating policies and accounting practices to correct the issue. Backman explained that this is a 'hold harmless' year, with true performance standards going into effect this year. Some other areas across the state have also been cited. Backman will continue to update the committee on this issue and the improved processes being implemented. She anticipates DEED will release the second allocation soon. Allocations for the coming year are still unknown. Backman hopes funding will remain level but there could be cuts.

Summer Youth Employment Employer Outreach

Stanton reported that letters are being sent to last year's host employers asking if they are interested in hosting again this year. Ramsey County hopes to place 60-100 youth this summer. Stanton explained that the program has changed over the years to include more out of school youth and additional tracking of educational and employment milestones after completing the work experience. There was discussion about adopting some of Right Track's practices. It was noted that the election of a new mayor in Saint Paul could lead to more partnership between with City and County programs. The County Program will again focus on meaningful work experiences with the hopes of placing the youth in all of the WIB's targeted sectors.

Other

Backman reported that the Saint Paul WorkForce Center construction will be done soon. The footprint has been reduced by approximately 6,000 square feet and a new service delivery model is being implemented which will provide more one-on-one assistance.

The membership makeup of the committee was discussed. The need to add members who will bring action items and a wealth of knowledge was emphasized. Adding more youth, parents of youth and representatives from economic development were suggested. This will be discussed further at a future meeting.

Adjourn

Upon completion of the agenda, the meeting was adjourned at 4:02 pm.

Next Meeting: March 22, 2018 at the North Saint Paul Affiliate WorkForce Center, Training Room B