

**Workforce Innovation Board of Ramsey County  
Youth Committee Meeting**  
September 19, 2019 - 2:30 – 4:00pm  
CareerForce - North Saint Paul  
2266 2nd Street North, No. St. Paul, MN 55109

**Members Present**

Tom Aasheim  
Gaye Adams Massey  
Robert Morse  
Paul Nikstad

**Members Absent**

Karen Gerdin-EA  
Jennifer Germain-EA  
Larry Gilbertson-EA  
Brian Goodspeed  
Kathy Kittel  
Tim O'Brien  
Sheri Riemers-EA

**Staff/Guests Present**

Ling Becker, Workforce Solutions  
Camila Mercado Michelli, CLUES  
Becky Milbrandt, WIB Staff  
Rachael Molenaar, Workforce Solutions  
CJ Stanton, Workforce Solutions

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**Call to Order**

Chair Paul Nikstad called the meeting to order at 2:32pm. All those in attendance introduced themselves.

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**Approve June Youth Committee Minutes**

**Motion (Aasheim/Nikstad) to approve the June 20, 2019 Youth Committee minutes as presented. Motion carried.**

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**Youth Program Federal Audit Report**

The committee reviewed the auditors' report and a memo from Becker outlining the steps being taken to address the findings. Items of note included:

- WIB membership does not currently have a business majority – recruitment is underway
- Youth Plan doesn't address the fourteen required elements – the Plans are being updated
- The youth program at CareerForce Saint Paul is out of compliance – youth staff are now there on a regular basis and will be housed there permanently in the near future
- Program enrollment is low – this is being addressed through contracting and new partner collaborations
- Individual Service Strategy form/tool needs updating – a new template has been created and staff training is being conducted
- Work Experience Policy is non-compliant – this has been addressed
- Incentive Policy was not being consistently followed – this had been corrected prior to the audit
- Personal data not effectively safeguarded – new policies are being implemented. The County is also moving to an electronic system this fall

The committee also reviewed two versions of a report on how the fourteen required program elements are being delivered. Becker is meeting with DEED tomorrow and will get feedback on which version of the report should be included in the official response. The suggestion from the committee was to send the report that calls out the funding sources. DEED will write and submit the formal response to the Dept. of Labor.

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**PY18 & PY19 Local Youth Plan Updates**

Becker explained that the PY18 and PY19 Youth Plans need to be updated to include changes made in response to the audit and to accurately reflect current reality, including several new partnerships and programs. Becker explained that the PY18 Plan must be updated because 2018 funds are still being spent. Molenaar noted that the Plans are identical with the exception of an addition question (Q17) in the PY19 Plan. A summary of the changes to the Plans was provided.

**Motion (Aasheim/Massey) to recommend approval of the updated PY18 & PY19 Local Youth Plan as presented. Motion carried.**

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**WIOA Youth Employment Service Provider Selection**

Becker reviewed the steps taken to date to reopen the 2016 continuous RFP and select vendors to provide youth employment services. The review panel, which included members of the WIB, evaluated the proposals and recommended HIRED, Hmong American Partnership and YWCA be selected to deliver WIOA Youth services in Ramsey County.

**Motion (Aasheim/Nikstad) to recommend the WIB move forward with HIRED, Hmong American Partnership and YWCA as the recommended vendors for WIOA Youth services. Motion carried. Massey abstained from discussion and voting.**

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### **U LEAD Performance Outcomes**

The final PY18 WIOA Youth Performance Report, which contains outcome data on several measures for every Workforce Development Area in Minnesota, was reviewed. Ramsey County exceeded all of its goals which supports the fact that the youth who are being served are being served well. The results also indicate that there is capacity to serve more youth. Becker stated that increased enrollment could result in performance levels dropping somewhat. There was understanding from the committee members that some level of decline would be understandable as funding gets spent down and more challenging youth, such as formerly incarcerated, foster care, and homeless youth, are enrolled and begin getting needed services. Stanton stated that ‘Measurable Skills Gain’ will start being graded in the next Program Year.

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### **Updates**

*Summer Youth Employment Program:* Stanton shared a final summary of the 2019 program, although some youth are still working. Blended funding was used to serve 56 youth. In addition to their work experience, youth had the opportunity to attend leadership trainings on financial literacy, updating your resume, and how to talk to your supervisor. There was also an opportunity to get a raise after 40 hours of work and receiving a positive supervisor review. Several employers hosted youth, including Urban Roots, Trades Academy, and the City of Saint Paul.

*2019-2020 Outreach to Schools Program:* Stanton explained the need for and goals of the OTS program. Molenaar reported that there is enough funding for four interns to work at LEAP, Roseville, Creative Arts, and Como High Schools. The eight applicants will be interviewed soon with the goal of having the selection made and the interns placed in the schools in October. Molenaar mentioned that the intern candidate pool is diverse and some are multi-lingual. Becker reported that WFS applied for but did not receive a HECAP grant. Last year the WIB provided funding for an additional intern, however those funds were not used so the money was returned. The committee agreed that the WIB should be asked to fund a fifth intern again this year since there are enough interns. Molenaar will calculate the amount needed and a formal request sent to the Executive Committee.

**Motion (Aasheim/Nikstad) to request the WIB fund a fifth intern for the 2019-2020 school year. Motion carried.**

*Ramsey County Youth Works:* Becker reported on a new WIB-led marketing campaign being launched in partnership with the Suburban Ramsey Family Collaborative to promote the value of youth working. The campaign will include employer events, job fairs for youth, and activities that highlight how engaging youth in employment, internships and volunteer opportunities is good for the community and for business. A one pager has been created and will be sent to the committee. Becker asked the committee members to consider being part of the steering team or asking their organizations to get behind the effort. Some other suggestions for how the committee and WIB can support this effort are by sharing positive stories/best practices of youth employment, inviting Becker to present information to their organizations, acting as a youth employment champion, and recognizing businesses that employ youth. Massey suggested surveying youth and businesses that participated in the summer program to collect feedback and success stories. She offered to work with Molenaar to get a survey out in the next couple of weeks. Mercado Michelli has survey results from CLUES’ Youth at Work internship participants that she will share.

*Saint Paul EMS Academy, Foster Care Pilot & Young Adult Public Sector Academy:* Becker explained that WFS is shifting the way it does business by looking for opportunities to develop cohorts in order to increase enrollments. Some of this work is already underway, including funding a second session of Saint Paul’s EMS Academy and partnering with CLUES on a CNA program. Becker noted that the fourteen elements of WIOA allow WFS to fund more than just the training; funds can be used to pay for uniforms, boots, bus cards and other support services. The EMS Academy will accept applicants from Ramsey County, not just Saint Paul residents.

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### **Committee Member Updates**

*Finishing Trades:* Aasheim provided an update on the APEX Grant program that they have been doing in partnership with Ramsey and Washington Counties. Another section has been added for October and there are already 17 enrolled. Aasheim is working with employers to help the graduates get hired after completion. He also noted that Finishing Trades has been approved for PSEO and is a full-fledged college where students can earn an Associate’s Degree. They can also accept students needing their GED.

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*Workforce Solutions (WFS):* Molenaar reported that WFS was awarded a WESA Grant to increase female employment in the coding industry, a typically male dominated field. Those served will be women of color ages 17-24. Participants will start at the Hubbs Center before starting coding training offered by the New Vision Foundation. TechDump is providing the computers and Comcast is offering free internet for a year. WIOA funds will be woven in because the grant award was not for the full amount requested. Massey wants details when plans are finalized so she can share the information with the women in the YWCA's housing program. Becker announced that WFS was awarded a \$175,000 P2P Grant to work with people with low education, criminal backgrounds and other underserved populations.

*Job Corps:* Nikstad shared details about Job Corp's graduation event. He also mentioned that they are holding a job fair on October 11. Free tables are still available to employers. Several high schools will be attending.

*YWCA:* Massey expressed excitement about the YWCA's WIOA and WESA Grant awards and their plans to promote women in commercial driving programs. The Y is also partnering with the Women's Foundation to provide support and leadership on an effort for women facing high disparities and is taking part in a University of Saint Thomas study to reduce falls in the fitness center. The YWCA also has a program to encourage civic engagement for women in their housing program.

*CLUES:* Mercado Michelli shared information about CLUES, which provides holistic one-stop services for the Latino community. They offer several training programs including CNA, construction, IT, and phlebotomy.

*MidCountry:* Morse noted that the White Bear Lake School District is holding a referendum to fund infrastructure improvements. He is also continuing to work with the Vadnais Heights Economic Development Corp and as a member of the Vadnais Heights City Council.

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### **Other**

Becker suggested there be discussion about the time and location of the 2020 committee meetings at the next meeting.

Becker stated that she plans to recommend that the WIB keep the Youth Committee as part of its new committee structure to ensure the focus on youth is not lost. The committee members supported this recommendation.

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### **Adjourn**

Upon completion of the agenda, the meeting was adjourned at 3:52 pm.

**Next Meeting:** November 21, 2019, 2:30-4:00 in Training Room B, CareerForce - North Saint Paul