

**Workforce Innovation Board of Ramsey County**  
**Youth Committee Meeting**  
September 27, 2018  
2:30 – 4:00pm  
Workforce Service Center  
2266 2<sup>nd</sup> Street N., North St. Paul, MN 55109

**Members Present**

Tom Aasheim  
Brian Goodspeed  
Jane Nicholson  
Paul Nikstad  
Tim O'Brien

**Members Absent**

Karen Gerdin-EA  
Jennifer Germain-EA  
Larry Gilbertson-EA  
Kathy Kittel-EA  
Robert Morse-A  
Joy Nyabwari

**Staff/Guests Present**

Becky Milbrandt, WIB Staff  
CJ Stanton, Workforce Solutions  
Dunn Yoshitani, Workforce Solutions

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**Call to Order**

Paul Nikstad called the meeting to order at 2:39 pm. All those in attendance introduced themselves.

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**Approve July Youth Committee Minutes**

**Motion (Aasheim/Goodspeed) to approve the July 26, 2018 Youth Committee minutes as presented.**  
**Motion carried.**

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**Interim Youth Committee Chair Elections**

Nikstad explained that because Karin McCabe is now WIB Chair, she has stepped down as the Youth Committee Chair. With no other business members on the Committee at this time, the Executive Committee authorized the Youth Committee to elect an interim Committee Chair who is not a business member.

**Goodspeed nominated Nikstad for interim Youth Committee Chair; seconded by Aasheim. Hearing no other nominations, the motion (Goodspeed/Aasheim) to elect Nikstad as interim Youth Committee Chair was approved.**

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**Updates**

*Outreach to Schools Program:* Stanton explained that four high schools are participating this year (Humboldt, LEAP, Creative Arts and Como Park). Stanton has started recruiting for the interns who will start mid-October. Although there are no returning interns, he has three prospects who were all past program participants and are now in college. This year, the budget is \$10,000, which is lower than last year. Without any additional funding, the interns can each work seven hours/week vs. 20 hours/week last year. It was suggested that funding from the WIB be requested. It was decided that Nikstad will make a request for up to \$7,121.20, the full amount of the shortfall, at tomorrow's Executive Committee meeting. Nikstad noted that the WIB funds were not used last year. Stanton felt confident the money would be utilized this year. Stanton was unsure if the interns are receiving college credit for this work experience. He was asked to see if credit/supervision hours could be earned. It was suggested that the interns present at a committee meeting in early 2019.

*Summer Youth Employment Program:* Stanton provided a final report on the 2018 summer program. Highlights included:

- 72 youth served
- 27 different employers
- six youth transferred to the ULEAD year-round program
- three summer workshops offered – financial literacy, workplace communication and transferring your work experience to your resume

Nicholson asked about the connections that could be made with the education partners to inform them about education paths in the area where they are working. Stanton will provide an update to the Committee earlier next summer so those connections can be made. Supplemental funding from the Trades Academy and Saint Paul Public Schools allowed for an additional 22 youth to be served. Nikstad suggested that Workforce Solutions seek out more entities to help with funding next year so the program can continue to grow.

*Workforce Solutions Staffing:* Yoshitani introduced himself as the new WIOA Programs Manager and shared some information about his background. He also reported that Stanton has been made the supervisor of the WIOA and Youth programs. Stanton's planning responsibilities will be redistributed; however, he will continue to attend the Youth Committee meetings.

*CareerForce:* Yoshitani reported that the CareerForce launch has been postponed. A staggered launch will begin in October.

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### **Youth Monitoring**

Yoshitani reported that DEED conducted their annual monitoring in late August. 20 random files were reviewed by the monitor. Feedback centered around case noting, specifically placing more emphasis on telling the stories of what youth participants are doing and where they are going. The full monitoring report will be shared at the next committee meeting.

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### **ULEAD Program Process Assessment**

Yoshitani explained that Workforce Solutions is undergoing an assessment to clarify and streamline work processes. He asked the committee to look at these processes to help determine ways to improve. O'Brien suggested requesting feedback from parents and participants.

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### **Other**

There was brief discussion about the 2019 meeting schedule. It was suggested that the meetings be moved to the 3<sup>rd</sup> Thursdays of odd-numbered months. The meeting times will remain 2:30-4:00pm.

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### **Adjourn**

Upon completion of the agenda, the meeting was adjourned at 3:48 pm.

**Next Meeting:** November 29, 2:30-4:00 in Training Room B, North Saint Paul Affiliate Workforce Center