

**Workforce Innovation Board of Ramsey County**  
**February 4, 2016**  
**Meeting Minutes**

**WIB Members Present**

Toni Carter  
Bob de la Vega  
Judy Donohue  
Amy Filice  
Larry Gilbertson  
Trixie Golberg  
Butch Howard  
Louis Jambois  
Chris Kondo  
Chad Kulas  
Karin McCabe  
James McClean  
Sean Mullan  
Don Mullin  
Sheila Olson  
Kate Probert  
Joe Richburg  
Mary Russell  
Chris Tolbert  
Dee Torgerson  
Ramona Wilson  
Tracy Wilson  
Jim Wroblewski  
Mike Zipko

**Members Absent**

Michael Belaen  
Mike Chanaka-EA  
Carrie Cisek-EA  
Michael Fondungallah  
Clarence Hightower  
Tim O'Brien  
Danielle Taylor

**Staff/Guests Present**

Bridgett Backman, Workforce Solutions  
Patricia Brady, Workforce Solutions  
Sylvia Garcia, DEED  
Nerita Hughes, Workforce Solutions  
Talli Jordan, Workforce Solutions  
Neng Lee, DEED  
Greg Mellas, Metro State  
Rebecca Milbrandt, WIB Staff  
John O'Phelan, Workforce Solutions  
Jessica Paquin, Workforce Solutions  
Mary Nienaber, Century College

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**Call to Order**

Chair James McClean called the meeting to order at 2:40 p.m. All in attendance introduced themselves.

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**Announcements**

McClean read the following announcements:

- Welcome to new member, Councilmember Chris Tolbert. Councilmember Tolbert was appointed to the WIB by Mayor Coleman in January.
- Louie Jambois is retiring from the Saint Paul Port Authority later this month. Members were invited to enjoy a Twix bar in honor of Louie. He was thanked for his dedicated service.
- Thank you for RSVP'ing for all WIB and committee meetings and for arriving on time. Your efforts help with planning and make the meetings more productive.
- The next WIB meeting is Thursday, April 7, 2:30-4:30, at Century College - Room E2315.

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**Conflict of Interest Statement**

McClean read the Conflict of Interest Statement aloud. It was noted that this is read annually at the WIB and all committee meetings.

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**Approve Consent Agenda**

**February Agenda**

**December Minutes**

**Adult and Youth Employment Services RFP**

**Motion (Jambois/Mullan) to approve the Consent Agenda as presented. Motion carried.** Donohue, Golberg, Olson and Tracy Wilson abstained from voting.

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## **Approve WIB Financial Report**

**Motion (Russell/Carter) to approve the December financial report as presented. Motion carried unanimously on a roll call vote 24-0.**

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## **Regional Planning Update**

Brady reported on the regional realignment that has taken place across the state as a result of WIOA. She noted that a regional plan is being developed for the first time. The Greater Metropolitan Workforce Council hired consultant Luke Weisberg of Luke Works, to assist with the development of the regional plan. They will begin by looking at local conversations that have already taken place rather than holding new community conversations about workforce. The regional plan will be reviewed by all WIBs in the region before being submitted to the state on May 13.

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## **Strategic Planning – Committee Goal Input Session**

Meeting attendees were randomly broken into four groups. The groups rotated to stations around the room where they learned about and provided feedback on the top three goals proposed by each WIB committee. Upon completion of the rotations, committee members convened to share insights on the rotation discussions. The following insights/central themes were shared:

- There is a need to integrate the WIB's work with business, community and education—avoid silos
- Outreach is key, especially to business and education leaders
- There is a need to educate people on what the WIB is through clear and concise messages, focusing on the connection to work/workers, not on the WIB itself
- Important to share impact/success stories to explain what the WIB does/create awareness
- The regional plan may provide an opportunity to influence conversations with education and other groups
- Misalignments within the system still exist. Alignment is about how we help people and businesses work, hire and grow
- Metrics will help the WIB identify needs and then measure against the need – the WIB should have a better understanding of the Wanted Analytics tool
- Consider the WIB's value to small business
- Small and mid-sized businesses don't have HR departments so they need the most help. This is also where most of the jobs are but smaller businesses don't know about the WorkForce Centers and owners don't have the time to seek assistance. The WIB should go to them/cater to their schedules/needs (*Integration*)
- There is a need to push policy forward and train WIB members how to do that (*Policy*)
- WIB messaging should focus on impact stories by showing the faces of real people/successes and avoid reinventing what other groups are doing (*Business Services*)
- The WIB should have a louder voice in education - at the school board and Department of Education levels (*Youth*)

Next steps include asking each committee to continue working on refining and selecting their top three goals. Information from today will be passed on to all committees.

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## **Other**

All those in attendance introduced themselves.

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## **Adjourn**

Upon completion of the agenda, McClean adjourned the meeting at 4:17 pm.

The next WIB meeting is April 7, 2:30-4:30, at Century College, Room E2315 - 3300 Century Avenue N. White Bear Lake.