

**Workforce Innovation Board of Ramsey County
June 2, 2016
Meeting Minutes**

WIB Members Present

Mike Chanaka
Carrie Cisek
Judy Donohue
Trixie Golberg
Butch Howard
Chris Kondo
Chad Kulas
Karin McCabe
James McClean
Sean Mullan
Don Mullin
Tim O'Brien
Sheila Olson
Joe Richburg
Mary Russell
Danielle Taylor
Chris Tolbert
Ramona Wilson
Tracy Wilson
Jim Wrobleski

Members Absent

Toni Carter-EA
Bob de la Vega-EA
Amy Filice
Michael Fondungallah-EA
Larry Gilbertson-EA
Clarence Hightower-EA
Kate Probert-EA
Dee Torgerson-EA
Mike Zipko

Staff/Guests Present

Leigh Ann Ahmad, Workforce Solutions
Bridgett Backman, Workforce Solutions
Karyn Berg, Workforce Solutions
Michelle Belitz, Workforce Solutions
Patricia Brady, Workforce Solutions
Bruce Casselton, Workforce Solutions
Nerita Hughes, Workforce Solutions
Vera Johnson, Workforce Solutions
Rebecca Milbrandt, WIB Staff
Mary Nienaber, Century College
Jessica Paquin, Workforce Solutions
Rosemary Ugboajah, Neka Creative
Davinder Malhotra, Metro State
John O'Phelan, Workforce Solutions

Call to Order

Chair James McClean called the meeting to order at 2:37 p.m. All in attendance introduced themselves.

Announcements

McClean read the following announcements:

- Welcome to all WIB members and guests.
- Thank you to Sheila Olson and Goodwill for hosting and for providing treats.
- Marie Ellis from the Saint Paul Area Chamber of Commerce has submitted her application for WIB membership. Marie is also expecting a baby any day. Congratulations, Marie!
- Best wishes to Amy Filice who is retiring from the City of Saint Paul. Amy will not be seeking another term on the WIB. Thank you for your service, Amy.
- Due to the extensive amount of travel required by his new position, Michael Belaen has submitted his resignation from the WIB. We wish Michael the best of luck.
- Based on the responses from a recent survey, WIB members expressed the most interest in hearing from the state economist, Greater MSP, and the state demographer. Thank you to everyone who responded.
- The MN Workforce Council Association is having its annual business meeting in Duluth on August 9-11. Any WIB member interested in attending should contact Patricia or Becky. All members are invited. Attendance by committee chairs is encouraged and underwritten by the WIB budget. Additional details to follow.
- Please help yourself to a copy of the Job Service Annual Report.
- The Greater Metro Workforce Council is having a meeting on June 16 from 8:30-10:30 at MCIT to review the WIOA Regional Plan. Please mark your calendar for this event.
- The next WIB meeting is August 4, 2:30-4:30 at Saint Paul College – 235 Marshall Ave. We appreciate your efforts to attend! This will be our annual meeting and official WIB leadership transition.

Approve Consent Agenda**June Agenda****April Minutes****WIOA Youth and Adult Employment Service Providers**

Motion (Chanaka/O'Brien) to approve the Consent Agenda as presented. Motion carried. Golberg, Wilson and Olson abstained.

2015 Annual Report

Brady thanked staff for their contributions to the 2015 Annual Report. Ugboajah presented the latest version. She noted that great care was given to portraying the clients in a positive light, highlighting their efforts in their success. Brady noted that the Report will be printed and distributed in the next few weeks. Included in the distribution list are WIB members, the County Board and Saint Paul City Council, policy makers, partners, and community members.

Motion (Mullin/Richburg) to approve the 2015 Annual Report. Motion carried.

Approve WIB Financial Report

Motion (Donohue/Kulas) to approve the April financial report as presented. Motion carried unanimously on a roll call vote 19-0. Cisek was not in the room at the time of the vote.

2016-2018 WIOA Local Plan

Brady stated that a summary of the Local Plan a link to the full Plan was distributed. It was noted that the 30 day comment period ends today. At this time, no comments have been received.

Motion (Richburg/Chanaka) to approve the 2016-2018 WIOA Local Plan. Motion carried.

WIOA Regional Plan Update

No update.

Lifelong Learning Initiative

Casselton and Ahmad presented information on the Lifelong Learning Initiative, a local TANF program that is receiving national attention. Casselton explained that executive skill development is aimed at helping families increase income through employment engagement, education, employment, and employment retention. A video on executive functioning was shown. Ahmad described changes that have been made to County facilities to make the environment more welcoming. She also shared information about an assessment tool used to map client's strengths and weaknesses which help counselors more effectively guide clients into activities that matter to them based on their motivation and needs. McClean suggested that the WIB receive updates on the new measures established for TANF under WIOA. It was also suggested that the One-Stop committee look at adopting some of the physical environment changes in the WorkForce Center resource rooms.

Strategic Plan Update/Committee Reports

Policy: Mullan reviewed the two goals developed by the committee. The next step is to create a local policy statement for legislators and local education leaders that addresses workforce needs in Ramsey County.

Integration: Russell explained that this committee has two primary areas of focus: systematic approaches to engage economic development and education in order to ensure alignment in the labor market, and ensuring that racial inequities are addressed. The committee has been reviewing the career pathways framework at the sector and occupational levels. Refreshed labor market data will be shared with the WIB at an upcoming meeting. Russell also noted that the role of the WIB as a leader in addressing racial disparities was added to the committee goal.

Business Services: Kulas reviewed the committee's two goals. He noted that an outreach plan is in development. Marketing brochures for hospitality and healthcare are being created and will be used as an outreach tool.

Youth: McCabe reported on the committee's four goals. She noted that the Outreach to Schools program continues to make a difference in the high schools. The committee will also focus on ways to reach out-of-school youth. Language has been added to the committee's primary function regarding the elimination of racial inequities.

Membership: Howard reviewed the duties of the committee, which includes recruiting WIB members and assisting with member engagement, and leadership succession planning. Howard also noted that the make-up of the WIB should reflect the community. To do so, emphasis will be placed on recruiting African American, Asian and American Indian members. Howard presented pie charts showing the levels of engagement at WIB and committee meetings. Because the majority of the WIB's work is done at the committee level, Howard suggested that WIB members assess their committee commitments and reprioritize or change their committee assignments if they have difficulty attending regularly. Kulas and Neng Lee agreed to reach out to their contacts in the Asian and African American associations.

Facilities: Brady reported that the State has received two letters of intent to respond to the WorkForce Center RFP. She explained that DEED has requested community engagement sessions take place before a location is selected. This could cause a delay in the move date of January 2017. Brady reviewed the hub and spoke service delivery model approved by the WIB in June 2015. Tolbert requested additional details on how this model, including where services will be delivered in Saint Paul.

McClellan thanked the committee chairs and members for their work on the Strategic Plan.

Other

No other items were discussed.

Adjourn

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

The next WIB meeting is August 4, 2:30-4:30, at Saint Paul College – 235 Marshall Avenue