

**Workforce Innovation Board of Ramsey County**  
**August 3, 2017**  
**Meeting Minutes**

**WIB Members Present**

Toni Carter  
Mike Chanaka  
Michael Fondungallah  
Karen Gerdin  
Trixie Golberg  
Kristin Guild  
Foster Hackett  
Butch Howard  
Karin McCabe  
James McClean  
Sean Mullan  
Sheila Olson  
Jennifer Roettger  
Mary Russell  
Danielle Taylor  
Dee Torgerson  
Chris Tolbert  
Anivuin Xiong

**Members Absent**

Marie Ellis-EA  
Larry Gilbertson-EA  
Clarence Hightower-EA  
Chris Kondo  
Chad Kulas-EA  
Don Mullin  
Kate Probert-EA  
Ramona Wilson-EA  
Tracy Wilson-EA

**Staff/Guests Present**

Adesewa Adesiji, DEED  
Bridgett Backman, Workforce Solutions  
Karyn Berg, Workforce Solutions  
Patricia Brady, Workforce Solutions  
Vera Johnson, Workforce Solutions  
Rebecca Milbrandt, WIB Staff  
Paul Nikstad, HHH Job Corps.  
Noel Nix, Ramsey County  
Sonja Simpson, Century College  
Mike Slezak, DEED

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**Call to Order**

Chair Butch Howard called the meeting to order at 2:38 p.m. All those in attendance introduced themselves.

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**Announcements**

Howard read the following announcements:

- Welcome to the Workforce Innovation Board of Ramsey County meeting. We especially welcome our partners and guests. Thank you for joining us today.
- Thank you to Sheila Olson and the staff of Goodwill-Easter Seals for hosting today's meeting.
- Karen Gerdin of Saint Paul Public Schools Adult Basic Education was recently appointed to the WIB. Karen has been a member of the Youth Committee for about a year. Welcome Karen.
- Congratulations to all WIB members who have been reappointed for another term. Thank you Mike Chanaka, Michael Fondungallah, Clarence Hightower, Chad Kulas, Karin McCabe, James McClean, Sean Mullan, Donald Mullin, Kate Probert, Danielle Taylor, Chris Tolbert, Ramona Wilson, Tracy Wilson and Anivuin Xiong for your continued service to the residents and businesses in Ramsey County.
- The Minnesota Workforce Council Association is having its annual business meeting in Duluth on August 8-10. Commissioner Carter, Karin McCabe, Foster Hackett, Kristin Guild and Danielle Taylor will be there representing the Ramsey County WIB. There will be a fantastic line up of speakers and breakout sessions. A handout with more information about the event is on the counter.
- All WIB members are invited to attend the new member orientation on Thursday, August 17 from 2:00-4:00pm at the new Workforce Service Center in North Saint Paul. This is a great opportunity for new and seasoned members to enhance their knowledge of the WIB and the workforce system in Minnesota.
- Save the date for two upcoming open houses at the new affiliate workforce service center in North Saint Paul. On Wednesday, August 23, 7:30-9:00am, there will be an event for WIB

members, County Partners and Business Partners. A second open house for the public will take place on Wednesday September 13, 2017, 2:00 pm-4:00 pm. Additional details will be sent soon.

- The next WIB meeting is October 5, 2:30-4:30 at Goodwill-Easter Seals. We appreciate you making this meeting a priority.

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### **Approve Consent Agenda**

#### **August Meeting Agenda**

#### **June Meeting Minutes**

#### **Approve Memorandum of Understanding with One-Stop Partner Agencies**

#### **Approve One-Stop Operator Memorandum of Understanding**

**Motion (Carter/Chanaka) to approve the August agenda and June minutes as presented. Motion carried.**

**Motion (Mullan/Taylor) to approve the Memorandum of Understanding with One-Stop Partner Agencies and the One-Stop Operator Memorandum of Understanding as presented. Motion carried. Olson, Gerdin and Torgerson abstained.**

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### **WIB Financial Reports**

Brady and Carter explained the roles of Workforce Solutions (WFS), the Ramsey County Board of Commissioners and the WIB in the approval and oversight of funds in the WIB's budget. The unallocated balance remains with the WIB and any unspent dollars are carried forward to the next year.

**Motion (Chanaka/Xiong) to approve the May and June 2017 financial reports as presented. Motion carried unanimously.**

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### **Funding Stream**

Brady provided an overview of how funds flow through the public workforce system in Ramsey County.

Carter noted that Ramsey County is currently in the biennial budget setting process. The WFS budget will be presented to the WIB after it is approved by the Ramsey County Board of Commissioners.

Schuck stated that DEED reviews and approves program budgets for each Workforce Service Area as part of the Local Plan process. Most funding priorities are prescribed by law, leaving very little flexibility in the system. Russell noted that the Minnesota Job Skills Partnership (MJSP) and other competitive grant funders provide alternative funding streams. The Integration Committee reviews these grant opportunities to ensure alignment with the WIB's strategic priorities. Carter suggested that a more extensive overview be shared with the WIB during the next budgeting cycle. Tolbert requested that the WFS budget with the definitions of the acronyms be laid out next to the Local Plan so the WIB can understand where there is flexibility in making policy decisions. Shuck expressed her willingness to be part of that discussion.

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### **2016 Annual Report**

Johnson presented the printed and digital version of the 2016 Annual Report. The digital format makes the report searchable, sharable, translatable, accessible and more cost effective. The digital report also links to other pages of the Ramsey County website which will increase consumer awareness.

**Motion (McCabe/McClean) to approve the 2016 Annual Report as presented. Motion carried.**

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### **Fairview Workforce Center Remodeling Update**

Schuck reported on the renovation of the Saint Paul WorkForce Center (WFC). Brady provided some history on the siting of the Fairview location and the decision to consolidate to one comprehensive WFC in Ramsey County. As visits decrease and funding continues to decline, there is a need to change the service delivery model, spending less on brick and mortar so more can be spent on services. Comments from the WIB included:

- Private career transition services are doing the same things for a fee. We need to get the word out that these services are available through the public workforce system
- Make sure communities of color feel welcomed

- There is a need to work closely with community-based organizations to share and leverage resources
- Establish stronger connections with business (Employer of the Day)
- Enlist WIB members to help with outreach
- Increase awareness and accessibility among new immigrants and other populations not currently engaging
- Share services at all locations and refer among partners

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### **Workforce System Configuration and Community Engagement**

Howard read a list of current realities that exist in Ramsey County. He asked members to share their thoughts about information that should be collected through community engagement to increase the utilization of the Centers and improve the quality of services offered. There was lengthy discussion. Several WIB members felt they needed more information about existing workforce system users and the types of barriers they are facing. Other feedback included:

- Important to ask people about natural supports and where they are currently filling the gaps
- The work done by the Corridors 2 Careers connectors could provide insight
- In a time of declining funds, there is greater need to work collectively and use resources efficiently
- Language and cultural barriers may prevent people from coming into a Center. We need to engage with them where they are
- Get mobile and go to events in the community to increase awareness (Hmong New Year, the Hmong Village Shopping Center and other places that people congregate in the community)
- How adults learn traditionally is not how other cultures learn; need to gain their trust
- When we connect to these communities and talk about successes, we can build more successes
- Most people come in to Workforce Centers through word of mouth. Increasing the use of social media can help track how people are learning about the locations
- How do we judge success? How many people connect to us virtually? The way people are accessing services is changing. Need to track web hits and technical data (how many shares, posts, and translations of our email blasts)
- Need to investigate the interests of other communities. Century College is going out to communities to find out what they want to train for
- Care about our image and how we market ourselves. Both sites should promote each other

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### **Committee Reports**

*Youth Committee:* McCabe reported that the summer program is currently employing 86 youth. She encouraged businesses represented on the WIB to provide summer work experiences for youth. McCabe made a request for additional funding for the 2017-2018 Outreach to Schools program. A contribution of \$5,000 from the WIB would allow the program to again place five interns for the upcoming school year. WFS staff plan to pursue additional grant funding to increase the number of schools and interns for the upcoming year.

**Motion (Mullan/Chanaka) to designate \$5,000 of WIB Strategic Priorities funds for the Outreach to Schools program. Motion carried unanimously.**

*Integration Committee:* No report.

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### **Other**

No other items were discussed.

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### **Adjourn**

Upon completion of the agenda, Howard adjourned the meeting at 4:37pm.

The next WIB meeting is October 5, 2017, 2:30-4:30, at Goodwill/Easter Seals–553 Fairview Ave. N.