



**Workforce Innovation Board of Ramsey County**  
**October 5, 2017**  
**Meeting Minutes**

**WIB Members Present**

Toni Carter  
Mike Chanaka  
Marie Ellis  
Karen Gerdin  
Kristin Guild  
Foster Hackett  
Butch Howard  
Chad Kulas  
Karin McCabe  
James McClean  
Don Mullin  
Paul Nikstad  
Sheila Olson  
Kate Probert  
Jennifer Roettger  
Mary Russell  
Chris Tolbert  
Ramona Wilson  
Tracy Wilson  
Anivuin Xiong

**Members Absent**

Michael Fondungallah  
Larry Gilbertson-EA  
Trixie Golberg  
Clarence Hightower-EA  
Chris Kondo-EA  
Sean Mullan

**Staff/Guests Present**

Bridgett Backman, Workforce Solutions  
Karyn Berg, Workforce Solutions  
Nerita Hughes, Workforce Solutions  
Mike Lang, DEED  
Barb Landa, Workforce Solutions  
Rebecca Milbrandt, WIB Staff  
John O'Phelan, WFS  
Rick Roy, DEED  
Adesewa Adesiji, DEED

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**Call to Order**

Chair Butch Howard called the meeting to order at 2:35 p.m.

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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.
- We also extend our thanks to Dee Torgerson who has submitted her resignation from the WIB.
- The Ramsey County Supplemental Nutrition Assistance Employment and Training (SNAP) Plan has been approved. Workforce Solutions was awarded \$149,246 to provide employment and educational services to low-income residents without children. Thank you to the WIB for ongoing support of the SNAP program.
- All WIB members are invited to attend a presentation to the City Council on Wednesday, October 18, 10:15-11:15 in the City Hall Council Chambers, 15 W. Kellogg Blvd.
- After nearly 18 years with Ramsey County, Patricia Brady has announced that she will retire on January 31, 2018. Her last WIB meeting will be in December.
- The next WIB meeting is December 7, 2:30-4:30 at Goodwill-Easter Seals. We appreciate you making this meeting a priority.

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**Approve Consent Agenda**

**October Meeting Agenda**

**August Meeting Minutes**

**Motion (Chanaka/Hackett) to approve the consent as presented. Motion carried.**

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**WIB Financial Reports**

**Motion (Mullin/McCabe) to approve the July and August 2017 financial reports as presented. Motion carried unanimously.**

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### **Budget Update**

The 2018-2019 Workforce Solutions Proposed Budget was reviewed. Backman provided the timeline for the County's budget process. Carter invited all WIB members to attend the budget hearings and view the documents on the County's website. She will present the approved budget at the February WIB meeting. A link to the Workforce Solutions budget will be sent upon approval by the County Board in December.

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### **WIOA Dashboard Presentation and Discussion**

Roy provided a summary of the state's WIOA dashboard. The goal of the dashboard is to "measure progress on reducing disparities and building industry sector partnerships". Access, employment, income, skills and consumer satisfaction measures will be reported across racial and disability demographics to track progress over time. WIA data will be used as a baseline because WIOA data is not available yet. Quality and quantity measures will track the development of regional industry sector partnerships. Based on the timeline presented, the launch of the dashboard is expected to take place in January. An update on the dashboard will be presented at the MWCA/GWDB joint winter meeting on December 13. An invitation to the meeting will be sent to all WIB members as soon as more detail are known.

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### **Regional Board Update**

Carter shared information from the last board meeting. The board's focus is on sector partnerships, staffing needs and the 2018 budget. Mercer, a human resources consulting firm, has been brought in to secure a temporary loaned executive for the board. Funding is expected to come from several sources, including dues from the local areas and competitive grants. Carter explained that she plans to ask Ramsey County, not the WIB, to cover the \$10,000 in dues. After some discussion, the WIB expressed support for Carter moving forward with securing the needed resources. McCabe provided a brief refresher of the new regional structure. It was noted that the regional board will focus strictly on regional efforts and does not create another hierarchical layer. It was suggested that a full presentation on the regional board be given at the next WIB meeting. In the meantime, the regional board's agendas, minutes and membership roster will be distributed.

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### **Committee Reports**

*Youth Committee:* McCabe reported that the summer youth program provided work experiences for nearly 90 suburban youth. The program offered the youth mini professional development sessions, opportunities for a wage increase and incentives for completing a program evaluation.

*Integration Committee:* Russell reported that the committee got an update on work being done by the Governor's Workforce Development Board's Career Pathways Partnership Committee. The committee also received a presentation on poverty by Tim O'Neill, Regional Data Analyst, and a SNAP/TANF update by Probert.

*Membership Committee:* McCabe reported that there are community-based organization and business openings on the WIB. She explained that the committee is working on identifying a diverse pool of candidates to fill those vacancies. The committee also discussed reaching out to individual members who are not fully engagement. A realignment of the committee structure will be considered after January 1.

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### **Other**

Backman and Hughes thanked the WIB for attending the open houses at the new site in North Saint Paul and for providing refreshments. Berg reported that several clients were hired at the open house/job fair. She also thanked Sheila Olson/Goodwill for providing free space for a 5-week training session.

Lang gave a brief update on the WorkForce Center renovation. It is expected to be completed on scheduled in mid-December. An open house will be held when construction is complete.

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### **Adjourn**

**Motion (Russell/McCabe) to adjourn. Motion carried at 4:09pm.**

The next WIB meeting is December 7, 2017, 2:30-4:30, at Goodwill/Easter Seals-553 Fairview Ave. N.