

Ramsey County Workforce Investment Board  
**Communication, Advocacy and Oversight Committee**

December 10, 2004

**Minutes**

<b>WIB Members Present</b>	<b>Members Absent</b>	<b>Staff/Guests Present</b>
Greg Lambert, Chair	Bill Fritts	Kitty Gogins, WIB CEO
Patricia Brady	Gary Christensen EA	Kate Bates, WIB Staff
Tom Macy		Paul Bridges, DEED
Jackie Mlynarczyk		Readus Fletcher, City of Saint Paul
Deb Montgomery		Jim McDonough, RC Board of Commissioners, WIB member
Paul Nelson		Tom Triplett, City of Saint Paul
Willie Nesbit		Rich Wagner, DEED
Phil Saari		Terry Zurn, Workforce Solutions

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**Call to Order**

Greg Lambert, chair, called the meeting to order at 11:32am.

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**Approve Minutes**

**Motion** made by Tom Macy with second by Phil Saari to approve the minutes of November 12 as written.

**Motion carried**

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**Approve Recertification of Prosource Educational Services Programs**

DEED and WIB staff recommends approving all five Prosource Educational Services programs for recertification.

**Motion** made by Tom Macy with second by Jackie Mlynarczyk to approve the recertification of all five Prosource Educational Services Programs

**Motion carried**

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**Discuss and Make Recommendation on WorkForce Center Number and Site Selection Characteristics**

There are two recommendations that need to come forward from this meeting. These are a recommendation on the number of WorkForce Centers, and a recommendation on site selection characteristics for the WorkForce Centers.

**Discuss and Make Recommendation on WorkForce Center Number**

There are currently three WorkForce Centers in Ramsey County, though the North Saint Paul site is the only full-service location, having all partners and programs represented. The resource room is the piece of the center that serves the universal customer, and costs about \$225K per year to operate. In order to continue operation of the three resource rooms in Ramsey County, money has been taken from program budgets. As there is a desire to not take more money from programs, the recommendation by the core partners is to go down to two full-service centers in Ramsey County.

Other ideas discussed by the group were going down to one center and have other staff at community locations. The concern with this is the availability of resource rooms for the general public, as many community sites are directed towards a special population. Another idea to explore is the concept of a mobile workforce center. While the group agreed that this is something to explore, it would not be a solution in the short term. County staff has agreed to look into this idea and bring information back to the next meeting. The perspective was raised that if Ramsey County goes to two centers, the North Saint Paul center location should also be reconsidered. Paul Bridges indicated that the state supports going to two locations in Ramsey County.

**Motion** made by Phil Saari with second by Jackie Mlynarczyk to recommend going to two full-service WorkForce Centers in Ramsey County.

**Motion carried.**

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### **Discuss and Make Recommendation on Site Selection Characteristics**

Key facts available to help in defining site selection criteria were reviewed. Criteria discussed were: community need, resources, transportation, and current geographic dispersion of clients (program participants and all citizens) were reviewed. Two additional points that came up in discussion were: the location of business customers; and the need to consider where the citizens that make the community eligible for the funds that support the center are located. In brief, the working age population is evenly split between the county and the city, though there are more people unemployed in the city. It appears that the area of highest need in the county is the north and east side of Saint Paul.

Discussion included:

- At this point, it is unclear whether the state or county will be the lease holder.
- The concern was raised that roughly 25% of visitors to the Ramsey County WorkForce Centers are not County residents and this takes away resources from our community. It was explained that those applying for unemployment are sent to the center closest to their own zip code, for example, people in a certain part of Minneapolis may be sent to Midway, though all citizens can go to any WorkForce Center.
- Services to employers were also discussed, and it was agreed upon that employer location is not as important in site selection, as employers usually don't physically go to the centers (phone, on site visits).
- There was a desire to develop selection criteria further from general buckets.

The group developed the following recommendations:

- There will be two full service centers: including classrooms, resource room and all three Core Partners represented
- Cost: Cost should be the same or ideally less to run the two centers than it did to run three
- All groups of citizens can be served at both centers: high need residents, general population and employers
- Transportation: there should be parking at every center and the center should be on a major bus route
- Visible, easy to find location
- Accessible: must fit all Americans with Disabilities Act standards

**Motion** made by Tom Macy with second by Jackie Mlynarczyk to approve the discussed criteria to determine future WorkForce Center sites.

**Motion carried**

When it was observed that we did not have a space requirement listed, a **Motion** was made by Tom Macy with second by Paul Nelson to add the criteria "Location must have at least 20,000 square feet of space"

### **Next Steps**

Listed below are the next steps in bring closure on Center location.

- The County owns leading the site selection process based on the defined criteria
- The County will keep Kitty abreast of any developments in the site selection process. Kitty will update the CAO Committee.
- The WIB will pull members and core partners together to review site options once defined by the County Site Selection Team
- The County will come with information on mobile Workforce Centers to the January CAO meeting

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### **Adjourn**

**Motion** made by Tom Macy with second by Jackie Mlynarczyk to adjourn the meeting at 1:15.

**Motion carried.**

**Next Meeting-** January 14, Midway WorkForce Center