

Ramsey County Workforce Investment Board
Communication, Advocacy and Oversight Committee

July 9, 2004
Minutes

WIB Members Present

Tom Macy, Chair
Gary Christensen
Greg Lambert, Vice Chair
Kathy Engesser
William Lowe
Paul Nelson
Phil Saari
Teresa Tschida
Willie Nesbit

Members Absent

Patricia Brady
Bill Fritts EA
Hyon Kim
Jackie Mlynarczyk EA

Staff/Guests Present

Kitty Gogins, WIB CEO
Kate Bates, WIB Staff
Jim Finely, Job Service
Susan Speetzen, DEED
Chris Stoehr, DEED

Call to Order

Tom Macy, chair, called the meeting to order at 11:30

Approve Minute

Motion made by Gary Christensen with second by Greg Lambert to approve minutes of May 14 as written.

Motion passed

Member Introductions

All members introduced themselves.

Discuss and Approve WIB Priority Integration into Job Service Plan

Kitty Gogins and Greg Lambert met with individuals from Job Service, a WorkForce Center Core Partner, to discuss integrating the WIB's strategic priorities into the Job Service Plan. Priorities integrated were: making the system more demand driven, focusing on the sectors of healthcare and bioscience/medical device and addressing the large number of English Language Learners in our area. This is the first time that a state program has developed a plan to align with a local WIB.

Motion made by Bill Lowe with second by Phil Saari to approve WIB priority integration into the Job Service Plan

Motion carried

Update and Approve CAO Work Plan

This update did not change the work plan dramatically. Changes were made in the Marketing and Advocacy section to reflect progress on this sub-committee, and changes were made in the Oversight section to reflect current knowledge. The Market and Advocacy sub-group is looking for one additional member, a Community-Based Organization representative, as they currently have none.

Motion made by Teresa Tschida with second by Bill Lowe to approve the CAO Work Plan as presented.

Discuss and Approve WIB Member Survey Results

The WIB conducted a member satisfaction survey in June of this year. The results show that the overall satisfaction of WIB members, and business members specifically, has improved. "Likes" of the WIB are similar to last fall with networking, systems change/progress, education and community impact being draws for members. The number of concerns is down significantly, with the type of concerns similar to last fall including time commitment, size of the WIB and lack of member interaction at full WIB meetings being mentioned. WIB staff recommends the following as improvements resulting from the survey:

- Hold a session for business members to share feedback and input.

- Introduce agenda items, citing the background and relevance to WIB priorities.
- Clarify the link of WIB activities to the impact on the community.

Discussion focused around the business member input session that was recommended. There was concern that holding sessions for certain parts of the group may cause unintended problems. The Marketing and Advocacy group will explore the idea of having a business member session, and what this would look like.

Suggestions were made for the format of the summary chart. It was suggested that the charts show progress against the results from the survey last time it was given. This was thought to be more meaningful to people. WIB staff will try to reformat the charts in this way to present to the full WIB. The group agreed to move these results and recommendation with suggestions to the full WIB for approval.

Update from Oversight Sub-Group

Approve Blanket Certification of WIA Training Providers

As a WIB, we are to certify all programs that enroll students utilizing WIA training dollars. This should be done by July 1st every year. Due to changes in the system of gathering and analyzing program success, we did not have the information necessary to recertify in time. The Minnesota Department of Employment and Economic Development has requested that we extend the certification of all WIA-certified training programs for an additional 90 days before review due to the delay in data being available. This will give providers until October 1 to be recertified.

We will have the data for MNSCU recertification at the next CAO meeting. Last year the CAO Committee defined a streamlined process for certification as follows:

1. The state gives the local WIB a recommendation whether to certify a program or not based on performance data. Since the performance data is reviewed by the state, their recommendation is followed unless there is contrary local experience.
2. The WIB solicits Ramsey County counselors for any experience with the programs and any reason not to follow the state recommendation.

Motion made by Bill Lowe with second by Teresa Tschida to approve the 90 blanket certification of WIA training providers.

Motion carried.

Approve Updated WIB Applicant Process

The Oversight Committee had recommended that the WIB applicant process be modified. Previously applicants were notified every six months that their application was on file, and were asked at that time if they were still interested in being a WIB member, with no time limit on how long their application would be kept on file. Many of the applications on file currently are over 2 years old, and the information may no longer be relevant. In order to save administrative time, the Oversight committee proposed that applications be active for one year from date of application receipt. At that point, a person can reapply to the board if they are still interested in becoming a member.

Motion made by Phil Saari with second by Willie Nesbit to move this updated process to the full WIB for approval.

Motion carried.

Approve Revision of By-Laws

Two sections of the bylaws needed updating, as recommended by the Oversight committee. The revisions reflect our current structure, in most cases replacing the term "Department Director" with "WIB CEO."

Motion made by Kathy Engesser with second by Paul Nelson to pass the revised bylaws to the full WIB for approval.

Motion carried.

Approve Revision in CAO Operating Rules

The Oversight committee recommends revising CAO Committee Operating Rules to allow for other meeting and voting methods, such as conference calling and electronic voting, when waiting for a bimonthly meeting does not provide a timely decision. The preference for a method that allows discussion is specified in the revision. The Oversight committee recommends that each committee address this issue.

Motion made by Bill Lowe with second by Willie Nesbit to pass the revised CAO Operating Rules on to the full WIB for approval.

Motion carried.

Discuss Planned Action on Number and Location of WorkForce Centers

There are currently three WorkForce Centers in Ramsey County. With the lease on the Midway WorkForce Center up in the fall of 2005 and the reduction in funding streams, it is timely to review the location, size and number of centers. The Oversight committee has asked the core partners (whose budgets pay to run the WorkForce Center) to come up with a proposal. There are many factors to consider, including long-term community needs (short term through 5+ years out), maximizing customer satisfaction (considering convenience and level of service), budget, area demographics, bus routes, space needs, and availability-affordability of space. The core partners will bring their proposal back to the CAO and Oversight committees in September. Preliminary thoughts from the Core Partners are to have two full WorkForce Centers, one in North St. Paul and one along University, and some level of staff representation in other Community-Based Organization sites to address customer convenience.

Other

Susan Speetzen and Chris Stoehr were present from the Business Services Pilot in Healthcare. They introduced themselves and the pilot. They are approaching employers by major sub-groups within the industry, starting with Long-Term Care Organizations.

Adjourn

Meeting adjourned at 12:54 upon completion of the agenda.

Next Meeting- September 10, Midway WorkForce Center