

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

May 12, 2006  
**Minutes**

**WIB Members Present**

Patricia Brady  
Gary Christensen  
Nancy Hendrickson  
Tom Macy  
Paul Nelson  
Bob de la Vega

**Members Absent**

Tom Klas  
Greg Lambert  
Jackie Mlynarczyk  
Deborah Montgomery  
Willie Nesbit

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Terry Zurn, Workforce Solutions  
Sandy Henrikson, Rehab Services

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**Call to Order**

Gary Christensen called meeting to order at 11:35.

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**Approve Minutes**

**Motion** made by Tom Macy with second by Patricia Brady to approve the minutes from January 13 as written.

**Motion passed**

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**Nominate Committee Chair/Vice Chair**

Patricia recommended that this item be tabled until there is a greater attendance. Mary Jo will speak with members to see who is interested in serving.

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**Approve Dislocated Worker Service Provider**

Mary Jo stated that the new RFP is for a two year term with a possibility of 3 one year renewals. The review committee met on May 9<sup>th</sup> and looked at the proposals which detailed: actual services provided, what populations served, and cost per client. After reviewing these proposals they are recommending that the WIB approve HIRED, EAC, and Goodwill Industries for WIA Adult providers and HIRED, Goodwill Industries, EAC, and LAO Families for Dislocated Worker. The group asked how many RFP's were submitted and there were a total of seven – the three other providers were Merrick Community Center, CLUES, and Lifetrack Resources.

**Motion** made by Paul Nelson with second by Tom Macy to accept the recommended service providers.

**Motion carried.**

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**Accept WIA Adult and Dislocated Worker Reports**

Terry Zurn handed out and discussed the Workforce Solutions Dislocated Worker and WIA Performance Outcome Update dated May 2006. The report looked at the calendar year from 1/1/05 to 12/31/05.

The program trends were identified by front line staff: clients are getting jobs in truck driving, administrative/clerical, IT, customer service, accounts receivable, mechanical drafter and design, training coordinator, business analyst, medical records technician, medical office support, and quality assurance analyst. Training needs that were identified were basic computer skills, quality assurance, medical office, HR generalist, drafting/design, and accounting. Another trend they are seeing is that participants need to withdraw retirement savings for income, because of a high debt-to-income ratio. Older workers need intensive career counseling to make career shifts.

**Motion** made by Paul Nelson with second by Tom Macy to accept the DW and WIA Adult Performance Report.

**Motion carried.**

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**Approve Local Plan**

Mary Jo reported on the Local Plan which is a requirement from DEED. The report is to show how Ramsey County is using workforce system resources to serve businesses and job seekers. The plan is due May 31 with

WIB approval expected on June 1, 2006. County approval would take place on 6/6/06 with DEED approval by June 30<sup>th</sup> and funding expected in mid-July. The vision of the report is integration of services, consolidating WorkForce Centers, steering training to priority industries, and also highlighting service to small and medium size businesses. A new section of the report deals with a marketing plan to develop outreach to businesses in the community.

**Motion** made by Paul Nelson with second by Tom Macy to approve the local plan.

**Motion carried.**

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### **Approve WorkForce Center Location**

Paul Nelson gave an update on the search for a site for a new WorkForce Center. Vast appreciation was expressed by the WIB members for Paul and his committee's efforts in this search. The committee has met seven times since March 23<sup>rd</sup> and will recommend the 540 Fairview building as the location for the new WorkForce Center to the full WIB on June 1<sup>st</sup>. The building requirements were that it was on a major bus line, had at least 50 parking spaces, and the office space contiguous. The anticipated move-in date is January 1, 2007. Currently they are working with an architect on a space plan, requiring major renovation to the building.

**Motion** made by Patricia Brady with second by Tom Macy to approve the site recommendation and forward the recommendation to the Executive Committee.

**Motion carried.**

In conjunction with this information, Tom Macy requested approval to consolidate the Midway and Downtown WorkForce Centers to the Midway location for the last six months of 2006. In addition to saving money, this will aid clients and universal customers who utilize the Downtown Center with the transition to receiving services in the Midway area.

**Motion** made by Tom Macy with second by Gary Christensen to recommend the consolidation to two WorkForce Centers beginning July 1 to the Executive Committee.

**Motion carried.**

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### **Update on WIB Membership**

Mary Jo gave an update on WIB Membership. Currently there are five business openings and one Community-Based Organization opening. Flannery Construction and CLUES have both sent in applications that have been submitted to the County for approval.

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### **Update on Orientation**

There will be an orientation held on May 18<sup>th</sup> and currently Colder Products, Women Venture, and Heraeus Vadnais will be attending.

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### **Update on Membership**

There are board members whose terms ended in July '05. It was agreed last year by the City and County to simply extend all of these members' terms until WIA reauthorization passed. Presently, it is not expected that WIA will pass in 2006. Mary Jo asked for permission to go back to the board members whose terms expired in '05 and ask them if they would like to extend their term to '07, and ask those members whose term would end in '06 to extend them to '08. Nancy asked if the Business Service Specialist should be looking for small and medium businesses in the construction and health care organizations for membership. Mary Jo thought this was a good idea.

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### **Update on DEED Marketing Money**

The Business Service Staff is working on advertisements to put in Chamber newsletters. Mary Jo informed the committee that the \$9,000 from DEED that our WSA had for marketing may no longer be available. The funding for the MNBIZ web site advertising may also get pulled- Mary Jo should know by June if these funds are still available.

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**Open Forum**

None.

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**Adjourn**

Upon completion of the agenda, the meeting adjourned at 12:55 p.m.

**Next Meeting-** Friday, July 14, Midway WorkForce Center