

Ramsey County Workforce Investment Board
Executive Committee

May 19, 2006
Minutes

WIB Members Present

Kathleen Engesser, Chair
Patricia Brady
Bob de la Vega
Kirk Hayes
Doug Hubbard
Vinod Kumar
Tom Macy
Ellen Watters

Members Absent

Craig Anderson EA
Greg Lambert EA
Bill Lowe EA

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Kathy Korf, Workforce Solutions
Wayne Young, Workforce
Solutions

Call to Order

The Executive Committee meeting was called to order at 9:33 a.m.

Approve Minutes

Motion was made by Ellen Watters and seconded by Tom Macy to approve the minutes of the March 17 meeting.
Motion carried.

Accept March and April Financial Reports

Vinod Kumar reviewed the March Financial Report, which was on budget. The WIB is financially sitting well; there is \$72,000 in reserves.

An informal process is currently used for monitoring the WIBs finances. Now that the WIB is a 501(c)3, members discussed whether or not it needs a more formal audit or review. Mary Jo will bring a recommendation to the next meeting. Patricia Brady pointed out that Ramsey County's contributions include both levy dollars and WIA dollars. Members agreed that it would be good to differentiate them in future financial reports.

Due to computer problems, the April Financial Report was delayed until the next meeting.

Motion was made by Bob de la Vega and seconded by Ellen Watters to accept the March Financial Report and table the April Financial Report until the next meeting.

Motion carried.

Approve Consent Agenda/Approval Letters of Grant Support

Motion was made by Kirk Hayes and seconded by Tom Macy to approve the letters of support for the applications of Goodwill/Easter Seals Minnesota and Quality Career Services to be national grantees of the Senior Community Services Employment Program.

Motion carried.

Approve Local Plan

Mary Jo Gardner reported that the WIA local plan, including the work of the core partners, is due to MN DEED on May 31. The full WIB needs to approve the plan. DEED turned down the WIBs request for an extension until after the WIB General Membership meeting on June 1. However, DEED indicated that revisions can be submitted after the due date. The general public will have 30 days to comment. The County Board must sign off on the plan as well.

The WIA local plan includes detailed program and budget information, including information on the consolidation of the three workforce centers, business services (focus on priority industries), and job seeker services, (including plans for ELL services). Mary Jo pointed out that more work needs to be done on how to

evaluate program effectiveness. The 2006 budget numbers are not available from DEED yet, so they are missing from the plan. The 127 page document is available on the WIB's website.

Mary Jo noted that the Downtown WorkForce Center served 21,000 individuals last year, Midway WorkForce Center 24,000, and North Saint Paul WorkForce Center 22,000.

Mary Jo thanked Jim Schultz, Tom Macy, Jim Zentner, Terry Zurn, and Dave Niermann for their work on the plan. The plan was well done and ties the mission, vision, goals and accomplishments together nicely.

Motion was made by Ellen Watters and seconded by Vinod Kumar to recommend approval of the local plan to the full WIB.

Motion carried.

Preparation of the plan takes a lot of time away from the work of the WIB. A suggestion was made that the WIB send a letter of concern to the State about requirements for the local plan on an annual or biennial basis. Mary Jo will draft a letter for the Executive Committee's review at its next meeting.

WFC Location

A request for information (RFI) was let on March 22; 12 responded to the RFI. After members of the Workforce Center Location subcommittee visited various sites, they recommended 540 Fairview to the CAO committee on May 12. It has 24,000 square feet of accessible space. Negotiations are still taking place.

Motion was made by Bob de la Vega and seconded by Kirk Hayes to approve the proposed site recommended by the CAO Committee.

Motion carried.

To save money and aid in customers transition to utilizing services in Midway, the CAO committee is recommending that the Downtown and Midway WorkForce Centers be consolidated to one workforce center at Midway until the new site is ready around January 1, 2007. The core partners are in agreement. The leases end December 31, 2006.

Motion was made by Tom Macy and seconded by Kirk Hayes to approve the CAO Committee's recommendation to transition to two workforce centers by merging Downtown with Midway until the new site is complete.

Motion carried.

Approve WIA Adult and Dislocated Worker Providers

An RFP process was held during February and March to select WIA Adult and Dislocated Worker service providers. Gratitude was extended to Barb Reindl, John Evans, and Tom Klas for helping to develop the content of the RFP. Thanks were extended to Tom Klas, Barb Reindl, Ron White, Catherine Christian, and Craig Anderson for helping to rate the RFPs.

The providers recommended for the WIA Adult Program by the CAO Committee are: HIRED, EAC, and Goodwill/Easter Seals. The providers recommended for the Dislocated Worker Program by the CAO Committee are: HIRED, EAC, Goodwill/Easter Seals, and Lao Family.

Motion was made by Doug Hubbard and seconded by Ellen Watters to approve the WIA Adult and Dislocated Worker providers.

Motion carried.

Accept WIA Adult and Dislocated Worker Reports

Wayne Young reviewed the performance outcomes for the State Dislocated Worker, WIA Federal Dislocated Worker, and WIA Adult programs.

A total of 982 individuals were served under the State Dislocated Worker Program, 229 individuals under the Federal WIA Dislocated Worker Program, and 206 individuals under the WIA Adult Program. Wayne pointed out

that negative terms have a great impact on performance measures. Patricia Brady added that City staff is interested in the number of City residents served.

More job seekers are going through staffing agencies as a stepping stone to a permanent job. It is expected that in the future, the trend will be for staffing agencies to work more closely with the workforce centers.

A suggestion was made that next year's report include the previous year's information so a comparison can be done. Members expressed interest in what occupations people are coming from. Members stated that the report was very beneficial and well laid out.

Motion made by Kirk Hayes and seconded by Doug Hubbard to accept the WIA Adult and Dislocated Worker reports.

Motion carried.

Accept Vern Vick Award Nominees

Doug Hubbard reported that the people he would like to see nominated this year are Youth Council members. Doug asked for a procedural change that would allow him to make the nominations for this year's award. The Youth Council made the nominations last year. The award was designed to continue Vern's legacy of commitment and leadership to youth.

Motion was made by Tom Macy to accept a procedural change for the Youth Council Chair to make the recommendations for this year's award. Discussion was held regarding the need to put a process in place to identify award nominees outside of the WIB.

Motion was withdrawn.

Motion was made by Kirk Hayes and seconded by Ellen Watters to accept the nominees recommended by Doug Hubbard and to encourage the Youth Council to establish standard criteria for the selection of nominees.

Motion carried.

Dean Shawbold and Jody Yungers were the members nominated.

Nominate Chair Elect

No nominations were received. Members present suggested Paul Nelson, Barb Reindl, and Doug Hubbard as good candidates. Bob de la Vega will contact them prior to June 1 to find out if they would be willing to serve.

Update on Business Services

The Workforce committee decided that the WIB would like to bring Business Service people together with Customized training people so that they could share their missions and get to know each other. MNSCU customized training reps. and BSS'ers in Ramsey County as well as members of the WIB would be invited. This meeting would allow all representatives a chance to interface and sort out the roles of each entity. The meeting would also allow direct dialog between the representatives out in the field and hopefully cut down on duplication of service and increase good referral between agencies.

Update on WIB Membership and Orientation

New members are Jeanne Blake of Colder Products Company, Amy Brenengen of Women Venture, and Anja White of Heraeus Vadnais.

WIB membership orientation was held on May 18.

Due to expected WIA Reauthorization, members whose terms end in 2005 and 2006 were asked to renew their membership.

Update on Ford Plant

Discussion on the Ford Plant was delayed until the next meeting.

CDBG Funds

Commissioner McDonough's request to Mayor Coleman asking the City to return the \$400,000 in CDBG funds to Ramsey County was turned down. At the last WIB/County update meeting, Commissioner McDonough mentioned that he would provide a status update on the funds at the June 1 full WIB Board meeting.

The WIB has been a neutral party in the past, encouraging both parties to work it out among themselves. It is important for the WIB to maintain good relations with both the City and the County. Half of the WIB members are appointed by the City and half are appointed by the County. The WIB is an influencer by law but has no authority with the City. The WIB wants to ensure that dollars benefit youth.

Ramsey County received \$400,000 in CDBG funds for two years. Schedule A of the Joint Powers Agreement (JPA) turned the dollars over to Ramsey County. Since then, the City decided to keep the money and run its own youth program through the Parks Department. The City's view is that the CDBG funds are part of a larger grant.

The importance of discussing the facts at the WIB General Membership meeting was noted.

Motion was made by Doug Hubbard and seconded by Tom Macy that the Executive Committee maintains its current position of encouraging both parties to resolve the issue amongst themselves.

A friendly amendment was made that the two parties resolve this so that funds are put to best use to benefit community youth. The friendly amendment was withdrawn.

Members strongly advised both parties to revisit the JPA they entered into as they work out issues. Patricia Brady abstained.

Motion carried.

Other

Members thanked Kathy Korf for her support to the WIB in Kate Bates' absence; Kate will return from leave on June 4.

Sandy of Rehab Services was thanked for her support to the WIB at the CAO and Workforce Committee meetings in Kate Bates' absence.

Mary Jo read a note from Commissioner Jan Parker thanking the WIB for its annual report.

Gary Christensen resigned from the WIB as the result of increased obligations at his company.

There was a question raised to the city as to why there will not be a workforce center in downtown. Kathy Engesser responded citing the vision statements for the new workforce center.

Saint Paul College is interested in locating in the new workforce center as a for-profit organization to provide customized training. Questions were raised if there is an equal opportunity for other organizations to compete for training so that there is a level playing field, and if there is a joint tenancy benefit. There is an economic advantage for all partners, because they share expenses. Suggestion was made that the Executive Committee look at this issue to determine if it would be showing preferential treatment to those located in the workforce center.

Adjourn

The meeting was adjourned at 11:36 a.m.