

Ramsey County Workforce Investment Board
Executive Committee

May 18, 2007
Minutes

Members Present

Bob de la Vega, Chair
Kathleen Engesser
Kirk Hayes
Doug Hubbard
Vinod Kumar
Bill Lowe
Tom Macy
Paul Nelson

Members Absent

Craig Anderson EA
Patricia Brady EA

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Kathy Korf, Workforce Solutions

Call to order

The meeting was called to order at 9:40 a.m.

Approve Minutes

Motion made by Tom Macy and seconded by Vinod Kumar to approve the minutes of the March 16 and April 20 meetings.

Motion carried.

Workforce Service Areas

No decisions have been made yet. DEED will resume discussions on the Workforce Service Areas after the legislature has adjourned.

Membership Updates

One-half of the WIB members are up for reappointment. Several of the members are not being recommended due to attendance issues; other members are not being recommended for various reasons (retirement, resignation, etc).

Recommendation was made to reappoint the members noted on the document *Members Up for Reappointment 2007*. The recommendations will be forwarded next to the City and County for their consideration.

Mary Jo noted that membership for the individual committees need to be ratified. Suggestion was made to ratify them as a packet at the June Executive Committee meeting.

Joint Powers Agreement

City and County officials are continuing their discussions.

Financial Report

Vinod Kumar reviewed the Balance Sheet for April and the Profit and Loss statements for January through April. Suggestion was made that a money market account be established. Mary Jo and Kate Bates will look into it.

Motion made by Kirk Hayes and seconded by Bill Lowe to accept the financial report.

Motion carried.

Grant Applications

Mary Jo gave an update on three grant applications that the WIB applied for: 1) A joint application with Workforce Solutions for healthcare for an amount up to \$15,000 was denied. 2) Mary Jo expects to hear back in late July on a \$6,000 application to support the WIB's participation in the Innovator's Network. 3) Mary Jo expects to find out by May 30 whether or not the \$75,000 Governor's Workforce Development Council sectoral

grant application between Ramsey, Anoka, and Washington Counties is approved. Ramsey County would be the lead fiscal agent. The WIB would receive \$9,000 as convener; the money would pay for the salaries and expenses around the grant for Mary Jo and Kate, replacing some of its operating expenses.

Suggestion was made that the WIB get a fundraising plan in place to address expected shortfalls when Ramsey County reduces WIB funding. It was suggested that staff look at the Pohlad, Bush, The St. Paul, and The McKnight foundations as possible funding sources to help the WIB put together a strategic plan. The WIB is in a unique position, moving from quasi-public to one that functions as a nonprofit.

Approval of Local Plan

Mary Jo gave an overview of the local plan update. Revisions pertained to the change from two workforce centers in Saint Paul to one, contact information, changes in membership, new vendors, JPA discussions, adding Quality Career Services as a new MOU partner, and a work readiness pilot program to train incumbent workers in manufacturing.

Motion made by Doug Hubbard and seconded by Bill Lowe for acceptance of the local plan.

Motion carried

WIB's Website

Mary Jo proposed that the WIB assume management of the WIB's website. Mary Jo explained that the website needs a new look and that this action will allow staff to redesign and independently update the website. The website was originally hosted by Workforce Solutions. LogIn is currently hosting it at no cost.

The steps involved would include transferring the domain name, establishing an Internet service provider, and purchasing development software. Mary Jo and Kate recommend using the same Internet service provider Login uses (Visi) at a cost of \$20 per month plus an initial \$25 transfer fee. Mary Jo and Kate recommend Dream Weaver software at a cost of \$399 and Science Museum training for Kate at a cost of \$318. The software used by LogIn is no longer available. The money to pay for these items would come out of the training, office supplies, and marketing budgets. Discussion was held on other software options.

Motion made by Bill Lowe and seconded by Kirk Hayes to approve the financial ranges discussed, have staff look at other software options, and then give staff authority to proceed.

Motion carried.

Committee Updates

Youth Council

Kirk Hayes reported that the full Youth Council is now meeting every other month instead of monthly. The Council is working on its strategic planning goals at the committee level and they will meet during the months when the full Council doesn't meet.

Kirk reviewed the Youth Enrollments document which shows where the youth involved in Ramsey County's employment programs live.

Funding for Building Lives is still pending at the legislature.

Market Driven Workforce System Committee

After reviewing labor market information, the committee agreed that the WIB should continue healthcare, construction, and manufacturing as its priorities.

A Diversity workshop called *Addressing Cultural Barriers in the Workplace Dialogue* will be held on Tuesday, June 26; 80 are expected to attend. Councilmember Debbie Montgomery will be a guest speaker.

Communication, Advocacy and Oversight Committee

Discussed the name for new WorkForce Center. The name on the outside signage for the new WorkForce Center will be Minnesota WorkForce Center. Inside signage and the DEED website will refer to the new WorkForce Center as the Ramsey County WorkForce Center—Saint Paul.

Out of 66 participants enrolled in the Foreign Trade Healthcare Program, eight have completed the certification process so far. The pilot program funded by the legislature was extended from June 30 until July 31. The WIB provides oversight; DEED has financial responsibility for the project. The WIB did not receive any admin dollars for this project. The project assists doctors and nurses who aren't licensed to practice in Minnesota. Many of the participants also receive English language training as part of the pilot project.

Mary Jo will check into the possibility of applying for a grant application for industry-funded activity. There would be an incentive for the industry to employ participants while they are getting their licenses.

Adjourn

The meeting was adjourned at 11:00.

Tom Macy suggested that members check out two videos: Did you know? (6 minutes) and 2020 Vision (15 minutes).

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Next meeting: Friday, June 15th