

Ramsey County Workforce Investment Board
Market-Driven Workforce System Committee

May 16, 2003

Minutes

WIB Members Present

John Giovannini, Interim Chair
Mary Brunkow
Robert Davis
Kirk Hayes
Paul Huot
Scott LeMire
Kevin Locke
Mary McKee
John Mohr
Ginny Sullivan
Ellen Watters
Tene Wells

Members Absent

Dick Anfang
Jean Hammink
Lorrie Louder
Howard Orenstein

Staff/Guests Present

Kitty Gogins, WIB CEO
Jan Jordet, Vice Pres. Women Venture
Robert Schug, WIB Staff
Kyle Uphoff, DES
Terry Zurn, WFS

Call to Order

John Giovannini, Interim Chair, called the meeting to order at 2:10.

Approve Minutes

Motion made by Ellen Watters with second by John Mohr to approve the minutes from April 24, 2003.

Motion Carried

Discussion of Workforce Committee Role In Big Picture, Elements of Work Plan and Ad Hoc Committees

Discussion is reflected in the attached business plan. Overall, this committee has a very key role in achieving the goals of the entire WIB with responsibility for the market driven workforce plan and improving customer satisfaction and outcomes.

Work plan assignments to Sub-groups

Prior to the next committee meeting June 12, each sub-group needs to meet to:

- Further flesh out work plan
- Define time line
- Define metrics/goals

Short Term Committee Deliverables

The following short-term deliverables need to be completed:

- Business plan presented at 6/20 Executive Committee [Ginny Sullivan, Business Plan Ad Hoc]
- Define customer agenda item for 8/5 WIB meeting (start inviting speakers by 6/15) [Customer Sub-group]
- Presentation at Core Partners Meeting 5/27 (recruit for WFC Optimization effort) [WorkForce Center Ad Hoc]

Election of Chair

Scott LeMire was nominated by Tene Wells with second by Mary Brunkow for the position of Chair Elect. Scott accepted the nomination.

Ginny Sullivan was nominated by Kirk Hayes with second by Ellen Watters for the position of Chair. Ginny accepted the nomination.

Unanimous ballot passed for Ginny Sullivan as Chair and Scott LeMire as Chair Elect.

Approve Operating Guidelines

Motion made by Ellen Watters with second by John Mohr to adopt the Guidelines as proposed.

Motion Carried

CEP Service Grant Endorsement

This item was informational and was not discussed at the meeting. In brief, CEP has chosen to partner with the St. Paul Council of Churches for the volunteer coaches' portion of their product/services under development. They are working with I-Seek and Employer Solutions Inc. on the job seeker and employer written guides. To fund piloting the volunteer coaches' concept, the St. Paul Council of Churches is applying for a DOL grant. A letter of WIB support accompanied the application.

Adjourn

Motion made by Kirk Hayes with second by John Mohr to adjourn meeting.

Motion Carried

Meeting adjourned at 3:35

Next Meeting

During this meeting, it was decided to float the meeting space between several locations so members might have an opportunity to view other clients' locations involved in the workforce system.

Location for the June 12, 1:00-2:30 meeting will be Century College.

July – Midway Hospital

August – Midway WorkForce Center

September – Robert Davis' office, John A. Knutson & Co., 1781 Prior Ave N, Falcon Heights