

Ramsey County Workforce Investment Board
Market-Driven Workforce System Committee

January 13, 2005

Minutes

Members Present

Craig Anderson
John Evans
Kirk Hayes
Nancy Hendrickson
Hyon Kim
Scott LeMire
Jerry McElroy
Mary McKee
Joe Richburg

Members Absent

Phil Hanson
Dean Howard
Lorrie Louder
John Mohr
Ginny Sullivan EA
Bob Veilleux
Tené Wells EA
William Yang

Staff/Guests Present

Kitty Gogins, WIB CEO
Kate Bates, WIB Staff
Amy Brenengen,
WomenVenture
Jim Zentner, Workforce
Solutions

Call to Order

Scott LeMire, acting chair, called the meeting to order at 1:04 pm.

Approve Minutes

Motion made by Kirk Hayes with second by Craig Anderson to approve the minutes of November 13 as written.

Motion carried.

Approve WIA Incentive Grant Service Plan

The GWDC has determined that the WIA Incentive funds earned by the state of Minnesota for meeting the 2002 program year goals should be spent on employer focused English-Language Learner services. As discussed at the last meeting, each WIB has been charged with deciding the plan for spending these funds.

As the result of two meetings with English Language Learner providers and employers, a proposed plan has been developed for use of the funds in our community. Our WSA will have about \$140K to spend. When an employer expresses interest in these services, WIB staff will provide the employer with fact sheets on each of the service providers, allowing the employer to decide on the provider of their choice. At that point, the service provider and the employer will develop a plan for providing the services, and will submit it to the selection committee. There will be two grant deadlines, with up to \$70K awarded in each period. Based on early inquiries, it is expected that the requests for funds will surpass the funds allotted, therefore an objective selection process with pre-defined criteria was developed.

The group discussed the proposed process and requirements for the grant. Everyone agreed on most aspects of the proposal. The committee discussed the definition of employer match, which was clarified to include in-kind services such as space for training at their facility, incentive for employees and giving employees work time during which to train. Also discussed were representative outcomes, both for the provider and the individuals going through the training, and methods of tracking these outcomes, such as pre/post tests for the learners and employer reported 6-month employee performance.

There was discussion on the type of people who need to be involved in the selection committee. It was agreed that the individuals should be disinterested parties with representatives encompassing (1) knowledge of ELL services; (2) the workforce system; and (3) employers with ELL employees. This

committee should have four to six individuals. It was suggested that the full WIB be asked if they know individuals fitting this description. To avoid lobbying selection committee members, it was suggested that committee member names not be made public.

The last item discussed was the appropriateness of the evaluation criteria. It was decided to simplify the criteria, removing ability to sustain training after the grant and unit cost/outcome.

Motion made by Kirk Hayes with second by Scott LeMire to approve the WIA Incentive Plan as modified at the meeting.

Motion carried

Motion made by Nancy Hendrickson with second by Jerry McElroy to recommend that the Executive Committee approve the WIA plan at their January meeting.

Motion carried

Discuss Ford Plant Workforce Need/Effort

Craig Anderson gave a brief update on the concern regarding closing of the Ford Plant in Saint Paul, which puts 2,300 jobs at stake. There is not much information at this time, and Craig will update the group at the next meeting.

Discuss Business Services Pilot Grant Award

The Business Services Pilot was just granted \$42K from the Saint Paul Foundation for business mentors for the pilot staff, of which the WIB will receive \$5K for their efforts. Janet Ludden of Employer Solutions, Inc. will be providing this service to the pilot staff.

Also discussed was the status of applying for other grants in order to fill the WIB's upcoming funding gap. It was suggested by Kirk Hayes that applying for program grants would be more promising than applying for operating funds, so Kitty framed the grant request as a program with defined deliverables and time frames.

Discuss Short-Term Linkage Opportunities

Nancy Hendrickson followed up with the area's Job Service Employer Committee as a possible further link in to the healthcare. There were no healthcare employers on these boards that fit what the WIB was seeking.

Adjourn

Meeting adjourned at 2:37 upon completion of the agenda.

Next Meeting- March 10, 2005, 1:00-2:30, Conley Conference Room, Midway Hospital