



**RAMSEY COUNTY WORKFORCE INVESTMENT BOAR**

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**Minutes  
General Membership Meeting  
February 1, 2001**

**I. Call to Order**

The meeting was called to order at 1:05 p.m. by Doug Cropper, Chair. Doug asked members to adopt, as principle, a policy that if members have feedback of a constructive nature that they call himself, Mike Chanaka or Patricia Brady.

**II. Approval of Minutes**

The minutes of the December 7, 2000 meeting were approved as written.

**III. Old Business**

**Committee Membership**

The documents, *Executive Committee Recommended At-Large Members and WIB Committee Representation* were reviewed; members were asked to approve the standing committee representation, committee chairs, and the at-large members for the Executive Committee.

**Motion**

Motion was made by Jay Zack and seconded by Vern Vick to approve the membership of the committees, committee chairs, and the at-large members for the Executive Committee. Discussion was held.

- Education is not currently represented on the Executive Committee; education representation will be considered at a future Executive Committee meeting.
- The recommended structure conforms to the Bylaws, which requires a minimum of eight members.

**Motion carried.**

**IV. Committee Reports**

**A. Executive Committee: Doug Cropper, Chair**

- Discussed moving towards a consent agenda for general membership meetings; beginning April 5, committee reports will be action items only.
- Recommended that staff send copies of all meeting minutes to the full WIB electronically once approved by the appropriate committee chair.

**B. Ad Hoc Nominating Committee: Ellen Watters**

- The process for filling vacancies needs to comply with the City-County process.

- The Executive Committee will now begin to function as the Nominating Committee.

**C. Ad Hoc Strategic Planning: Shelley Rose, Chair**

- The project of identifying the resources currently available to Ramsey County employers and job seekers was referred to the Communications/Marketing Committee.
- Twenty members responded (8 public sector, 12 private sector) to the committee's survey on key workforce issues and opportunities that exist with the board membership. Members were encouraged to review the August 24 Membership Orientation notes regarding issues identified; the issues echo those raised in the survey.
- Information on ISEEK, an Internet system for education and employment knowledge, was distributed to members. WIB members were encouraged to become familiar with ISEEK.
- Shelley thanked members and staff for their work on the ad hoc committee.

**ACTION**

- The Strategic Planning Committee will discuss if any additional follow-up is needed from members who did not complete the survey.
- The Committee recommended that the Ad Hoc Strategic Planning Committee be dissolved; any remaining work should now reside in the appropriate subcommittee.

**Motion**

Motion was made by Shelley Rose and seconded to dissolve the Ad Hoc 90-Day Strategic Planning Committee.

**Motion carried.**

**D. Strategic Planning Committee: Mike Chanaka, Chair**

Recommended that the WIB hire John Metcalf of the Corporation for a Skilled Workforce (CSW) to facilitate the strategic planning process.

**Motion**

Motion was made by Vern Vick and seconded to hire John Metcalf of CSW as the facilitator for the strategic planning process.

Discussion was held about Mr. Metcalf's experience and references. Question was raised if funds are available for this; Patricia Brady reported that innovative funds are available through the County Manager's Office for this process.

Question: how will the department and WIBs strategic planning efforts come together? Patricia Brady referred to the *Proposed Integrated Strategic Planning Processes* in the Director's Report packet. Initially, the efforts run parallel followed by an adjustment and roll-up of Workforce Solutions' Strategic Plan and an integration of goals and measurements of the department and WIB.

**Motion carried**

**E. Communications/Marketing: Lorrie Louder, Chair**

- The document *Louisville/Jefferson County Workforce Investment Board* Communication Plan was distributed; this document will be reviewed as a possible template for the WIB's communication plan.
- Lobbyist Lee Helgen has been invited to attend the next meeting to report on legislation affecting workforce.

**F. Budget/Operations: Tom Macy, Chair**

- Recommendation was made for the Budget/Operations Committee to review the Adult/Dislocated Workers Plan and RFP's for services and present its recommendations to the full WIB.

**Motion**

Motion was made by Tom Macy and seconded by Shelley Rose for the Budget/Operations Committee to assume responsibility for the Adult/Dislocated Workers Plan and RFP review.

**Motion carried**

- Question: will the Budget/Operations committee handle all RFPs/contracts or just selected ones? Tom Macy responded that the Committee only discussed the adult/dislocated worker programs; the Committee will discuss the other programs on March 8.
- Recommended that the Committee concentrate on funding and expenditure aspects.
- Asked that staff be available at its next meeting on March 8 to review summary information for its budget, performance standards, incentive dollars, terminations and administrative costs. Question was raised how the WIB measures success in relation to performance standards.
- The Committee, in cooperation with the MN Dept. of Economic Security, will be developing criteria for the Certification of Training Providers and will make recommendations to the full WIB beginning July 1; currently the process is being handled by the State.

**G. Youth Council: Vern Vick, Chair**

- Request for Proposal (RFP) Process: A Bidder's Conference for the Youth RFP process was held January 17. Proposals are due February 14; the timeline for WIB selection of the successful proposal is March 15. As the next meeting of the WIB is April 5, the Youth Council recommended that the Executive Committee be empowered to act on behalf of the WIB for approval of the Youth RFP vendor.
- Membership: The Youth Council currently has two vacancies representing business; one former member was also a WIB member. Vern extended an invitation to WIB members to join the Youth Council; contact Vern Vick (651-633-9641) or Kathy Korf (651-266-6701) if interested.
- Demonstration Project for Youth Offenders: Funding is available through the Department of Labor for a demonstration project. Deadline for submittal of the application is February 28.

- Legislative Issues: Commissioner Jan Wiessner testified at the Legislature on behalf of greater flexibility and funding for workforce development efforts at the local level. Vern Vick was asked to testify on February 13 in the House on school-to-work funding which is in jeopardy due to plans for the elimination of the vocational education act.
- Mini Strategic Planning Session: Members suggested that a facilitated mini-strategic planning session be held after the WIB strategic planning process is completed.

Question: what is the role of the Youth Council? Vern Vick and Harriet Horwath gave a brief update on youth council activities.

It was pointed out that providing services on a year-round basis is a struggle from a funding standpoint. Funding for the youth program has been diminishing, and it is underfunded relative to the needs and opportunities that exist.

Harriet reported that the City of Saint Paul has provided supplemental funding in the past through Community Development Block Grant funds (received from the Department of Housing and Urban Development) and has offered to provide \$400,000 again this year.

**Motion**

Motion was made by Vern Vick and seconded to authorize the Executive Committee to act on behalf of the WIB for approval of the Youth RFP vendor.

**Motion carried**

**V. Director's Report: Patricia Brady**

- A. New Name for Department: Workforce Solutions is the new name to replace Ramsey County Consolidated Workforce Development Department.
- B. Service Delivery Area Performance Report: The document, *SDA Performance – Program Year 1999-2000* was reviewed; the standards reflect the Job Training Partnership Act legislation.

**ACTION**

- Recommendation was made that in addition to actual percentages, future reports include actual numbers of individuals served.
- The Budget/Operations Committee will review the new WIA standards.

**C. Strategic Planning**

- The strategic planning process as developed by John Metcalf of CSW was reviewed.

**D. Employer Services Unit**

Patricia reviewed the document, *Workforce Solutions, Employer Services Unit (ESU) Development Team*; an interim team is currently in place.

- Question: who is the manager of ESU currently and what is the process for filling the position. Patricia Brady responded that she is currently managing the unit and that plans are to recruit in-house first.
- Question: is there a training component for staff development; Patricia responded “yes;” the team will be looking at what training is needed to meet the deliverables for the unit.

**E. WIB Web Site**

Patricia reported that plans are underway to develop a web site for WIB meeting minutes, etc.

**VI. New Business**

**A. Reappointment of Members**

Doug Cropper reported that members whose terms end in 2001 will be contacted in March to find out if they are interested in reappointment.

Question: will there continue to be a gap in members’ terms. Kathy Korf responded that when the reappointments are made, all terms will be for two years ending July 31, in accordance with the Bylaws.

**B. Strategic Planning Introduction Session**

Mike Chanaka reported that the Strategic Planning Introduction session facilitated by John Metcalf of CSW is scheduled for February 8 from 8:30 to 11:30.

- Question: how does the work plan relate to the flow chart (integrated plan).  
Response: this question will be answered during the strategic planning introduction session.

**VII. Other**

**Refreshments**

- Thanks were extended to Lorrie Louder from the Saint Paul Port Authority for sponsoring refreshments for the meeting.
- It was acknowledged that Rich Krohn volunteered to sponsor the April meeting.
- Volunteers are still needed to sponsor refreshments for future meetings; please contact Nancy Minion (651-770-4493) if you are willing to sponsor.

**VIII. Adjournment**

The meeting was adjourned at 2:45 p.m.

**Members Present**

Patricia Brady  
Mary Brunkow  
Mike Chanaka  
Doug Cropper  
Jan Curtis  
Joy Evangelist  
Marcia Fink  
Shelly Franz  
Jon Gutzmann  
Jean Hammink  
Richard Hanson  
Louis Henry  
Eng Herr  
Paul Huot  
Sheldon Jensen  
Shar Knutson  
Richard Krohn

Lorrie Louder  
William Lynch  
Tom Macy  
John Mohr  
Melissa Osborne  
Michelle Ott  
Shelley Rose  
Marre Jo Sager  
Mary Schmitz  
James Smith  
Charlotte Strong  
Jerry Uribe  
Vernon Vick  
Ellen Watters  
Joy Wise-Davis  
Jay Zack

**Guests**

Craig Anderson for Donovan Schwichtenberg  
Mary Ann Palmer for Jan Wiessner

**Staff**

Ginnee Engberg  
Terri Foss  
Harriet Horwath  
Kathy Korf  
Nancy Minion  
Terry Zurn

**Members Absent**

Jerry Blakey  
Kirk Hayes  
Dianne Johnson  
Larry Litecky  
Kevin Locke  
Harry Melander  
Rolf Middleton  
Kathleen Pinkett  
Richard Schoenthaler  
Cecelia Smith  
Gail Stremel