

## **Ramsey County Workforce Investment Board**

### **General Membership Meeting**

**October 3, 2002**

#### **Call to Order**

Mike Chanaka, Chair, called the meeting to order at 2:40 p.m. Mike welcomed Danette Peterson of the Hubert H. Humphrey (HHH) Job Corps Center as a guest. Mike reported that Charlotte Strong-Bovee resigned from HHH and thus from the WIB and Youth Council.

#### **Approval of Minutes**

**Motion** was made by Marcia Fink and seconded by Doug Cropper to approve the minutes of the August 29, 2002 meeting as written.

**Motion carried**

#### **Committee Reports**

##### Executive Committee

Mike Chanaka reported on the September 20 Executive Committee meeting.

Food Support Employment and Training Program's Annual Plan. The Executive Committee recommended approval of the FSET Annual Plan as submitted.

**Motion** was made by Kirk Hayes and seconded by Sheldon Jensen to ratify the Food Support Employment and Training Program's Annual Plan as written.

Discussion was held.

- John Giovannini questioned what outcome is expected under the FSET Plan. Patricia Brady responded that this is the smallest program Workforce Solutions administers and that the average length of participation in the program is about 4 ½ weeks. Patricia added that in order to receive food support, participants are required to participate in job search activities, allowing them to “stay healthy while seeking a job.”
- John Giovannini questioned why the WIB has to approve the Plan. Shelley Rose responded that approval is required by the State. Shelley added that last year 50% of the money was used and that this year's goal is 75%. Shelley added that the goal is to get people placed in jobs.
- John Giovannini asked if it was appropriate for the WIB to make a statement about how funds are directed and what outcome is expected in terms of its mission.
- Tom Macy commented that the WIB would first need to find out if the Department of Agriculture requires that outcome measures be reported to them. If not, it would be difficult to report the information to the WIB.

**Motion carried**

- Mike Chanaka reported that the Executive Committee recommended that in the future, one of the WIB members review the proposals prior to seeking WIB approval.
- Concern was expressed by Marcia Fink that the documentation for the FSET plan did not - meet the WIB's goal to satisfy its primary customers.

**Motion** was made by Doug Cropper and seconded by Marcia Fink to contact the Department of Agriculture to ask them if outcome data is available and, if so, bring the information back as a follow-up task for the next WIB meeting. If the information is not available, the WIB should send a letter to the Department of Agriculture letting them know that the WIB wants to be outcome focused.

**Motion carried**

#### WIA Training Program Certification - National American University

Tom Macy reported on the request from National American University to certify its training program and noted that the Compliance/Finance Committee is requesting approval. Tom noted that the request was reviewed by the Executive Committee on September 20 and was tabled in order to request wage detail information.

- Tom explained that there are limited ways to obtain wage detail information on graduates from training programs and institutions. For graduates who work in Minnesota, they can either voluntarily provide wage detail information or can give permission for the training program or institution to cross reference databases; otherwise the information does not become available.

**Motion** was made by Tom Macy and seconded by John Giovannini to approve the certification for American National University.

**Motion carried**

#### Partnership Agreement

- Shelley Rose handed out for review, *Partnership Agreement: The Past, Future and Present*, which identified the key dates of the Partnership Agreement and noted that the Task Force is seeking ratification of the Partnership Agreement by the WIB. Shelley noted that the CEO Task Force was clearly engaged during the Partnership Agreement discussions. Once approved, the WIB plans to move ahead to hire a CEO.

**Motion** was made by Shelley Rose and seconded by Kirk Hayes to approve the Partnership Agreement between the Ramsey County Workforce Investment Board and the Ramsey County Board of Commissioners.

Discussion was held.

- Tom Macy asked for clarification on Article III, Section D-2 pertaining to the support services currently provided by Workforce Solutions for the WIB's administrative needs. Mike Chanaka clarified that upon approval of the Partnership Agreement, it will be necessary for the WIB to hire someone to provide support services or contract back to Workforce Solutions. Steve Mayeron, attorney with Leonard, Street and Deinard, clarified that this is his understanding as well. Shelley Rose added that this is a big opportunity for the WIB, as it will have responsibility for managing its own budget. Staff support the WIB is currently receiving from Workforce Solutions for the WIB committees comes out of that budget; committees won't be staffed by Workforce Solutions unless contracted back out of its budget.
- Discussion was held whether the WIB should extend the task force's scope to come up with short-term recommendations or if one of the WIB's committees should address WIB staffing. John noted that with adoption, it becomes the WIB's responsibility and asked if the Task

Force has “undertaken to get prices for current services” from Workforce Solutions. John expressed concern about the Finance Committee or Executive Committee addressing the budgetary impact of the Partnership Agreement without having current costs priced out. Shelley Rose responded that Patricia Brady provided information on the WIB’s budget to the Task Force, including information concerning staffing. Shelley added that staffing expenditures were taken into account with the WIB’s initial budget request but that the WIB did not get its full budget amount. The WIB is willing to figure out ways to make it work with in-kind or outside donations.

- Commissioner Wiessner commented that under the “spirit” behind the Partnership Agreement, the County would continue to collaborate and participate with the WIB; the County Board’s goal is to make the WIB successful.

**Motion carried unanimously**

**Motion** was made by Jean Hammink and seconded by John Giovannini for the Task Force to make recommendations to the WIB Executive Committee on how to administer the WIB.

Discussion was held.

- Doug Cropper suggested that the WIB leadership request an itemized list of all services currently provided by Workforce Solutions with year-to-date costs. Doug also suggested that the leadership have a discussion with the County Board prior to the next Executive Committee meeting to clarify what services the WIB could continue with pro bono based on collaboration. Doug added that the WIB needs to know how it is going to be staffed by November 1.

**Motion failed**

**Motion** was made by Shelley Rose and seconded by Kirk Hayes to refer the discussion involving how to administer the WIB to the Compliance/Finance Committee (C&F) for further discussion and recommendations for the October 18 Executive Committee meeting.

**Motion carried**

- It was clarified that after the Partnership Agreement is signed the next step will be the search for a WIB CEO. Kirk Hayes responded that a number of issues need to be answered before the CEO is hired, such as where the CEO will be housed and the supervisory structure.
- Tom Macy suggested that C&F deal with the budgetary pieces and make its recommendations to the Executive Committee, and that the Executive Committee deal with issues pertaining to the hiring of the WIB’s CEO. Mike Chanaka responded that the Executive Committee needs to form a selection group of WIB members and stakeholders and that his vision is for the stakeholders to be involved in the interview process.
- Howard Orenstein commented that in the spirit of Commissioner Wiessner’s comments about assisting the WIB, discussions need to take place with the County Board before the Partnership Agreement is approved to ensure an understanding of the Board’s support, such as whether or not it will have the discretion to occasionally provide pro bono services. Howard added that he doesn’t want to amend the Agreement but that he is suggesting that a clarification with the County Board take place regarding staff’s involvement.
- As the representative for the Mayor, Howard added that the City has given over its responsibilities and money to the County and that the City wouldn’t want to see County staff precluded from assisting the Board; it would not be well received by the City.

- Commissioner Wiessner responded that during the process of negotiations, the WIB felt strongly about having the money and resources to make decisions, indicating that they can administer the WB less expensively. Commissioner Wiessner added that the County will have to cut back on staff as a result of this. Commissioner Wiessner stated that the County intends to continue to participate but if the WIB is talking about the option of “full blown staffing” of the WIB Board, they would have to enter into a whole new negotiation session to contract back.
- Tom Macy commented that there is no pro bono work with taxpayer’s money.
- Doug Cropper asked for clarification when the money would “flow to the WIB” assuming the County Board approves the Partnership Agreement. It was clarified that the effective date in the Agreement is October 1, 2002.
- Jean Hammink commented that Workforce Solutions’ staff has expertise that no one else has and asked if staff can continue to participate on the committees as resource people. Patricia Brady responded that Workforce Solutions will continue to provide expertise; for example, if Terry Zurn was needed to report on the dislocated workers program, it would be Terry’s responsibility to provide the information.

#### Advocacy and Public Policy

Marcia Fink reported on the September Advocacy and Public Policy Committee meeting.

- Work on the matrix is nearly complete.
- Lee Helgen of the Minnesota Workforce Council Association was invited to the October meeting.
- Members are soliciting input from the WorkForce Center Core partners and are looking at the big picture. They were recently asked, “If one thing could change to make things better, what would that be?”

#### Communications & Marketing Committee

Melissa Osborne reported that the WIB orientation packet is nearly complete.

#### Compliance & Finance Committee

Tom Macy reported that the October 7 meeting needs to be rescheduled.

#### Research & Measurement Committee

Paul Huot reported on the September Research and Measurement Committee (R&M) meeting.

- Employer survey – using State information, the Committee hopes to narrow down the results to Ramsey County.
- Reviewed the results of the customer and staff focus groups conducted for WorkForce Center Core Partners; the Committee is discussing what the WIB can do to improve the one-stops.
- The Committee is in the process of drafting a letter to the WorkForce Center Core Partners to find out what dollars are being spent in Ramsey County, the number of people being served and outcomes to ensure that dollars are being used effectively.
- R&M will be looking at overlaps among the committees at its next meeting.

#### Youth Council

Mike Chanaka reported that he will be meeting with Harriet Horwath, lead staff for the Youth Council, during the next week to discuss the status of the Youth Council to ensure that nothing falls through the cracks during Vern Vick’s absence.

### **Other Business**

Mike Chanaka asked if the WIB wants to schedule the North Saint Paul Community Center for its 2003 meetings. Discussion was held.

- The cost currently is \$37.50 for the one-half room the WIB is currently using. It was noted that the North Saint Paul Community Center has free parking and is easy to access.

**Motion** was made by Sheldon Jensen and seconded by Doug Cropper for the WIB to “stay at the North Saint Paul Community Center,” with a friendly amendment to explore new seating arrangements.

**Motion carried**

**Motion** was made by Howard Orenstein and seconded by Marcia Fink to give the Executive Committee the discretion to recommend alternative meeting places.

**Motion carried**

### **Adjourn**

The meeting adjourned at 3:55 p.m.

### **Members Present**

Mike Chanaka, Chair  
Patricia Brady  
Mary Brunkow  
Doug Cropper  
Jan Curtis  
Marcia Fink  
John Giovannini  
Jean Hammink  
Kirk Hayes  
Eng Herr  
Paul Huot  
Sheldon Jensen  
Scott LeMire  
Kevin Locke  
Tom Macy  
Mary McKee  
Howard Orenstein  
Melissa Osborne  
Shelley Rose  
Jan Wiessner

### **Members Absent**

Robert Davis  
Shar Knutson  
Lorrie Louder  
Harry Melander  
John Mohr

Lynn Moline  
Donovan Schwichtenberg  
Gail Stremel  
Ginny Sullivan  
Jerry Uribe  
Vern Vick  
Ellen Watters

**Staff/Guests**

Craig Anderson, Saint Paul Technical College  
Barb Hoffman  
Kathy Korf  
Steve Mayeron, Leonard, Street and Deinard  
Nancy Minion  
Danette Peterson, HHH Job Corps  
James Smith  
Kyle Uphoff