

Ramsey County Workforce Investment Board
General Membership Meeting
Thursday, April 1, 2004, 2:30 – 4:30 p.m.

Minutes

Members Present

Shelley Rose, Chair	Mary McKee
Patricia Brady	Jackie Mlynarczyk
Mike Chanaka	John Mohr
Kathleen Engesser	Paul Nelson
Phil Hanson	Willie Nesbit
Kirk Hayes	Joe Richburg
Doug Hubbard	Dean Shawbold
Sheldon Jensen	Ginny Sullivan
Hyon Kim	Phil Saari
Vinod Kumar	Teresa Tschida
Greg Lambert	Vern Vick
Lorrie Louder	Ellen Watters
William Lowe	Tené Wells
Tom Macy	

Members Absent

Gary Christensen EA
Traci Gauer EA
Brenda Goldman
Louis Henry EA
Allen Hester EA
Shar Knutson
Scott Lemire EA
Kevin Locke
Jim McDonough
Howard Orenstein EA
Donovan Schwichtenberg EA
Robert Veilleux
William Yang

Staff/Guests Present

Kitty Gogins, WIB CEO
Kate Bates, WIB Staff
Nancy Hendrickson, DEED
Harriet Horwath, Workforce Solutions
Alicia Huckleby, St. Paul Public Housing Agency
Earl McGovern, Workforce Solutions Staff
Terry Zurn, Workforce Solutions Staff

Meeting called to order at 2:33 by Shelley Rose

Approve Agenda and Minutes

Motion made by Sheldon Jensen with second by Dean Shawbold to approve the February 5 minutes as written.

Motion carried

Motion made by Ellen Watters with second by Lorrie Louder to approve the April 1 agenda as presented.

Motion carried

Recognition and Announcements

Members were recognized for their recent achievements, and upcoming events were announced (see attachment 1). Certificates were distributed to our WorkForce Center partners for their achievements in the last year.

Member Introductions

Five members each meeting introduce themselves and their organization to the WIB. The following members introduced themselves at this session: Mary McKee, Vice-President of Continuing Education at Century College; Tené Wells, President of WomenVenture; Phil Hanson, Director of Human Resources, Presbyterian Homes; Paul Nelson, Business Development at Shaw-Lundquist; Ginny Sullivan, Vice-President of Human Resources at HealthEast.

Approve Consent Agenda

Motion made by Kirk Hayes with second by Sheldon Jensen to approve the consent agenda.

John Mohr made a friendly amendment to approve the consent agenda with the removal of the ratification of the Youth Council Local Plan for further discussion and clarification. Kirk Hayes and Sheldon Jensen accepted this amendment.

Motion carried

Ratify Youth Council Local Plan

Discussion was around the significant difference of the WIA goal percentage, and the percentage actually achieved. Ramsey County Workforce Solutions performed well above their goal for the program year and clarification was requested for why the goals are not set higher. Members of the Youth Council and Workforce Solutions staff explained that the state recommends a percentage goal (which comes to them from the federal office, as this is a national program). Having a WSA set a higher goal is not encouraged. While there are no

penalties for performing below goal, there are rewards for performing above, and this is the incentive to keep the WSA goals consistent with those of the state.

Motion made by Vern Vick with second by John Mohr to ratify the Youth Council Local Plan.

Motion carried

Elect Treasurer

As John Giovannini has retired, the WIB needs to elect a new Treasurer. Vinod Kumar of Kumar Mechanical has offered to be a candidate for this position. Shelley Rose called for other nominations.

Motion made by Sheldon Jensen to close the floor for nominations

Motion made by Tom Macy with second by Mike Chanaka to unanimously accept the nomination of Vinod Kumar for the position of treasurer.

Motion carried

Approve CEO Report

Kitty Gogins reported that all four-month goals set by the WIB at the December meeting have been met.

Goal 1: Business Services have come vastly further than expected, with a pilot on schedule to start this summer.

Goal 2: Existing programs, best practices and gaps in addressing language and acculturation barriers for English Language Learners have been defined. Enhancing employer resources and addressing gaps in the Adult Basic Education-Minnesota State Colleges and Universities are the two key areas of opportunity identified. Healthcare employer focus groups reinforced the need and interest in the pilot offering employer services to support integration, marking the milestone for the second goal.

Goal 3: Funding is in place for Phase I of the Biosciences Workforce Link project.

Goal 4: Board membership has reached full complement with 26 business members appointed or in process.

Goal 5: The WIB supported the pilot of the Volunteer Job Coach project by making linkages with potential partners and technical experts. A group will meet shortly to discuss the possibility of applying for a DOL grant that could support this pilot.

Kitty also presented how we are progressing against other 2004 goals. The strategic priorities have been implemented in to the Youth Council RFP and Local Plan. Regarding WIB operating funds, negotiations are underway with the County regarding their funding commitment for PY'04-'05, and the WIB is initiating member solicitation. The WIB staff sent out 26 letters on the board's behalf to advocate for systems change in the form of the DEED legislation that would increase local control and flexibility. Other accomplishments for the WIB include the completion and submission for approval of the 2003 Annual Report, leading the Metro WIB in defining industry priorities for our region (which include Bioscience and Healthcare), and having the CEO and Chair-elect attend the National Association of Workforce Boards conference in Washington DC.

Motion made by Mike Chanaka with second by Kathy Engesser to approve the CEO report.

Motion carried.

Update on Business Services Pilot

An ad hoc committee, consisting of WIB members and DEED employees, are looking at different aspects of this pilot, including obtaining funding, defining metrics, defining services and providers, starting up organization (including personnel, training, structure and metrics), defining customer interface process, creating linkages with service providers, marketing/communication and arranging logistics.

Accomplishments include:

- Funding: received DOL grant of \$60K for training and sent seven letters of inquiry to foundations for funding business mentor
- Metrics, Services and Providers: defined preliminary service continuum and held two employer focus groups to gather input on pilot design, services and metrics
- Organization Start Up: offer extended to industry specialist (WIB helped interview), defined other DEED and County Staff, and high level training scheduled for next week
- Customer Interface Processes and Business Mentor: outlined need for business mentor and ESI submitted proposal for customized training and business mentoring

- Logistics: decision to house in North Saint Paul WorkForce Center and DEED commitment to develop healthcare employer database

Issues remain with the remainder of the funding for the business mentor, salary competitiveness for the industry specialist, timing and commitment of DOL grant, and approval of the ESI business mentor-customized training proposal. The expected start up for this pilot is summer of 2004, ideally June.

Discuss WIB Member Financial Support Request

Lorrie Louder discussed the history of WIB funding, and strides the WIB has made since its inception. The administration of the WIB depends on funding from Ramsey County, as well as contributions from the Saint Paul Area Chamber of Commerce and the Saint Paul Port Authority. Based on extrapolations for next year, our proposed budget will not cover our needs, and an additional \$30K in cash is required. The WIB is pursuing filling some of the gap through project grants that include some WIB operating money. It had been suggested in the past that WIB members might be able to contribute to the budget of the WIB, as this has been done with other WIBs around the country. A form was produced and distributed that gave reasons for contributing to the WIB, how this can be done, and a suggested donation level for public and private organizations. The reasons for internal funding include: funding from our members shows strong member commitment thereby increasing chances of getting funding from outside sources; funds are needed to keep our WIB independent;, and member contributions allow the WIB to focus on achieving results. Concerns were acknowledged that this is a difficult time financially for some organizations, that some members are on multiple boards, and that this may be a conflict of interest for some. Participation is voluntary.

General Discussion

None.

Sharing of Upcoming Events/Networking

An update was given by Ginny Sullivan of the proposed St. Paul Healthcare Learning Collaborative. Funding has been provided by United, Allina, HealthEast and Regions Hospital to conduct a feasibility study. State bonding funds are also being sought.

Mike Chanaka reported that an interim director has been assigned for the Capital City Bioscience Corporation and a director is being sought for the long run.

The group discussed the organization and effectiveness of the meetings and meeting preparation. Comments were made that the pre-reading is efficient and well organized, the consent agenda helps to move things along, the level of information given to the group is good, and Kitty is very good at keeping the meetings on time.

Adjourn Meeting

The agenda was completed and Shelley Rose adjourned the meeting at 4:15 p.m.

Next Meeting: June 3, 2:30-4:30, St. Paul College, room 137A/B

Attachment 1. Recognition and Announcements

Recognition:

- Our WorkForce Center Partners for delivering strong services and meeting performance requirements in 2003. Specifics are outlined in WIB Annual Report.
 - Rehabilitation Services
 - Job Services
 - Veterans Services
 - Workforce Solutions
 - Youth Program
 - Dislocated Worker Program
 - WIA Adult Program
 - Minnesota Family Investment Program

- Everyone who contributed to the Annual Report. A special thanks to the committee responsible including Kate Bates, Kathy Engesser, Paul Nelson, Gary Christensen, Greg Lambert and Kitty Gogins.

- Everyone involved in the Career Fair held at St. Paul College in February where 1200 youth had an opportunity to learn about three careers of interest from 44 choices. The Fair was organized by
 - Saint Paul College: Jim Brown, Paul Ives, and Maggie Dresen
 - St. Paul Schools: Traci Gauer and Lucy Nelson
 - St. Paul Area Chamber of Commerce Charitable Foundation: Marcia Fink
 - Roseville Schools: Deb Hagen and Jerry Etesse
 - MN Business Academy: Kendra Kuhlman and Cathy Corrigan
 - White Bear Area Schools: Roger Chlebeczek
 - Independent Schools: Jenelle KrechThank you to the Youth Council members who volunteered at the session.

- The Youth Council Ad Hoc Committee that prepared a youth resources map for Ramsey County. This is a valuable tool to help coordinate and link community resources serving youth. Committee members include Jody Yungers, Rick Polanski, Eng Herr, David Beimers and Rohini D'Silva (summer intern). Link to matrix: <http://www.co.ramsey.mn.us/workforce/index.asp#featured>

Announcements:

- We are looking for volunteers and/or nominations for Chair-Elect. Election for Chair-Elect (term 8/1/04 to 7/31/05, followed by serving as Chair 8/1/05 to 7/31/06) will occur at our June 3 WIB Meeting.

- Workforce Solutions is looking for employers located on a bus line willing to hire youth for the summer. Each youth's summer experience is supported by a Job Counselor. If interested give Nils Nybvig a call at 651-748-2566. This is a great way to help our emerging workforce.