

Ramsey County Workforce Investment Board
General Membership Meeting
Thursday, June 3, 2004, 2:30 – 4:30 p.m.

Minutes

Members Present

Ellen Watters, Chair-Elect	David MacKenzie
Kurian Benjamin	Jerry McElroy
Patricia Brady	Mary McKee
Mike Chanaka	Jackie Mlynarczyk
Gary Christensen	John Mohr
Kathleen Engesser	Paul Nelson
John Evans	Willie Nesbit
Traci Gauer	Howard Orenstein
Brenda Goldman	Barb Reindl Pjevach
Phil Hanson	Joe Richburg
Sheldon Jensen	Donovan Schwichtenberg
Shar Knutson	Dean Shawbold
Vinod Kumar	Ginny Sullivan
Greg Lambert	Teresa Tschida
Scott Lemire	Jan Webster
Lorrie Louder	Tené Wells
William Lowe	

Members Absent

Bill Fritts EA
Kirk Hayes
Nancy Hendrickson EA
Louis Henry EA
Allen Hester EA
Dean Howard EA
Doug Hubbard EA
Hyon Kim
Tom Macy EA
Jim McDonough EA
Shelley Rose EA
Phil Saari
Robert Veilleux
Vern Vick EA
William Yang

Staff/Guests Present

Kitty Gogins, WIB CEO
Kate Bates, WIB Staff
Jan Sandberg, Office of the Legislative Auditor
Denise Stephens, Employer Services Partnership
Anne Olson, Minnesota Workforce Council Association
Cathy Corrigan, Workforce Solutions
Kyle Uphoff, MN Dept. of Employment and Economic Development
Terry Zurn, Workforce Solutions
Jerry Vitzthum, Employer Services Partnership
Nancy Jacobsen, Employer Services Partnership

Meeting called to order at 2:33 by Ellen Watters, acting Chair

Approve Agenda and Minutes

Motion made by Jan Webster with second by Willie Nesbit to approve the agenda as presented and the April 1 minutes as written.

Motion carried

Member Introductions

All members introduced themselves. Four members were asked to introduce themselves and their organization in more depth, focusing on their organization's workforce issues. Teresa Tschida, Wells Fargo; John Mohr, LifeTrack Resources; Donovan Schwichtenberg, Saint Paul College; and Howard Orenstein, Office of the Saint Paul Mayor, introduced themselves and discussed the workforce issues within their organizations.

Recognition and Announcements

Members were recognized for recent achievements and announcements were made (see Attachment 1).

Approve Consent Agenda

▪ **Ratify WIB Application for Faith and Community Based Organization Grant Request**

The WIB has applied, in conjunction with the Saint Paul Council of Churches, to receive funds for a volunteer job coach project. This program would be run by the Saint Paul Council of Churches, and would assist individuals from high unemployment neighborhoods to enter or advance in healthcare.

Motion: To ratify the approval by the Executive Committee of the Department of Labor's Faith and Community Based Organization Grant

- **Ratify Dislocated Worker and WIA Adult Local Plan**
Every year, the Dislocated Worker and WIA Adult Local Plan needs to be updated. Major changes in this year's updates were the allocation of funds for running the North Saint Paul WorkForce Center Resource Room and inclusion of WIB priorities into the plan.
Motion: To ratify the approval of the Executive Committee of the WIA Adult and Dislocated Worker Local Plan

- **Ratify YouthLEAD Contractor Recommendation**
Motion: To ratify the approval of the Executive Committee and recommendation of the Youth Council and Selection Committee to award the YouthLEAD contract to HIRED

- **Approve CEO Report**
Work against all 2004 goals is progressing on schedule. Progress in the healthcare, biosciences, systems change and internal operation areas are proceeding on plan.
Motion: To approve the CEO report.

- **Approve Dislocated Worker Report**
A report on 6-month outcomes of the State Dislocated Worker Program and the 12-month outcomes of the Federal Dislocated Worker and WIA Adult programs.
Motion: To approve the Dislocated Worker report, as recommended by the Communication, Advocacy and Oversight committee.

- **Approve Saint Paul Foundation Grant for Business Services**
The WIB has applied for a grant from the Saint Paul Foundation for funding of Business Mentors for the Business Services Pilot. Employer Solutions, Inc. would be the administering body of this program, and was the co-applicant of the grant request.
Motion: To approve the grant application to the Saint Paul Foundation for support of the Business Service Pilot.

Motion made by Sheldon Jensen with second by John Mohr to approve the consent agenda.

Motion carried

Elect WIB Chair-Elect

Mike Chanaka called for nominations for Chair-Elect candidates. The Executive Committee has put forward Kathy Engesser from US Bank as a candidate. She has accepted.

Motion made by Sheldon Jensen with second by Lorrie Louder to unanimously accept the nomination of Kathy Engesser for the position of Chair-Elect.

Motion carried

Discuss and Approve Plan to Fill Operating Budget Gap

Over the next few years there will be a gap in how much money it will cost to maintain WIB operations and the amount of money we are receiving from our stakeholders. In attempts to fill this gap, an ad hoc funding group is pursuing alternate methods of fundraising, including grants, in-kind donations, and solicitation of WIB members. WIB member contributions are important because it allows for WIB independence and is demonstrates member commitment as we approach other funding sources.

Ellen Watters shared a document put together by the Funding Gap Ad Hoc Committee, and reviewed by the Executive Committee, that outlined proposed procedure and opportunities to contribute to the WIB. The document included both monetary and non-monetary contributions, and stressed the fact that this membership fee is completely voluntary. While there was broad support that the WIB needs to move forward with member contributions, there were many points made during discussion, such as:

- Requesting clarification on whether personal or organization contribution are requested

- The need to prepare a statement of value (what's in it for me) for members to use in approaching their organizations
- Terminology of "contribution" v. "fee"
- Importance of 501c3 and tax exempt status
- Concern that this puts the WIB in the position of competing for dollars with non-profits

It was suggested that an ad hoc be formed with a more diverse sample of members, or that there be time for small group discussion on this subject at the next full WIB meeting. Some members offered the use of their Resource Development staff to participate in this ad hoc, and WIB staff will set this meeting up shortly.

Provide Input on Electronic One-Stop for Businesses

Nancy Jacobsen, Jerry Vitzthum, and Denise Stephens were present from Employer Services Partnership (ESP). The focus of ESP is to give better service to employers through organizing workforce and training providers. Employers have said that they would like more focus of resources available to them, and one point of contact. ESP is setting up a website that will act as a one-stop center for businesses. Through employer focus groups, ESP has defined the system and are creating a website that will have links to resources for employers. These will be based off of ISEEK.org and have links to the MN Dept. of Employment and Economic Development and other resources. They plan to have running by January. Currently, there are some resources available on ISEEK, but this tool would be more encompassing.

Promote Summer Youth Job Opportunity

Cathy Corrigan, from Workforce Solutions, spoke to the group about the opportunity to hire youth for summer employment. Workforce Solutions is preparing youth for the job market with a 30-hour job readiness seminar. The seminar includes valuable sessions such as: meeting job expectations, effective workplace behaviors, customer service skills, conflict resolution, and other "soft skills" required for success in the workplace. In addition to this program, the youth and employer will have support from a youth counselor for the duration. There are tax credits available for some of these youth, as they live in the Enterprise zone. Ideally, the youth would work for at least 20 hours per week, for four weeks at \$6.50 per hour. Anyone with questions can contact Cathy Corrigan at (651) 291-1861 x22212.

Adjourn Meeting

Motion made by Bill Lowe with second by Dean Shawbold to adjourn the meeting at 4:15 p.m.

Motion carried.

Next Meeting: August 5, 2:30-4:30, St. Paul College, room 137A/B

Attachment 1. Recognition and Announcements

Ramsey County WIB Meeting June 3, 2004

Recognition:

Welcome new members including: Kurian Benjamin, John Evans, Bill Fritts, Dean Howard, David MacKenzie, Jerry McElroy, Barbara Reindl Pjevach, and Jan Webster!

Our WIB was recognized recently by:

- Ed Barlow, nationally renowned futurist, workforce system advisor and specialist on WIB governance, called our Annual Report an excellent example of what a WIB annual report should be. But even more importantly, he felt we were on top of the correct issues, are strategically focused and preparing for the future.
- The Governors Workforce Development Council (GWDC) awarded our WIB \$9K to be part of the Network of Innovative Boards sponsored by the Corporation for a Skilled Workforce. The Network consists of 25 of the most innovative boards across the country.

The DEED Dislocated Worker legislation was signed into state law May 25. Thank you to everyone who actively advocated for passage. A special thanks to CAO Committee members.

Mike Chanaka accepted a new position as HR Director for CHS. Mike will now represent CHS on the WIB.

The stronger link between manufacturers and dislocated workers is off to a good start. Within 24 hours of the first email to interested manufacturers, a request was received for two of the workers whose mini-resume was included. Congratulations to the Ad Hoc group who worked to establish this link including Terry Zurn, Ellen Watters, Janet Ludden, Kitty Gogins and everyone involved at Workforce Solutions.

Harriet Horwath, Workforce Solutions Youth Programs Manager, was quoted in the St. Paul Pioneer Press providing advice to youth looking for summer jobs.

Announcements:

Please do not forget to complete your member survey, if you have not had an opportunity to do so. Due tomorrow, June 4.

Kevin Locke resigned from the WIB after accepting a new position outside of Ramsey County. We are seeking a new economic development representative from the suburbs---If you have any recommendation please advise staff.