

Ramsey County Workforce Investment Board  
**General Membership Meeting**  
Thursday, April 7, 2005, 2:30 – 4:30 p.m.

**Minutes**

**Members Present**

Patricia Brady  
Mike Chanaka  
Gary Christensen  
Kathy Engesser  
John Evans  
Traci Gauer  
Kirk Hayes  
Nancy Hendrickson  
Louis Henry  
Doug Hubbard  
Sheldon Jensen  
Hyon Kim  
Greg Lambert  
Lorrie Louder  
William Lowe  
Tom Macy  
Jim McDonough  
Mary McKee  
Jackie Mlynarczyk  
John Mohr

Debbie Montgomery  
Paul Nelson  
Phil Saari  
Dean Shawbold  
Vern Vick  
Ellen Watters

**Members Absent**

Craig Anderson EA  
Bill Fritts  
Phil Hanson EA  
Allen Hester EA  
Tom Klas EA  
Vinod Kumar EA  
Scott Lemire EA  
David MacKenzie  
Jerry McElroy EA  
Brian Miller EA  
Willie Nesbit  
Barb Reindl Pjevach EA  
Joe Richburg EA  
Tom Simonson EA  
Ginny Sullivan  
Bob de la Vega EA  
Robert Veilleux  
Jan Webster EA  
Tené Wells  
William Yang

**Staff/Guests Present**

Kate Bates, WIB Staff  
Kitty Gogins, Former WIB CEO  
Lucy Nelson, St. Paul Public Schools  
Dave Niermann, DEED  
Brenda Norman, GWDC  
Terry Zurn, Workforce Solutions

Meeting called to order at 2:46 by Ellen Watters, Chair

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**Approve Agenda and Minutes**

Ellen Watters requested that a discussion of the DOL's grant RFP for WIB's working with FCBOs be added after the Academy of Finance presentation. Commissioner McDonough asked that a discussion of the City's Community Development Block Grant (CDBG) be added after the DOL grant discussion.

**Motion** made by Sheldon Jensen with second by Lorrie Louder to approve the February 3<sup>rd</sup> minutes as written and today's agenda as modified.

**Motion carried**

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**Recognition and Announcements**

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

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**Feature Members**

Featured members were John Evans, H.B. Fuller and Louis Henry, McDonald's Franchise Owner.

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**Approve Consent Agenda**

**Ratify Annual Report**

The Annual Report was developed and reviewed by the Marketing and Advocacy committee. The Communication, Advocacy and Oversight committee recommended the report for approval, and the Executive Committee approved it.

**Motion:** Ratify the WIB's 2004 Annual Report

**Ratify WIA Youth Programs Plan and Renewed HIRED Contract**

The Exec Committee has reviewed and approved the WIA Plan for Youth and the renewed HIRED contract. The biggest change from previous years on the WIA plan is the increased focus on out of school youth. It is expected with

WIA reauthorization that the percentage of funds spent on out of school youth will increase to 50-70%, as opposed to 30%, where it is now. The plan was written with this focus. HIRED is currently the main contracted service provider for our WIA youth programs. At this early stage in their program they are still ramping up and cannot be expected to produce major outcomes in the few months during which they have been the provider, but they are currently meeting all goals to which they agreed and are on track to meet or exceed all future goals. **Motion:** Ratify the WIA Youth Programs Plan and Renewed HIRED contract

#### **Accept Youth Program Services Update**

The board reviewed the 2003-2004 performance of the Youth Lead program, the plans for this year, best practices and future plans. This was approved by the Youth Council and Exec Committee. **Motion:** Accept Youth Program Services Update

#### **Ratify Youth Career Exploration Survey Matrix**

The purpose of this survey project was to see what is covered for youth career exploration, and where there are gaps. This can also serve to link organizations to gain assistance from each other, and be used to see how organizations compare with each other. Participating organizations will be sent the results. **Motion:** Approve Youth Career Exploration Survey Matrix

#### **Accept Update on Grants**

The WIB has submitted applications to Minnesota Life, Wells Fargo and the Grotto Foundation. These applications were submitted for programs as discussed at our previous meeting. **Motion:** Accept Update on Grants

#### **Approve WIB as Partner in Rehab Projects with Industry Grant**

This grant fits our strategic objectives by making the system more demand driven. **Motion:** Approve WIB as Partner in Rehab Projects with Industry Grant.

#### **Accept Update on MYP Funding**

Thus far, over 70 letters have been sent out from our WIB and Youth Council to legislators advocating to maintain the MYP funding. WIB staff will be sending out about another 25 shortly, bringing us close to our goal of 100. Rep. Karen Clark has introduced a bill in the House to maintain funding, and a bill is expected to be introduced in the Senate soon. **Motion:** Accept Update on MYP Funding

#### **Ratify FOW Accounting Procedures**

WIB staff met with an accountant a couple of months ago, and from that developed accounting procedures, which were reviewed by the treasurers from both the Friends of the WIB (FOW) and the WIB, and was approved by the Exec Committee. **Motion:** Ratify FOW Accounting Procedures

**Motion** made by Vern Vick with second by Kirk Hayes to approve the consent agenda as presented.

**Motion carried.**

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#### **Update on WorkForce Center Vision/Location/Mobile Centers/Co. Board Workshop**

The CAO committee has met several times to discuss the future of the WorkForce Centers (WFCs) in Ramsey County. Due to declining resources, the committee recommends moving to two full-service WFCs in Ramsey County by consolidating the Midway and Downtown locations and enhancing the North Saint Paul location. Also researched and discussed was the idea of having a mobile WFC, as requested by the County Board. The committee felt the mobile center was important to pursue, but with the current resources it was not economically feasible and should be reexamined with partners to offset costs. The WIB met with the County Board earlier this week; the board was very supportive of the WIB's recommendation (which is aligned with the County vision), and felt that the mobile center was very important. The commissioners requested that the mobile center be further pursued with creative ideas to offset costs or with collaboration of community partners.

As discussed at our last meeting, we are going in the direction the state is heading by taking leadership of the WFCs in our area. In the future, the County will be the leaseholder for the centers and the local area will be more responsible for their own centers. There was discussion on the partners of the WFCs- if they will be CBOs physically located at the WFC, or if they would be "satellite locations" for employment and business services. It was clarified

that the WFC budget was estimated with some space rented out to our CBO partners. The space estimate for the new center is 20,000 square feet, and this includes space for partners. The WIB will also pursue these types of partners for the mobile center.

**Motion** made by Bill Lowe with second by Kirk Hayes to support reducing the WFCs from three to two and to work to find a new location for the Midway and Downtown center consolidation over the next 18 months.

**Motion carried**

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### **Update on Filling CEO Position**

The WIB received over 50 résumés for our open CEO position. Two WIB members reviewed all of the applications and gave the top selection to WIB leadership to be interviewed. The top candidates from this group are going to have a second interview by five members of the WIB, who will then make a recommendation to the Executive Committee. Mike Chanaka was able to secure assessments from his former employer for our top two candidates, to be administered by Dr. Ron Page. Dr. Page will then bring the candidates and their assessments to the Executive Committee for review. Hopefully, a new CEO will be in place by mid-May.

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### **Saint Paul Public Schools Academy of Finance Presentation**

Traci Gauer and Lucy Nelson were present from Saint Paul Public Schools to present the Academy of Finance program at Saint Paul Public Schools to the board. The curriculum was developed by the National Academy Foundation in New York City and prepares high school students for careers in the finance industry. Resources utilized by the students, aside from classroom curriculum, are internships, e-mentoring, job shadowing, resume development, fundraising and contextual learning. The internships are a big part of the program and are generally full-time for 6-8 weeks. About 35 students (about 95% minority) from each school are involved in the program, with an average GPA of 3.5. Ideally 15 students from each school will have internships this summer. WIB members can get involved in this program by conducting mock interviews, being a mentor, being a speaker, participating in job shadow, or offering internships. There will be an open house at the Academy of Finance on April 13. Contact Traci Gauer ([traci.gauer@spps.org](mailto:traci.gauer@spps.org)) or Lucy Nelson ([lucy.nelson@spps.org](mailto:lucy.nelson@spps.org)) for more information.

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### **Discuss Grant RFP from DOL**

The Department of Labor has released an RFP for WIB's to work with Faith and Community-Based Organizations to fill an unmet need in the community, with regards to jobs and training. The WIB has been approached by an organization to partner on this project, though if interested the board needs to follow the process approved for finding grant partners. The board was generally supportive if the proposal created new programs to fulfill the need, as opposed to recreating existing programs. Without a WIB CEO, it would be difficult for WIB staff to participate in this grant. Tom Macy will review the proposal from a policy standpoint and let WIB staff and leadership know if it is something we should try and pursue with our limited resources.

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### **Discuss CDBG Funds**

The City receives Community Development Block Grant (CDBG) funds that are to be used for summer youth employment. Since the Joint Powers Agreement (JPA) between the City and County went into effect, the City gave responsibility for all employment programs to the County. The issue arises because the City is not releasing the CDBG funds to the County to use for youth summer employment, and is instead creating their own youth summer development programs. The County feels that this is a breach of the JPA and would like the WIB to comment on the situation. The WIB agreed to not take a stance on this issue, but the Youth Council will discuss it at their next meeting. The City and County are strongly encouraged to come together with mediators and work out the issue of the CDBG funds.

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### **Share Events, Network and Other Discussion**

None.

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### **CEO Recognition**

Kitty Gogins was recognized for her contributions to the WIB as CEO from January 2003-March 2005.

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**Adjourn Meeting**

Upon completion of the agenda, Ellen Watters adjourned the meeting at 4:10pm.

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

**Attachment 1. Recognition and Announcements****Recognition:**

- Congratulations to Lifetrack Resources, and John Mohr, for being awarded a \$346,326 Minnesota Job Skills Partnership grant for assembly, packaging and production training for 360 individuals
- Congratulations to Gary Christensen from Securian Financial Group (formerly Minnesota Life) for his promotion to Second Vice President
- Congratulations to Saint Paul Public Schools and the Saint Paul Public Housing Agency for the successful completion of the six-year Jobs-Plus program which increased the earnings of participating residents of Mt. Airy Homes in Saint Paul by an average of \$5,968 over four years
- Thank you to all members who sent out letters to their legislators advocating the maintenance of Minnesota Youth Program Funding. Due in part to our efforts, bills have been introduced in both the House and Senate to maintain funding for this important program
- Thank you to Gary Christensen, Paul Nelson, Kathy Engesser, and Jim Finley for their work on the WIB's 2004 Annual Report
- Thank you to Mike Chanaka, Kathy Engesser, Nancy Hendrickson, Doug Hubbard, Lorrie Louder, Commissioner McDonough, Ellen Watters, and Jan Webster for their assistance in filling our vacant CEO position
- Thank you to Craig Anderson and all of his work with the Ford Plant
- Thank you to the Securian Foundation who awarded the WIB a \$2,000 grant to support our "Enhancing Job Seeker Outcomes Through Demand Driven Initiatives" request

**Announcements:**

- April 15 is the last day to submit grant proposals for the first round of the WIA incentive grant funds for employer focused English-Language Learner grants. The submission date for round two will be June 15
- Members are still encouraged to send MYP support letters to their legislators. For referencing in letters, the bill numbers are HF2068 and SF1985 in the House and Senate respectively
- WorkForce Center customer satisfaction feedback is available for our WSA at the following site:  
<http://www.deed.state.mn.us/customerurvey/> This information will be discussed at the next Communication, Advocacy and Oversight meeting