

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

Minutes

Members Present

Craig Anderson
Mike Chanaka
Kathy Engesser
John Evans
Kirk Hayes
Allen Hester
Doug Hubbard
Sheldon Jensen
Tom Klas
Vinod Kumar
William Lowe
David MacKenzie
Tom Macy
Jim McDonough
Mary McKee
Brian Miller
Jackie Mlynarczyk
John Mohr
Debbie Montgomery

Ginny Sullivan
Bob de la Vega
Ellen Watters
Jan Webster

Members Absent

Patricia Brady EA
Gary Christensen EA
Traci Gauer
Phil Hanson
Nancy Hendrickson EA
Louis Henry
Hyon Kim
Greg Lambert EA
Scott Lemire EA
Lorrie Louder EA
Jerry McElroy EA
Paul Nelson EA
Willie Nesbit
Barb Reindl Pjevach
Joe Richburg
Phil Saari EA
Dean Shawbold EA
Tom Simonson
William Yang

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Kate Bates, WIB Staff
Dave Niermann, DEED
Chris Stoehr, DEED
Brenda Norman, GWDC
Kathy Sweeney, DEED
Trish Taylor, MWCA
Abe Hassan, Youth Council Member

Meeting called to order at 2:37 by Kathy Engesser, Chair

Approve Agenda and Minutes

Motion made by Kirk Hayes with second by Bill Lowe to approve the June 2nd minutes as written and today's agenda as presented.

Motion carried

Recognition and Announcements

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

Approve Consent Agenda

Ratify Lifetrack Support Letter for Prisoner Re-entry Grant

Lifetrack Resources has applied to the DOL for the prisoner re-entry grant. The DOL is requiring WIB support for every application to prisoner re-entry RFP. According to the bylaws we can endorse any organization that requests support as long as it follows our priorities and we have time to complete the endorsement. We have already endorsed the Employment Action Center's request, and as you will see the Wilder Foundation has also requested support. The Executive Committee has approved the support letter. **Motion: Ratify Lifetrack letter of support for DOL prisoner re-entry grant**

Ratify Wilder Support Letter for Prisoner Re-entry Grant

The Wilder Foundation has requested support for their prisoner re-entry grant proposal as well. Due to the timing of this request, it was necessary for WIB leadership to decide and send out the letter and ask for ratification. **Motion: Ratify Wilder support letter for the DOL prisoner re-entry grant**

Motion made by Kirk Hayes with second by Doug Hubbard to approve the consent agenda as presented.

Motion carried.

John Mohr abstained.

Presentation on the Youth Council

This item was delayed until the next meeting as youth council presentation was not yet complete.

Discuss WIB Committees

There are some leadership positions open within the WIB. The Youth Council needs a Vice-Chair to serve with Doug Hubbard for one year, then serve as Chair for two years. The Communication, Advocacy and Oversight committee needs a Chair and the WIB needs a Chair-Elect. The group was asked if they had any nominations for any of these positions- no one did. Kathy Engesser reminded the members that they may switch which committee they are on at any time if another is of more interest. Members who have served as Chair-Elect of the WIB expressed the importance of having the year to learn the ropes. If anyone is interested in learning more about any of the open positions, please call Kathy or Mary Jo.

Discuss Meeting Schedule

Members were contacted before the meeting to survey their interest in moving the time of the full board meeting. The majority of members preferred to keep the meeting at the same time.

WIB Development Updates

Trish Taylor, Chair of the Minnesota Workforce Council Association and Kathy Sweeney from DEED were present to discuss WIB developments. Trish congratulated the board on our recently submitted WIA Unified Plan that was selected as one of the best in the state. Trish expressed one of her goals for her next two years as MWCA chair is to visit each WIB in the state. She feels that the voice of the local boards do matter to the state and it is important to participate in activities that give members a voice, such as the MWCA, Metro WIB, and the DEED conference. Kathy Sweeney told the board about the WIB newsletter that comes out every month. The September issue will focus on best practices from WIBs across the state- our WIB will have a lengthy article on our many best practices. These include our focus on business needs, ELL training, connection with economic development, labor market analysis and the Friends of the WIB concept. The group was also reminded about the DEED conference October 5-6. Discussion focused on activities board members can participate in to become more involved. Suggestions were becoming involved in the MWCA, particularly the legislative activities, and participating in conferences and webinars. As the next WIB meeting falls on one of the DEED conference days, the group discussed the possibility of meeting at the conference.

Presentation by Dr. Ron Page, Human Resource Consultants, Inc.

Dr. Page discussed his company and the resources they provide to those in need of Human Resource assistance.

Share Events, Network and Other Discussion

Mary Jo Gardner gave an update on grants and fundraising. She is working with the GWDC on a grant for individuals with limited English proficiency focusing on the healthcare sector. Half of the funds for the ELL grants have been committed, and the other half are expected to be spent by the September proposal deadline. Mary Jo is also working on proposals to private foundations for operating funds.

Friends of the WIB is still working on obtaining 501(c)3 status- the application has been submitted and the first round of follow-up questions have been answered. Mike Chanaka, as Chair of the FOW, is contacting the IRS on the FOW's behalf in regards to this issue.

Craig Anderson has taken part in a very large grant that was submitted to the DOL to obtain funding to meet manufacturing business needs in Minnesota. This grant was supposed to have two granting rounds, though it seems the second half of the funds have not been appropriated. There is concern that the grant hinders partnerships and some may get caught up in receiving the money, as opposed to building a collaborative program to serve the population. The grant that Craig was involved in included 10 colleges and six WIBs and was very careful to include all partners in the grant. Mary McKee is meeting with another group to apply for the second round of funds within the healthcare sector, if these funds are appropriated.

An ad hoc has met to move forward with the WorkForce Center consolidation site search.

The County wrote a letter to the WIB stating that they would like to invite the City to binding arbitration regarding the \$400K in CDBG funds that are being held by the City. Councilmember Montgomery and Commissioner McDonough have met to discuss the issues and are eager to come to a resolution with the youth's best interest in mind.

Craig Anderson gave an update on the Ford Plant. The legislature did not allocate money for further training of the employees, as was hoped. They also applied for \$400K in MN Job Skills Partnership grants. Sales have been better for Ford in the last month, and the 2006 models are out, so production will continue for the next year at least. Two years notice is usually given in these situations, and this has not happened, so the hope is that the plant is open at least through 2009.

Brenda Norman, Executive Director of the GWDC, was present. She discussed the GWDC and some of their structure. She let the board know that the 2005 WIA Incentive Grant funds would focus on functional math and would be awarded to three different projects focusing on skill building for youth and adults. She was asked if there were any immigrants on the GWDC committees- there are not, but the groups are represented.

Chair Recognition

Ellen Watters was recognized for her dedication and contributions over the past year as Chair of the WIB. This year was especially difficult due to all of the transitions experienced, and Ellen did a fantastic job of leading the board through these transitions.

Adjourn Meeting

Upon completion of the agenda, Kathy Engesser adjourned the meeting at 4:25pm.

Next Meeting: October 6, 2:30-4:30, St. Paul College, room 137A/B

Attachment 1. Recognition and Announcements

Ramsey County WIB Meeting August 4, 2005

Recognition:

- Congratulations to Workforce Solutions, particularly Patricia Brady, Terry Zurn and Jim Zentner, for creating a WIA Unified Plan that is recognized as one of the top three plans in the state. Many sections of the plan are being used as models for other local areas
- Congratulations to MDI and the Hubbs Center for receiving an ELL grant to serve an estimated 115-130 employees through our WIA Incentive Funds
 - Thank you to all officers and Committee Chairs/Vice Chairs for their contribution to the WIB during 8/1/04-7/31/05:
 - Ginny Sullivan, Workforce Committee Chair
 - Scott LeMire, Workforce Committee Vice-Chair
 - Greg Lambert, CAO Committee Chair
 - Gary Christensen, CAO Vice-Chair
- Doug Hubbard, Youth Council Chair
- Mike Chanaka, Friends of the WIB Chair
- Vinod Kumar, Treasurer
 - Kathy Engesser, Chair-Elect
 - Ellen Watters, Chair
- Congratulations to Kyle Uphoff for his promotion to Manager of Regional Analysis and Outreach at the Department of Employment and Economic Development. Kyle was the Labor Market Regional Analyst for the Twin Cities and helped us with our Labor Market Assessment every year. There will be a new person in the Twin Cities position shortly.

Announcements:

- Reminder: The next due date for WIA Incentive ELL Grant proposals is September 15th. Please send proposals via e-mail to kbates@rcwib.org. If you know of any employers interested in these funds, please have them contact Kate
- WIB/FOW leadership recently responded to the IRS's questions regarding our request for 501(c)3 status- this request is still pending, though action is being taken to move forward with the process
- Leadership is needed for various WIB committees:
 - Chair-Elect needed for the WIB (business members only)
 - Chair-Elect needed for the Youth Council (WIB members serving on the Youth Council)
 - Chair needed for the CAO Committee (business member highly preferred)
- An ad hoc committee of the Youth Council will meet to design a process for determining an annual award for late WIB and Youth Council member Vern Vick. Vick was very active with the youth community and will be greatly missed by all who knew him. After a process is defined it will be brought back to the full WIB