

Ramsey County Workforce Investment Board  
**General Membership Meeting**  
Thursday, December 1, 2005, 2:30 – 4:30 p.m.

**Minutes**

**Members Present**

Craig Anderson  
Kathy Engesser  
Kirk Hayes  
Nancy Hendrickson  
Allen Hester  
Doug Hubbard  
Sheldon Jensen  
Vinod Kumar  
Lorrie Louder  
William Lowe  
David MacKenzie  
Tom Macy  
Jim McDonough  
Mary McKee  
Brian Miller  
Jackie Mlynarczyk  
John Mohr  
Debbie Montgomery  
Paul Nelson  
Phil Saari  
Dean Shawbold  
Bob de la Vega  
Jan Webster

**Members Absent**

Patricia Brady EA  
Mike Chanaka EA  
Gary Christensen EA  
John Evans  
Traci Gauer EA  
Phil Hanson  
Louis Henry  
Bernie Hesse  
Hyon Kim  
Tom Klas  
Greg Lambert EA  
Jerry McElroy EA  
Willie Nesbit EA  
Barb Reindl Pjevach  
Ginny Sullivan  
Tom Simonson  
Ellen Watters EA  
William Yang

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Bates, WIB Staff  
Lynn Gallandat, Hubbs Center  
Tom Cytron-Hysom, St. Paul Literacy Consortium  
Rachel Hillman, DEED  
Chris Stoehr, DEED  
Cheryl Beaumier, DEED

Meeting called to order at 3:02 by Kathy Engesser, Chair

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**Approve Agenda and Minutes**

**Motion** made by Lorrie Louder with second by Sheldon Jensen to approve the October 6 minutes as written and today's agenda as presented.

**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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**Approve Consent Agenda**

**Approve Change to Grants Operating Rule**

As requested by the Executive Committee, we have modified our grants operating rule to reflect that grant opportunities requiring partners and open RFP will be listed on our website. This practice is being used already with the YouthLEAD RFP as we have put in a request to have it linked on our website. **Motion: Approve**

**Change to Grants Operating Rule**

**Motion** made by Al Hester with second by John Mohr to approve the consent agenda as presented.

**Motion carried.**

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**Accept 2005 Accomplishments**

The WIB reviewed the 2005 accomplishments, which focused around Business Services, ELL training, WorkForce Center consolidation, and internal operations.

**Motion** made by Nancy Hendrickson with second by Sheldon Jensen to accept the 2005 accomplishments.

**Motion carried.**

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### **Approve 2006 Operating Budget**

The WIB reviewed the 2006 operating budget, which had three columns- one for the estimated amount spent this year, one for the budgeted amount for the year and one for the budgeted amount next year. The budget for 2006 was based on the spending for this year and most items have simply been increased 3% for inflation. There is \$72,000 put into reserve in 2006 in case of a funding reduction or an initiative that the WIB wants to fund. There was a question on the amount spent on rent. One of the reasons WIB staff is moving to the WorkForce Center is because rent will be less expensive though on the budget the line items for rent seem to be equal in 2005 and 2006. This is because some of the expense for rent went into "Support Costs" and there was an in-kind contribution from the Chamber and Port, which lowered the rent. That contribution was not expected for next year, which would raise the cash amount paid for rent at the Chamber.

**Motion** made by Doug Hubbard with second by Sheldon Jensen to approve the WIB 2006 Operating Budget as presented.

**Motion carried.**

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### **Approve 2006 Priorities**

The group reviewed the 2006 priorities. They fall into four foci- developing the vision of the WorkForce Centers, business as customer, exploring incremental funding opportunities, and internal goals.

**Motion** made by Dean Shawbold with second by Sheldon Jensen to approve the 2006 priorities.

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### **Ramsey County Labor Market Analysis**

Rachel Hillman, DEED, was present to update the WIB on our labor market information, as she did at last month's Workforce Committee. Previously the WIB had defined healthcare, advanced manufacturing and construction as top priorities based on factors like higher than average wages, growth industry, competitiveness and industry size. While healthcare and manufacturing are still performing well, construction has decreased and Rachel suggested other industries of focus to consider. It is important to remember that construction has high wages and hires from a target labor supply, the ELL population. Rachel indicated that from 2000-2030 Ramsey County's population will grow 16% and there will be a 30% growth in employment. This leads one to believe that the construction industry will be needed to build houses and businesses for all of the new people. Other industries that may be of interest are finance, insurance and real estate industry, management of companies or wholesale trade. Other things to be aware of are employees for the high-demand industries- ensure that the training is available locally for jobs that are in demand.

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### **Update on WorkForce Center Location**

The WorkForce Center location ad hoc has been working on the RFP. Thank you to all who participated and to the Port Authority for hosting the committee. Recently the ad hoc defined the members of the evaluation team and what criteria would be used to evaluate the proposals. The team will consist of three business representatives, three CBOs, two elected officials, one participant, and two WIA representatives. It was expressed that the full WIB meeting on February 2 will be very important, as the final decision will be made before going to the County Board.

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### **Update on YouthLEAD RFP**

The Youth Council recently began a process to do an RFP for the Ramsey County youth programs. In the new RFP, based on the Communities of Color project, the program has developed from a prime contractor situation where one vendor provides all of the services to seeking several organizations to provide the services. The hope is that this will allow smaller organizations to grow and serve youth in their communities. There is \$650K available for the program and organizations can bid anywhere from \$50k-\$400k. There was a question on how it is ensured that there is enough coverage of services- Workforce Solutions will either fill in themselves, or contract with someone to fill in where there are perceived gaps.

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## **DEED Business Services Update**

Chris Stoehr and Cheryl Beaumier were present from DEED to update the group on what is going on with Business Services. The team is reaching out to businesses, with a focus on healthcare, manufacturing and construction, though they will help any business that asks. Generally the team members meet with businesses, listen to their needs and develop and suggest customized solutions for the issue at hand. These DEED representatives serve as the “go-to” person for a business to contact when they need resolution. One of the major issues they are finding is that certain fields cannot attract enough workers- machinists for example. The group discussed that this kind of career exposure needs to be brought to youth so they know their career options. The staff is finding a high level of customer satisfaction with their solutions and is encountering surprise from businesses that the state is interested in helping them.

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## **Other**

Now that the FOW has 501(c)(3) status we are able to accept member’s pledged donations tax-free.

Saint Paul College is now charging for parking in the lot- all members must park in the gated off visitor parking. At the meeting tokens will be distributed that will allow everyone to exit the lot free of charge. Also our meeting room may be needed next year for a classroom- in case this happens we need to start looking for alternative spaces to meet.

As many people know, Susan Speetzen has left the healthcare pilot. The state has postings for three positions similar to Susan’s for healthcare, finance and transportation.

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## **Adjourn Meeting**

Upon completion of the agenda, Kathy Engesser adjourned the meeting at 4:10p.m.

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

## **Attachment 1. Recognition and Announcements**

### **Recognition:**

- Congratulations to WIB member Greg Lambert on the arrival of his new baby girl, Jenna Riley Lambert!
- Congratulations to CLUES for receiving our remaining \$22,267 to serve ELL employees at La Perla Tortilleria.
- Harriet Horwath, former Youth Programs manager at Workforce Solutions, will receive the first Vern Vick Memorial Award on December 15 at the Youth Council meeting. All are welcome to attend.
- Mary Jo Gardner attended a “trial meeting” of the Innovator’s Board meeting at the beginning of October- she has been invited to join the group permanently and she is currently seeking funding to do so.

### **Announcements:**

- The Ramsey County Board of Commissioners approved the WIB/County agreement on October 25.
- WIB staff will be in their new offices at the North Saint Paul WorkForce Center by January 1, 2006. New contact information will be sent out when it is available.
- The 2006 WIB meeting dates have been set and were distributed- please put these meetings on your calendars.
- There is funding available for members to attend the National Association of Workforce Boards conference in late February. Please contact Kate for more information.
- The WIB and Saint Paul Public Schools did not obtain WIA Incentive funding for “Project Lead The Way”- Saint Paul Public Schools plans on pursuing other funding sources.

- The Workforce Committee is in need of a Vice-Chair- please contact Kate if you are interested.
- The Marketing and Advocacy committee have begun working on the 2005 Annual Report- if you would like to be involved in this project, please contact Kate.