

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

Minutes

Members Present		Members Absent	Staff/Guests Present
Craig Anderson	Debbie Montgomery	John Evans	Mary Jo Gardner, WIB CEO
Patricia Brady	Paul Nelson	Bill Fritts	Kate Bates, WIB Staff
Mike Chanaka	Willie Nesbit	Traci Gauer	Dave Niermann, DEED
Gary Christensen	Joe Richburg	Phil Hanson	Terry Zurn, Workforce Solutions
Kathy Engesser	Phil Saari	Kirk Hayes EA	Karyn Berg, Workforce Solutions
Nancy Hendrickson	Dean Shawbold	Allen Hester EA	Alicia Huckleby, Saint Paul Public Housing Agency (for Al Hester)
Louis Henry	Tom Simonson	Hyon Kim	
Doug Hubbard	Ginny Sullivan	Tom Klas EA	
Sheldon Jensen	Bob de la Vega	Greg Lambert EA	
Vinod Kumar	Ellen Watters	Tom Macy EA	
Scott Lemire		Jim McDonough	
Lorrie Louder		Jerry McElroy EA	
William Lowe		John Mohr EA	
David MacKenzie		Barb Reindl Pjevach EA	
Mary McKee		Vern Vick EA	
Brian Miller		Jan Webster EA	
Jackie Mlynarczyk		Tené Wells	
		William Yang	

Meeting called to order at 2:35 by Ellen Watters, Chair

Approve Agenda and Minutes

Motion made by Lorrie Louder with second by Nancy Hendrickson to approve the April 7th 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).

Feature Members

Featured members were Tom Simonson, City of Shoreview and Phil Saari, TSE, Inc.

Introduce New WIB CEO

Our new WIB CEO, Mary Jo Gardner, introduced herself to the board.

Approve Consent Agenda

Approve Business Services Pilot 6 Month Report

Susan Speetzen, Industry Specialist for our Business Services Pilot in Healthcare, has submitted this report. The report highlights the progress of the pilot in its first 6 months. It has been reviewed and recommended for approval by the Executive Committee. **Motion:** Approve Business Services Pilot 6 Month Update

Approve Innovators Network Summary

In order to receive the last \$2,000 of our GWDC grant for participation in the Innovators' Network a summary report was submitted to the GWDC. Kitty prepared this summary before she left. The Executive Committee has reviewed and recommends approval. **Motion:** Approve Innovators' Network Summary

Approve Grant Endorsement- EAC

The Employment Action Center has requested our endorsement of a grant application for the federal Prisoner Re-Entry Initiative. This initiative is in-line with our priorities, and staff time will allow endorsement. **Motion:** Approve Grant Endorsement for Prisoner Re-Entry Initiative Grant

Approve WSA Representative for Dislocated Worker Competitive Grants

DEED is requesting that each WSA appoint a representative to accompany the rapid response team on layoffs of 50 or more people. This representative will serve to explain the resources available in the dislocated worker programs at the WorkForce Centers. Terry Zurn has volunteered to serve in this capacity for our WSA. The Exec Committee has recommended that Terry be our WSA Representative for Dislocated Worker Competitive Grants. **Motion:** Approve Terry Zurn as the WSA 15 representative for Dislocated Worker Competitive Grants

Approve WIA Adult and Dislocated Worker Reports

Both the Exec and CAO committees have reviewed the WIA Adult and Dislocated Worker reports from Terry Zurn. The charts highlight the program progress, including specific information on supportive services, wage change, racial breakout, and program trends. The programs are currently exceeding all goals. **Motion:** Approve WIA Adult and Dislocated Worker Reports

Approve Letter of Support for Workforce Solutions Youth Grant

Workforce Solutions has requested our support of a federal grant proposal working with youth offenders. The grant would support youth offenders entering into high growth and high demand industries. **Motion:** Approve letter of support for Workforce Solutions youth grant

Motion made by Doug Hubbard with second by Dean Shawbold to approve the consent agenda as presented.
Motion carried.

Update on the Bioscience Workforce Link Project

Karyn Berg, Workforce Solutions, presented the work that has been done with the Bioscience Workforce Link Project. This project was an attempt to link economic development with workforce development, as well as serve business needs. Workforce Solutions, Employer Solutions and the Capital City Bioscience Corporation talked to bioscience companies in Ramsey County to find out their needs for employees. Guidant was anticipating needing new workers in 2005 for a new product they were going to fabricate. Along with Guidant's input, a curriculum was designed by Anoka Ramsey Community College to train workers for these anticipated positions, who would have generally need 6-12 months of experience in this field to be employed. The curriculum was designed to provide the foundational elements necessary to be functional on the job, and prepared participants for entry-level positions. After phone screening, basic skills assessment and a criminal background check, 13 people were enrolled in the program, and 11 graduated. Two graduates are already employed at Guidant, and the rest are expected to be hired by the end of the month. Workforce Solutions will stay connected with the individuals at least through six months for retention purposes. From the success of this project, there is potential to roll it out for bioscience across the state.

Approve WIA Unified Plan

This year a new WIA unified plan was required by DEED. This time around it was much more focused on the WIB and what they are doing to assist with the workforce programs. Because the WIB has been without a CEO for a few months, Workforce Solutions offered to complete the plan with guidance from the WIB.

The plan is broken down into sections including the economic environment, both regionally and locally; vision and priorities; funding; local governance; operations; accessibility; services to businesses; services to job seekers; performance standards; participant plans and funding. The plan also focuses on making the system more demand-driven and more overtly tying workforce development with economic development. The plan reflects the work the WIB has done with business services and industry priorities, as well as the collaboration of core partners in the WorkForce Centers. Once this plan is approved and submitted, the state may come back with questions to be answered. Once the plan is approved and completed to the state's satisfaction, money will be released to our WSA.

There were questions posed on the performance measures and the definition of “linguistic isolation”. The performance measure around wage change was clarified as a measure of the participants’ wage change six months before entering the program to six months after exiting the program. “Linguistic isolation” is considered a situation where an individual is segregated by language, or any household where a language other than English is primarily spoken. Other questions were around how people with disabilities would be served, which is all outlined in the MOU.

The group also discussed how to focus on business, our new primary customer, when the majority of funding is to serve job seekers. There is concern that local companies aren’t growing their resources here, but rather going out of the area to expand. Beyond this, there is concern over companies closing because they don’t see an incentive to stay in our community. DEED Business Service reps are going to companies and asking what they can do to have businesses stay in the area. An example of this is with the Ford plant- many community members are working with Ford to attempt to keep their plant here. \$1million has been requested from the Senate for resources to retool their plant, in addition to \$1 million from Senator Coleman and \$750,000 requested to the House. There is a need to bring awareness to businesses about what is available for them in our community.

Elect Chair-Elect

No one has come forward to nominate an individual for the Chair-Elect position. Nominations will remain open until the August meeting, and business members are asked to strongly consider serving in this role. The time necessary to serve in this capacity has been reduced due to the growing efficiency/effectiveness of the board and staff. Please contact Ellen or Kathy if you are interested, or if you have someone to nominate. Ellen was thanked for all of her efforts in getting the board to be where it is today.

Update on DOL Grant Application from ESP

The Department of Labor released a proposal in early May for partnership employment grants with \$128 million available in July and another \$128 million available in October. Craig Anderson is involved in a proposal for advanced training for the manufacturing industry, and Mary McKee is involved in training for healthcare. The manufacturing project will train 250 people at the three remaining colleges with manufacturing training programs; Saint Paul College, Minneapolis Community and Technical College and Anoka Technical College. There is a strong need for money into these programs, or else they will become obsolete.

The healthcare proposal is still in conceptual stages, but partners are interested in moving low skill people to higher skills and there will be an ELL component. This project may pick up where the East Metro Health Careers Institute left off and add skill sets to get participants in better positions. Mary McKee is interested in inviting people to the table to build the WIB presence on this metro wide collaboration.

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

Dr. Ron Page was unable to attend the meeting, but Mike Chanaka, who used to work for Dr. Page’s company Human Resource Consultants, Inc., explained a bit of Dr. Page’s business. In our search for the new WIB CEO, Dr. Page provided assessment services for our final two candidates pro-bono. The information he found here was given to the Executive Committee to help their hiring decision for the CEO. Dr. Page has worked with many diverse companies, including small, medium and large public and private companies. Dr. Page will be invited back for a future meeting to further discuss his services.

Share Events, Network and Other Discussion

Ellen Watters sent a letter on the WIB’s behalf, by request of the Executive Committee, to strongly urge the City and County to resolve their issues with the \$400,000 in CDBG funds in order for program participants to receive maximum benefit. There is no further action expected from the WIB. Commissioner McDonough and Councilmember Montgomery were thanked for their efforts in resolving this issue.

Adjourn Meeting

Upon completion of the agenda, Ellen Watters adjourned the meeting at 4:20pm.

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

Attachment 1. Recognition and Announcements

Ramsey County WIB Meeting June 2, 2005

Recognition:

- Welcome new Members Tom Klas, Tapemark; Brian Miller, CVS Pharmacies; and Bob de la Vega, Wells Fargo
- Congratulations to Marsden Building Maintenance and the Hubbs Center for receiving an ELL grant to serve an estimated 200 employees through our WIA Incentive Funds
- Congratulations to Joe Richburg and Keystone Computer Solutions, Inc. for being awarded the 2005 MN Minority Supplier Diversity Council Supplier of the Year
- Thank you to Terry Zurn, Jim Zentner and all of Workforce Solutions for all of their work on our WIA unified plan
- Thanks again to Mike Chanaka, Kathy Engesser, Nancy Hendrickson, Doug Hubbard, Lorrie Louder, Commissioner McDonough, Ellen Watters, Jan Webster, Dr. Ron Page and the entire Executive Committee for their assistance in bringing our new CEO on board
- Thank you to Ellen Watters, Kathy Engesser and Kate Bates for their hard work keeping the WIB afloat during the CEO transition

Announcements:

- Reminder: The next due date for WIA Incentive ELL Grant proposals is June 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. We will most likely have another granting round on September 15th (based on the availability of funds)
- The DEED produced "Minnesota Employment Review" will no longer be sent in paper version. One must apply at deed.pubs@state.mn.us to get on the online list