

Ramsey County Workforce Investment Board
General Membership Meeting
Thursday, February 2, 2006, 2:30 – 4:30 p.m.

Minutes

Members Present

Craig Anderson
Patricia Brady
Mike Chanaka
Kathy Engesser
John Evans
Kirk Hayes
Nancy Hendrickson
Bernie Hesse
Allen Hester
Doug Hubbard
Sheldon Jensen
Tom Klas
William Lowe
David MacKenzie
Tom Macy
Brian Miller
John Mohr
Paul Nelson
Phil Saari
Dean Shawbold
Ginny Sullivan
Bob de la Vega

Members Absent

Gary Christensen EA
Traci Gauer EA
Phil Hanson
Louis Henry
Hyon Kim
Vinod Kumar EA
Greg Lambert EA
Lorrie Louder
Jim McDonough
Jerry McElroy EA
Mary McKee EA
Jackie Mlynarczyk EA
Debbie Montgomery
Willie Nesbit EA
Barb Reindl Pjevach
Tom Simonson
Ellen Watters EA
William Yang

Staff/Guests Present

Kate Bates, WIB Staff
Lynn Gallandat, Hubbs Center
Jim Zentner, Workforce Solutions
Dan Faas, Consultant
Terry Zurn, Workforce Solutions
Kristin Mason, St. Paul PHA Intern

Meeting called to order at 2:46 by Kathy Engesser, Chair

Approve Agenda and Minutes

Motion made by Mike Chanaka with second by Sheldon Jensen to approve the December 1 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

Approve YouthLEAD Service Providers

The Youth Council developed and released an RFP for YouthLEAD program services in late 2005 to distribute \$650K in WIA Youth funds. The main goal of the RFP was to develop the capacity of community groups and serve more youth by leveraging community resources. The plan is to distribute the funds to several existing community groups which will give us broader geographic distribution of services.

Eleven proposals were received from community organizations- they were reviewed and rated by an evaluation team of eight members in December and January. The content of the proposals is confidential until the contracts are in place for the selected providers. The applicant organizations were: HIRED, SPPS, GAP, EAC, Goodwill-Easter Seals, YWCA, Lao Family Community, TreeTrust, Harmony, Hmong Cultural Center and Lifelong Mentoring. The total request from the 11 proposals was for \$2.5 million, though only \$650K is available. The County Manager will negotiate with those selected organizations to ensure the amount awarded is in line with the youth programs budget. The Youth Council reviewed the recommendations of the evaluation team and in a

special meeting, the Youth Council unanimously approved (with two abstentions) the recommendations of the evaluation committee. The Youth Council submitted the following groups for Youth Lead contracts: HIRED, GAP, EAC, and YWCA. The Executive Committee of the WIB reviewed and discussed the RFP process and evaluation. The Executive Committee unanimously endorsed the recommendation of the Youth Council at its January 20 meeting.

NOTE: This RFP only relates to anticipated WIA funding. It does not cover Minnesota Youth Program funding.

Motion: Approve the recommendation of the Youth Council and forward the four selected organizations to the County Board for final approval, pending negotiations with the County Manager.

Motion made by Sheldon Jensen with second by Doug Hubbard to approve the consent agenda as presented. John Mohr abstained.

Motion carried.

Update on WorkForce Center Location

Paul Nelson, a member of the WorkForce Center location evaluation team, updated the board on the activities of that committee. During November and December of 2005, proposals were requested and due, as coordinated through the State Real Estate Management (REM) division, who has agreed to hold the lease for the new WorkForce Center. The evaluation team of 12 members began meeting in January to review proposals. The team is made up of WIB members and colleagues, including three business reps, two WIA partners, three community-based organization and education reps, two local-elected officials, one participant, and one rep from the State REM. They met on January 9th to review proposals, had site tours on January 19th and discussed space plans on January 23. The Core Partners will also meet to develop space plans for the new center, which will be evaluated by how well they fit with the proposed space. At this point a decision will be made and submitted to the CAO committee for approval, and proceed through the process ending with the County Board. At this time, due to the nature of the RFP process, the committee is very limited with the information they are able to share.

There was concern that a space had not been picked yet, and there was a question of the time needed to build out the space. Paul indicated that this takes about six or seven months, and there is still time to open the center by the deadline of January 1, 2007. Also discussed was the decision to consolidate the Downtown and Midway centers, and to leave the existing N. St. Paul center- all were reminded of the extensive research conducted by the CAO committee that lead to this decision. Other questions were on the range of cost per square foot, and the available space for extra partners, both of which cannot be answered at this time.

Update on CAO Committee Activities

The CAO committee is looking into reviewing and making changes to the WIB orientation sessions. A few WIB members have volunteered to assist with this project. If anyone has any suggestions, or would like to help, please let Kate know.

Work has begun on the 2005 Annual Report. The format will be similar to that of last year's report. The Marketing and Advocacy committee are the prime movers on this report, and if anyone would like to be involved with this process, please let Kate know. A final draft of the report will be brought to the April WIB meeting for approval.

There are currently 10 openings on the WIB; 8 business, 1 CBO and 1 labor. Two business applications have been submitted to the County and 1 CBO application to the City for appointment- if these appointments are made, there will be 7 vacancies. There has been a request from the County Board that the WIB recruit more members who work in Suburban Ramsey County, as well as live in the County. If anyone has recommendations for new business members, or a new labor representative, please let WIB staff know. Bernie Hesse and Ginny Sullivan both had suggestions for labor representatives. WIB staff will look further into these suggestions.

WIB staff has completed the move to the NSP WFC. Thank you very much to Tom Macy and Patricia Brady for all of their help in making this move fast and efficient. New contact information can be found at the bottom of the

agenda- please note the old phone numbers no longer work, nor do the Chamber email addresses. Please update contacts with this new information.

Value of Job Skills Analysis

Jim Zentner from Workforce Solutions introduced the concept of Job Skills Analysis to the board. Over the past 18 months, Workforce Solutions has been working on a bioscience project helping train employees to fill vital positions within bioscience companies. During this project there were questions that needed to be answered, like what jobs need to be filled within this sector, what skills are needed for these jobs and what type of training can be provided to bring possible employees up to the necessary level? To get a handle on these issues, Workforce Solutions called on Dan Faas, formerly of Saint Paul College (he has since retired but is still providing these services as a consultant) who works with job skills analysis. He has performed this analysis for two bioscience companies, both who found it very useful. The basic premise of this activity is collecting, analyzing and documenting skills and competencies necessary for successful job performance.

There are two types of job skills analysis that Dan utilizes- Work Keys and WPS (also known as SHL). These tools assist in analysis of all stages of an employee lifecycle- recruitment and selection, development and performance, succession and transition. Work Keys will identify the skills a person needs for performance at a particular job, including the low-level (entry level) and high-level (performance level) expectations of the position. There are tests and assessments available to evaluate performance and ability. Further training can result from these assessments, bringing employees up to the level necessary.

SHL is a computer-based analysis that gets to the core of what an employee needs to know. Once the database knows the important skills for a position, it can then determine the type of employee that would fit well in this position. Elements for this analysis include personality attributes and behavior for each job. Again, this can result in targeted training for employees.

Jim Zentner felt it was important for the board to know that this tool is available. On the East Coast customers at the workforce centers are able to use this tool to determine if they fit a job opening. As a WIB, we may want to think of ways Ramsey County could use this tool to address workforce needs in our community. The assessments take about 7-10 hours, and the analysis doesn't take more than 8-9 hours. Most candidates would take three tests, and this can be done in a morning. This can also be used with people with disabilities to see if they are able to complete the necessary tasks involved in a position. If not, modifications could then be made to accommodate their needs.

Update on Blueprint to End Poverty

Kirk Hayes is heavily involved in the "Blueprint to End Poverty" initiative that is looking to end poverty in Ramsey and Washington Counties, and gave the board an update on these efforts. On January 26, a group of 150 community members met to develop high-impact strategies to end poverty. This came out of a 30-45 member steering committee, of which Kirk is a member, which has met over the past year to develop a community process with which to tackle this issue. The community members present represented education, government, social service organizations, and low-income populations. Those participants from low-income populations, of which three are homeless, have been very involved in this process and through participating in this as a fellowship program have been able to receive a stipend for their time and ideas. This gives them a more equal place at the table and makes them feel that their opinions are valued. Another resource for this project will be a website- CommunityBlueprint.us, which will be up shortly. It will include ideas that came out of the session and future activities surrounding the initiative.

Patricia Brady and John Mohr were among WIB members present at the meeting last week. Kirk asked that they share their impressions on the day. They indicated that the session was a great experience and gave a clearer picture of how huge the issue of poverty is in our community. They were also impressed with the diversity in representation at the session, including politically, financially, etc. The breakout sessions that were utilized were a great networking opportunity and also nurtured the process to develop strategies.

The board asked for examples of solutions that came out of the session. One was the importance of early childhood education, which has an incredible return on investment, including better performance in school, less crime, more taxpayers, etc. Other ideas developed were legislation for low-income populations to receive education and training, transportation to suburban areas where jobs can be found, and the basic need to raise awareness on this issue. Kirk also expressed the importance of going beyond the “usual suspects”, particularly having business members involved, as poverty is not an issue that is discussed in the board room. The group of participants working on this issue is growing. If anyone would like to be involved, please contact Kirk.

Other

Mary Jo is not at the meeting today because she is in San Diego at a meeting of the Innovator’s Network.

Thank you to those who have made donation pledges- please pay them at your earliest convenience. One reason to contribute is to show that members put their money into the organization when we approach foundations for funding.

Reminder- the WIB is looking for meeting rooms for the full board meetings after June of this year. The County Manager has a list of all free meeting rooms in Ramsey County- WIB staff will contact Patricia for this information.

On April 19th, the suburban school districts will have a work skills day for students. It will include a competition with five students from each school competing on things like interview skills, applications and problem solving. Judges are needed from the business community- it is a half-day event with free breakfast and lunch at Eagle Brook Church in White Bear Lake. Let Dean Shawbold know if you would like to be involved.

We are no longer able to park in the general lot at Saint Paul College- please park within the gates. Craig has generously provided us with tokens to park for free- see Kate to get one.

Adjourn Meeting

Upon completion of the agenda, Kathy Engesser adjourned the meeting at 4:15p.m.

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

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

- Thank you to the MWCA and GWDC for granting the WIB a total of \$9,000 for membership in the Innovators Network
- Thank you to those WIB members involved in the planning and evaluation of the YouthLEAD RFP, including Doug Hubbard, Kirk Hayes, Dean Shawbold, and Jan Webster
- Thank you to those WIB members who have been involved in the RFP process to find a new WorkForce Center, including Paul Nelson, Phil Saari, Patricia Brady, Tom Macy, Lorrie Louder, Ellen Watters, Kirk Hayes, Commissioner McDonough and Councilmember Montgomery
- Congratulations to Lorrie Louder for her involvement in the Phalen Corridor Initiative, which recently won the Environmental Protection Agency’s “Phoenix Award” at their annual brownfields conference.

Announcements:

- The Ramsey County Workforce Investment Board has moved to the North Saint Paul WorkForce Center. The new contact information is:

Ramsey County Workforce Investment Board
2098 11th Avenue East
North Saint Paul, MN 55109

Mary Jo Gardner – 651-779-5653

Kate Bates – 651-779-5422
FAX – 651-779-5646

mgardner@rcwib.org
kbates@rcwib.org
www.rcwib.org

Please update your records.

- 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 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.