

Ramsey County Workforce Investment Board

August 6, 2009

Minutes

WIB Members Present

Steve Carlson
Mike Chanaka
Joe Crowe
Kathy Engesser
Bev Fritz
Lee Helgen
Clarence Hightower
Butch Howard
Doug Hubbard
David MacKenzie
Barbara Mednick
Bob Morse
Paul Nelson
Mary Russell
Jim Schultz
Dan Strittmater

Members Absent

Craig Anderson EA
Patricia Brady EA
Toni Carter EA
Robert de la Vega EA
Amy Filice EA
Trixie Golberg
Dennis Johnson
Rob McKenzie
Scott North EA

Staff/Guests Present

Bonnie Elsey, MN DEED
Mary Jo Gardner, WIB CEO
Julie Kleinschmidt, Ramsey County
Kate Raleigh, WIB Staff
Carli Stark, WIB VISTA

Call to Order

The WIB meeting was called to order at 2:36p.m.

Recognition and Announcements

- See Attachment 1 for Recognition and Announcements.

Approve Consent Agenda

- **Approve Agenda**
- **Approve Minutes from June Meeting**
- **Ratify Building Lives Proposal**

Motion made by Doug Hubbard with second by Mike Chanaka to approve the consent agenda.

Motion carried.

Elect Chair-Elect and Treasurer

Nominations for Treasurer opened.

Doug Hubbard was nominated by the Executive Committee for the position of Treasurer.

Motion made by Steve Carlson with second by Bev Fritz to close the nominations.

Motion carried.

Motion made by Dave MacKenzie with second by Kathy Engesser to approve Doug Hubbard as Treasurer of the WIB.

Motion carried.

Nominations for Chair Elect opened.

Butch Howard was nominated by the Executive Committee for the position of Chair Elect of the Board.

Motion made by Councilmember Lee Helgen to close nominations and cast one unanimous ballot to accept Butch Howard as Chair Elect.

Motion carried.

The WIB thanks Doug and Butch for volunteering to serve in these positions.

Update on Healthcare Initiative

Mary Russell gave a summary of the Healthcare Initiative. The four phases of the initiative are as follows:

- Phase One – Environmental scan/Needs analysis
- Phase Two – Determine project scope
- Phase Three – Build and deliver programs
- Phase Four – Report Results

The project is now in Phase III and a curriculum is being developed by Saint Paul College and Saint Paul Public Schools Adult Basic Education with input from healthcare employers. The goal is to enroll seventeen students and matriculate fourteen or fifteen. Employers have been included in all steps of the process in order to ensure that business needs are met and students will be placed upon the conclusion of the program. The start date of the program is to be decided.

County Board Workshop Review

The WIB made a presentation to the Ramsey County Board of Commissioners at the County Board Workshop on Tuesday, August 4. The presentation provided insight on the history of the WIB, as well as its current initiatives. There was discussion and questions from the Board to the WIB members and staff present.

Topics covered in the workshop were fund development, WIB initiatives, Friends of the WIB, and sustainability of the WIB, with presentations by Bob Morse, Mike Chanaka, Mary Russell, and Mary Jo Gardner.

The WIB would like to thank the members that participated in the workshop.

ARRA Funding for Minnesota

Bonnie Elsey, Director, Workforce Development Division, Minnesota Department of Employment and Economic Development (DEED), gave a presentation on the American Recovery and Reinvestment Act (ARRA) workforce funding in Minnesota. The main purposes for the funding are:

- To be an immediate stimulus for the economy
- To build infrastructure, such as roads and bridges
- To provide immediate services to those most impacted by the economy.

The majority of funding given to Minnesota supplemented programs already in place, such as the Dislocated Worker program, which was in need of extra funding. Other areas that were funded include:

- Training programs that increase job skills
- Youth programs
- Workforce Investment Act programs
- Training additional WorkForce Center employees.

The largest percentage of funding nationwide went to support green job initiatives and includes new jobs and re-training of current workers in fields such as construction.

Funding through ARRA to support businesses during the economic downturn has not been emphasized, resulting in a lack of communication with businesses about ARRA.

Other

Councilmember Lee Helgen announced that he has posted a job opening for a Legislative Aide.

Chair Recognition

Robert Morse was recognized for his efforts and achievements during his time as Chair of the Board, from August 1, 2008 to July 31, 2009.

Adjourn

Motion made by Robert Morse with second by Steve Carlson to adjourn the meeting at 4:16 p.m.

Motion Carried.

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

- Thank you to our VISTA, Carli Stark, for her work at the WIB the past year. Carli worked with the Board and staff to build the WIB's capacity for marketing and fund development. Specific accomplishments include the development and launch of a new website; grant research for Building Lives, Metropolitan Manufacturing Sector Initiative, and the Healthcare Initiative; application of six grants; development of tracking and filing system for grants and donations; redesign of the WIB's Annual Report; creation and distribution of the WIB's first newsletter, Workforce Connections and the development of new logos and stationery for the WIB and Friends of the WIB.
- Thank you to Mary Russell, Mike Chanaka and Robert A. Morse for presenting and to Commissioner Toni Carter for her leadership at the County Board Workshop on Tuesday, August 4th. Additionally, thank you to Patricia Brady, Amy Filice and Doug Hubbard for attending the session. The workshop addressed the ongoing operations of the Board and the WIB's newly developed strategic plan.
- Thank you to Kathy Engesser for her work in preparing the material for the County Board Workshop.
- Thank you to Mike Chanaka for his help in planning for the WIB's staff transition.
- Congratulations to Scott North on St. John's Hospital recognition by U.S. News & World Report as one of "America's Best Hospitals." St. John's was ranked among the top 50 hospitals in Urology.

Announcements:

- Kate Raleigh will be taking a leave of absence from August 17th to November 27th to student teach. Carli Stark will continue with the WIB until Kate's return.
- The MN Workforce Council Association's annual summer meeting will take place in Duluth from August 11 - August 13. Contact Kate for information if you are interested in attending.
- The Governor's Workforce Development Council awarded the Ramsey County WIB, in partnership with Saint Paul College and Saint Paul Adult Basic Education, with a \$25,000 Collaborative Local Projects grant for the WIB's Healthcare Initiative.
- The Department of Labor is monitoring the operation of the Recovery Act Summer Youth Program and Ramsey County and Minneapolis were chosen to represent Minnesota. During the week of July 20th, the DOL monitor met with staff, reviewed files, visited worksites and talked with participants. The sites chosen in Ramsey County were the YWCA of St. Paul and Guadalupe Alternative Programs. At the YWCA the monitor observed a variety of work from youth assisting with tutoring younger youth to general reception. At GAP, the monitor observed youth on a construction site rehabilitating a foreclosed home.
- Workforce Solutions received a \$160,500 allocation as part of the Minnesota FastTRAC ARRA funding. The FastTRAC Project in Ramsey County provides a stackable credential system to 600-700 residents including the WorkKeys Career Readiness Certificate, National Work Readiness Credential and the Minnesota Essential

Skills Certificate for ESL. These credentials can be obtained at the two Workforce Centers and at the Ramsey County East Building. The grant will also provide for 60 unemployed or underemployed low wage and/or low skilled adults advanced short-term occupational training. Partners in the project include: Workforce Solutions, DEED, St. Paul and East Metro ABE and Goodwill/EasterSeals.

- All members are asked to join a WIB committee. Membership on the Communication, Advocacy and Oversight Committee and the Workforce Committee is voluntary. Membership on the Executive Committee, Education Committee and Youth Council are by approval. Below are upcoming meeting dates. Contact Carli for further information and to select your committee.
 - Executive Committee- Friday, August 21st, 9:00-10:30
 - Youth Council- Thursday, September 24, 3:30-5:00
 - Education Committee- Wednesday, September 9th, 9:00-10:30
 - Workforce Committee- Thursday, September 3rd, 1:00-2:30
 - Communication, Advocacy and Oversight Committee- Friday, September 11th, 11:30-1:00
- The next WIB meeting is October 1st, 2:30-4:30.