

## Ramsey County Workforce Investment Board

October 7, 2010

### Minutes

#### WIB Members Present

Craig Anderson  
Patricia Brady  
Elizabeth Campbell  
Jacquelyn Carpenter  
Toni Carter  
Mike Chanaka  
Mary DesJarlais  
Trixie Golberg  
Scott Helland  
Butch Howard  
Doug Hubbard  
Dennis Johnson  
Janet Ludden  
David MacKenzie  
Pamela Maldonado  
Bob Morse  
Paul Nelson  
Scott North  
Mary Russell  
Jim Schultz  
Joe Stratig

#### Members Absent

Steve Carlson EA  
Joe Crowe EA  
Robert de la Vega EA  
Kathy Engesser EA  
Lee Helgen EA  
Barb Jeanetta EA  
Barbara Mednick EA  
Dan Strittmater EA

#### Staff/Guests Present

Jerry Etesse, Metro East ABE  
Mary Jo Gardner, WIB Staff  
Tess Ketelsen, WIB Applicant  
Tom McCarthy, WIB Applicant  
Ellen Muller, City of Saint Paul  
Tim O'Brien, Roseville ABE  
Kate Raleigh, WIB Staff

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#### Call to Order

Butch Howard, Chair, called the meeting to order at 2:35 p.m.

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#### Recognition and Announcements

- See Attachment I for Recognition and Announcements.

Additional recognition:

- Saint Paul College was named the number one Community and Technical College in the country.
- The WIB welcomed new WIB member Pamela Maldonado from Community Action Partnership of Ramsey and Washington Counties. Pamela introduced herself.

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#### Approve Consent Agenda

- **Approve Agenda**
- **Approve August Minutes**
- **Ratify Youth RFP**

**Motion** made by Dave MacKenzie with second by Janet Ludden to approve the consent agenda as presented.

**Motion carried.**

Scott Helland abstains.

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#### Other

Mike Chanaka discussed donating to the Friends of the Workforce Investment Board for its 2010 fund development campaign. He stressed that the amount of the donation doesn't matter but that the WIB would like

to report to other possible funders that 100% of board members contribute to the WIB. A letter requesting a donation was sent out in September and staff will resend this letter. Members are able to donate online through PayPal and United Way contributions through employers can be earmarked for the FWIB as it is a 501c3.

Dave MacKenzie discussed supporting Ramsey County's pursuit of funding for the Building Lives program. The Youth Council made a motion to support this at their August meeting.

**Motion** made by Doug Hubbard with second by Janet Ludden to support Ramsey County's pursuit of funds for the Building Lives program through the legislature in the 2011 session.

**Motion carried.**

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#### **Elect Treasurer**

Doug Hubbard was elected Chair-Elect at the last WIB meeting, leaving the Treasurer position vacant. The Executive Committee nominated Craig Anderson to serve as the Treasurer of the WIB. Other nominations were called; none were offered.

**Motion** made by Toni Carter with second by Mike Chanaka to elect Craig Anderson as Treasurer of the WIB.

**Motion carried.**

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#### **Approve Executive Committee At-Large Members**

The Executive Committee membership has changed with the new membership year that started August 1, 2010 and the Committee would like to add additional at-large members. The Committee has nominated Scott North and Jacquelyn Carpenter as at-large Executive Committee members. Additionally, current Executive Committee at-large member Robert de la Vega's term is ending and he is up for reappointment to the Committee. Butch called for other nominations for at-large members; none were offered.

**Motion** made by Craig Anderson with second by Joe Stratig to approve Jacquelyn Carpenter as an at-large member of the WIB's Executive Committee.

**Motion carried.**

**Motion** made by Dave MacKenzie with second by Paul Nelson to approve Scott North as an at-large member of the WIB's Executive Committee.

**Motion carried.**

**Motion** made by Janet Ludden with second by Mike Chanaka to reappoint Robert de la Vega as an at-large member of the WIB's Executive Committee.

**Motion carried.**

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#### **Update to the 2010 Priorities**

The Executive Committee asked that Mary Jo update the board on progress made to the WIB's 2010 priorities. Mary Jo went through the goals and tactics and work that has been done since the start of the year.

2010 Priorities:

- The WIB will strengthen its role as a strategic leader in workforce development through oversight, communication, and advocacy efforts
  - o Tactics 1: Evaluate workforce development programs for which the WIB provides oversight, recommending action needed to utilize WIA funding most effectively for Ramsey County.
  - o Tactic 2: Position the WIB as a main point of contact for State, Regional, Co. and City economic, business and workforce development partners.
  - o Tactic 3: Raise awareness of legislative developments affecting the local and national workforce system through data collection and information review.
- The WIB will actively engage in workforce opportunities through local and regional collaborations to meet the needs of employers and job seekers in Ramsey County and beyond.

- Tactic 1: Conduct a comprehensive environmental scan utilizing various sources, including labor market information and business-specific data, to allow the WIB to inform policy direction and take action on workforce development opportunities.
- Tactic 2: Continue collaboration with local healthcare and community partners through the WIB's healthcare initiative as well as metro or statewide projects.
- Tactic 3: Collaborate with regional partners and professional organizations to create and implement coordinated workforce and economic development efforts, keeping WIB members and partners informed of challenges and opportunities.

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### **DEED Strategic Planning Session**

Patricia Brady, Mary Jo Gardner and Doug Hubbard attended the DEED Strategic Planning session on October 6. Patricia went through past DEED strategic planning efforts between the state and local workforce development entities. In the past, efforts and discussions have included maintaining local control in workforce service areas (WSAs), how to define a workforce center, establishing consistency for workforce centers across the state, role of the local WIB, and redistricting WSAs for a regional approach. The meeting in St. Cloud on October 6, which was the first of six meetings over the next six months, included representatives from DEED, MnSCU, State Services for the Blind, Unemployment Insurance, and WSAs. The meeting's focus was setting up the agendas for the next meetings and getting ideas out on the floor for how the meetings would run. Moving forward, the meetings will address developing a strategic plan for the incoming governor.

Members discussed business and economic development representation at the meetings- both were lacking. It was suggested that the WIB review the strategic planning meeting agendas prior to the meetings so members can have input in to the process. This could happen as a separate special meeting or discuss it at the MTOC meeting if time allows. Butch volunteered to setup a conference call to discuss the agendas if preferred. Additionally, staff could send out notes from these discussions so members who were not able to participate in the meeting or conference call can give input via email.

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### **Adjourn**

**Motion** made by Bob Morse with second by Scott North to adjourn the meeting at 3:38 pm.

**Motion Carried.**

## Attachment I

### Ramsey County WIB Meeting October 7, 2010

#### Recognition:

- Thank you to Doug Hubbard and Jody Yungers for their help in preparing the YouthLEAD Request for Proposals.
- Thank you to Doug Hubbard for representing the Youth Council at the Ramsey County Board Meeting on September 21, 2010, during which the Board approved the YouthLEAD Request for Proposals.
- Thank you to Mike Chanaka, Kathy Engesser, Butch Howard and Barb Mednick for their work on the WIB's 2010 Fund Development Letter.
- Thank you to Barb Mednick for her editing of the WIB's 1<sup>st</sup> Quarter Environmental Scan for RENEW.
- Congratulations to Kathy Engesser and past WIB member Jackie Mlynarczyk for their appointments to the Friends of the Workforce Investment Board's Board of Directors.
- Thank you to Scott North, St. John's Hospital, and Jane Foote, Healthforce MN, for their participation in discussion of workforce issues in healthcare at the September Market Trends and Oversight Committee meeting.
- Congratulations to Goodwill/Easter Seals MN and the Healthcare Initiative partners for the receipt of a \$67,000 FastTRAC grant to continue the WIB's Healthcare Initiative.
- Thank you to Mary Russell for presenting on the WIB's Healthcare Initiative at the Adult Basic Education Transitions Conference on September 24<sup>th</sup> and, at the Department of Employment and Economic Development Conference on September 30<sup>th</sup>.
- Congratulations to Workforce Solutions for their receipt of a FastTRAC grant to train individuals for work in Child Development through their Child Development Initiative.
- Congratulations to Workforce Solutions and its YouthLEAD vendors who met and exceeded all seven of the Department of Employment and Economic Development Youth Performance Standards for Program Year 2009. Workforce Solutions will receive an incentive award of \$23,338 to be used for customized youth training and the expansion of the Outreach to Schools Program.
- Congratulations to Workforce Solutions Business Services Unit who is being awarded an agreement to assist the Central Corridor Light Rail Project-Works. The agreement is to utilize the JobConnectMN.org website/database in the recruitment and dissemination of available minority and women workers for the companies working on the project.
- Thank you to Doug Hubbard for representing the WIB at the DEED Workforce Development Strategic Planning meeting in Saint Cloud.

#### Announcements:

- The October Market Trends and Oversight Committee meeting on Friday, October 8 will focus on the workforce needs of the manufacturing industry and will include guests from the field; the November 12<sup>th</sup> meeting will focus on the workforce needs of the financial services industry and will also include guests. All members are welcome to attend these meetings, which take place from 10:00-11:30 at the Ramsey County WorkForce Center- Saint Paul.
- Tom Stinson, the State Economist, will be a speaker at the February 3<sup>rd</sup> WIB meeting.
- The WIB is seeking an individual to serve as the Chair-Elect of the Youth Council. This position is open to all members but must be approved by the Ramsey County Board of Commissioners. Please contact Mary Jo for more information.
- Please note this date change: the next WIB meeting is December 9, 2:30-4:30.