

**Workforce Innovation Board of Ramsey County**  
**Executive Committee Meeting Minutes**  
Wednesday, November 20, 2024, 7:30-9:00am  
Meeting held using Zoom Video Conference

**Present**

Lisa Guetzkow  
Chad Kulas  
Tony Lusiba  
Yolanda McIntosh  
Don Mullin  
John Perlich  
Elisa Rasmussen  
Mary Russell

**Absent**

Cheniqua Johnson  
Rena Moran  
Aalayha Traub-EA

**Staff/Guests**

Mariann Macalus, Workforce Solutions  
Becky Milbrandt, Workforce Solutions

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**Call to Order and Land Acknowledgement**

Chair Rasmussen called the meeting to order at 7:31am. Russell read the land acknowledgement aloud.

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**Approve September Minutes**

**Motion (Kulas/Perlich) to approve the September 25, 2024, minutes as presented. Motion carried unanimously by voice vote.**

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**2025 Committee Meeting Schedule**

Rasmussen shared the proposed 2025 meeting dates, stating it follows the same cadence as 2024, with meetings on the 4<sup>th</sup> Wednesday of odd-numbered months from 7:30-9am, except as noted. Meeting invites will be sent after this meeting.

**Motion (Mullin/McIntosh) to approve the proposed 2025 Committee meeting schedule as presented. Motion carried unanimously by voice and chat votes.**

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**WIB Financial and Strategic Funds Reports**

Milbrandt reviewed the September-October financial report noting revenue is primarily from the WIOA grant allocation. The uncollected MFIP allocation will be fully recognized at the end of the year. The report will be brought to the full WIB for approval in December.

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**Proposed 2025 WIB Budget**

Milbrandt reviewed the proposed budget for 2025 noting the expenditures for the additional administrative support.

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**Membership**

*WIB & Committee Demographics Dashboards:* Milbrandt provided highlights on the WIB membership makeup, noting that the WIB is at full capacity of 33 members. With the three new members (Ali, Garcia, and Goodlaxson), there's been changes in race and ethnicity demographics (Asian, African American and White) and gender (two females and one male); business size (one large, one small with the focus on medium size) and by location (benchmark of urban/suburban mix). On the Committee Dashboard, there's been an increase in Asian/Pacific Islander and female with the addition of Pai Her to the Partnership & Outreach Committee.

*Ratification of Committee Appointments-Cybulski, Garcia, Her, Kuzel, Ali:* Milbrandt gave an overview of those requesting appointment to various committees.

**Motion (Kulas/Russell) to ratify the WIB Chair's appointments of Tami Cybulski and Bryan Kuzel to the Youth Committee, Ethel Garcia and Pai Her to the Partnership & Outreach Committee and Ismail Ali to the Tech Committee. Motion carried unanimously by voice/chat vote.**

## **Workforce Solutions Leadership Transition**

Milbrandt provided an overview of the changes in leadership noting Deputy County Manager Collins will be leading the hiring effort for the new Workforce Solutions Director/WIB Executive Director. The anticipated start date of the new director is early 2025. Belitz will continue to serve as the Interim Director.

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## **Executive Committee Action Plan Status**

Milbrandt reminded everyone that the work plan was written in 2022 and has been revised annually. Further discussion about this committee's priorities will happen at a future meeting.

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## **Committee Updates**

Milbrandt shared:

*Construction-Green Jobs and Partnership & Outreach Committees:* This committee did not meet as members were encouraged to attend The Opportunity Project for Cities (TOPC) demo on November 15. TOPC was established to create a digital tool to address a local problem, with pro-bono support from Google.org. Mullin shared that in honor of National Apprenticeship Week, Women Building Success is hosting a Trades Game Challenge on November 21 at the Pipefitters 455 Apprenticeship Training Center, 4-6:30pm.

*Policy & Oversight:* This committee reviewed the outcomes from the 2024 Federal and State elections. A small workgroup will be formed to review the WIB policy statement and make recommendations on the language.

*Tech Committee:* Lusiba provided a recap of the Vision Traction Organizer draft 10-year targets. The one-year plan is focused on training and connecting an agile tech workforce. The whole process is to develop a system from tech training to obtaining scholarships and internships.

*Equity Committee:* Russell and Milbrandt met with ADR to discuss plans for the upcoming Inclusive Workplaces Cohort. They shared with the committee the elements of the base package and the suggestion of a new capstone goal offering participants a practiced way to apply their learning to an individualized goal tied to a real DEI challenge or need within their organizations. It's important to find out if the cohort is working and if there is value in the lasting impact. This will be considered as an additive service to the ADR contract.

*Youth Committee:* Several updates were provided of events and initiatives over the next three months, including the 3DE case study challenge and recruiting for the final Tech Squad cohort.

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## **Staff Updates**

*SNAP E&T:* Guetzkow shared that last fall, the state implemented a change in SNAP E&T eligibility, screening, and referral roles. These changes shifted some of this program's work within Workforce Solutions. This change resulted in the decision to wind down Workforce Solutions as a SNAP E&T provider as of the end of the 2024 contract year. Guetzkow noted that there are several SNAP E&T providers in Ramsey County so residents will still have ample access to the program.

*CareerForce Engagement Report:* Guetzkow gave a quick update on the data the One-Stop Operator collected through September 30, 2024, on services being offered to career seekers and employers at the CareerForce location in Saint Paul. This data reflects increasing numbers of visits and 1:1 appointments throughout the year.

*CareerForce Relocation:* Milbrandt provided an update on the relocation effort, stating that construction started yesterday in the Metro Square building. Several elements of the project are happening simultaneously around space planning/build out, MOU/IFO negotiations with all the partners, and drafting the legal agreements with the state. Milbrandt shared the floorplan and the timeline. The plan is to have the new location open to the public in February 2025.

*Upcoming Events:* Milbrandt will send information in the follow up email on the following events:

- Minnesota Skills-Based Accelerator workshops
  - Inclusive Workforce Summit – January 29, 2025, 8am-1pm, at the Science Museum of Minnesota.
  - Artist Job & Resource Fair – February 27, 2025, 2-5pm at Springboard for the Arts, Saint Paul.
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- Ramsey Green Expo – March 19, 2025, 10am-1pm at Minnehaha Rec Center, Saint Paul.
- December WIB Meeting:* If you haven't already, please RSVP for the December 5 WIB meeting and Cohort recognition lunch on Eventbrite by the end of the day.
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**Other**

No other topics discussed.

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**Adjourn**

The meeting was adjourned at 9:00am.

The next Executive Committee meeting is Wednesday, January 22, 7:30-9am.