

## **Ramsey County Workforce Investment Board Operating Rule: 2002-01**

**Date:** January 18, 2002

**Subject:** WIB Member and Youth Council Chairs Terms

**Policy or Procedures:** Workforce Investment Board Committee/Council chairs shall serve a two-year term, with the option to run for re-election at the end of their terms.

**Effective Date:** Upon approval

**Date Approved:** Ratified at February 7, 2002 General Membership meeting

## **Ramsey County Workforce Investment Board Operating Rule: 2002-02**

**Date:** March 15, 2002

**Subject:** WIB Member and Youth Council Appointments

**Background:** The WIB Bylaws require that any action taken by the Executive Committee be ratified at the next WIB General Membership meeting.

**Purpose:** To streamline the WIB Membership and Youth Council appointment processes to ensure that vacancies are filled as quickly as possible.

**Policy or Procedures:** Authorize the Executive Committee to take action on behalf of the WIB General Membership to nominate individuals for WIB membership and appoint members to the Youth Council.

**Required Action:**

- 1) The Executive Committee will review applications for WIB membership and forward nominations to the Ramsey County Board of Commissioners.
- 2) The Executive Committee will review Youth Council applications and appoint members to the Youth Council, contingent upon ratification by the Ramsey County Board.

**Effective Date:** Upon approval

**Date Approved:** Ratified at April 4, 2002 General Membership meeting

## **Ramsey County Workforce Investment Board Operating Rule: 2003-01**

**Date:** February 21, 2003

**Subject:** WIB Expenditure Authority

**Background:** Now that the Workforce Investment Board has a separate operating Budget and its own staff an operating procedure regarding expense authority is necessary.

**Purpose:** To establish the levels of authority governing the commitment of the WIB to contracts and financial obligations and to specify the levels of pre-approval and specific approval for the actual expenditure of funds.

**Rules of Operation:**

It is the position of the Ramsey County WIB that all payment be approved at its monthly Executive Committee meeting prior to or depending on the amount after the incurred expense has been made and paid. The guidelines are as follows:

- Payment of payroll, salary and benefits, are approved when staff are hired and do not need further approvals.
- Payments of under \$250 be made by CEO without prior Executive Committee action
- **Payments between \$250-\$1,000 be co-signed by an officer of the WIB but do not need prior approval by the Executive Committee.**
- Expenditures over \$1,000 must have prior approval by the Executive Committee.
- The CEO has authority to move up to 10% or \$250 (whichever is greater) of line items
- Changes to the budget of over \$5,000 must be prior approved by the full WIB

**Effective Date:** Upon approval

**Date Approved by Executive Committee:** February 21, 2003

**Date Ratified by Full WIB:** June 5, 2003

**Ramsey County Workforce Investment Board Operating Rule: 2003-02**

**Date:** March 12, 2003

**Subject:** WIB Attendance

**Background:** The bylaws establish attendance requirement at WIB and committee meetings. Attendance needs to be regularly tracked and violations of bylaws acted on promptly.

**Purpose:** To establish that attendance will be tracked and that there is a consistent process to be followed when attendance violations occur.

**Rule of Operation:**

The staff of the WIB will track attendance at WIB and committee meetings. If bylaw requirements are violated, the issue will be put on the agenda of the next Executive Committee meeting.

**Date Approved:** April 18, 2003

**Ramsey County Workforce Investment Board Operating Rule: 2003-03**

**Date:** April 7, 2003

**Subject:** Competitive Procurement Process

**Background:** Julie Kleinschmidt, the Director of the Office of Budgeting and Accounting for the County, and Karen Kushner, Assistant County Attorney, suggested that the WIB adopt an operating procedure establishing a competitive procurement process. They recommended basing it on the procurement requirements to which Minnesota public entities are generally subject.

**Purpose:** To adopt purchasing parameters that ensure an open and competitive procurement process that reflects the requirements to which local governments must adhere.

**Rule of Operation:**

If the amount of the contract is estimated to **exceed \$50,000**, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing competitive bidding of contracts for local governments. The Workforce Investment Board must approve the RFP and the selected vendor.

If the amount of the contract is estimated to **exceed \$10,000 but not to exceed \$50,000**, the contract may be made either upon sealed bids or by direct negotiation, by obtaining 2 or more quotations for the purchase, when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. In general, sealed quotes are recommended above \$15,000.

If the amount of the contract is estimated to be **\$10,000 or less**, the contract may be made either upon quotation or in the open market, in the discretion of the Workforce Investment Board. If the contract is made upon quotation it shall be based, so far as practical, on at least 2 quotations.

For professional and personal services, for a contract under \$15,000, a contract will be awarded to the best qualified vendor who can provide the required services, which will not necessarily be the lowest cost; for a contract of \$15,000 or more, a Request for Proposals will be issued and a contract will be awarded to the best qualified proposer who meets the requirements of the RFP, which will not necessarily be the lowest cost.

All records of bids, quotes and purchases must be kept for 6 years.

**Effective Date:** Upon approval

**Date Approved:** April 18, 2003

**Ramsey County Workforce Investment Board Operating Rule: 2004-01**

**Date:** August 5, 2004

**Subject:** Communication, Advocacy and Oversight (CAO) Committee Operating Rules

**Purpose:** To establish the rules for operation of the CAO Committee

**Effective Date:** The CAO Committee approved these Operating Rules at their July 9, 2004 meeting.

**Date Approved:** The Full WIB ratified these Operating Rules at the August 5, 2004 meeting.

**Rules of Operation:**

**Meeting Preparation:** Prioritized agendas and pre-reading will be sent out in advance, ideally at least 3 days before the meeting. They will specify action required for each agenda item and will **bold** items requiring decisions. A consent agenda will be used for routine compliance, process-related items or updates as appropriate. Members should complete pre-reading sent along with the agenda prior to the meeting.

**Meeting Focus:** The committee will meet bi-monthly unless material does not warrant a meeting. Meetings will focus on business planning, coordination, reviewing and discussing implication of committee work and recommending proposals for WIB approval. Ad hoc and sub-committees will be used for brainstorming, drafting outlines on issues or approaches, and completing tactical execution.

**Meeting Flow:** The Chair will conduct the business meeting according to the modified *Robert's Rules of Order* used by the full WIB. In the absence of the Chair, the Vice Chair will serve as acting chair.

**Decision-Making:** Building a consensus of members present is the preferred way of decision-making with use of a quorum voting in favor of motions as a secondary method. A quorum consists of the majority of WIB committee members present at the meeting. While there is a strong preference for decision making to occur at meetings, other means may be used when necessary such as a conference call or electronic voting. Methods that allow interaction are desired.

**Organization/Tracking of Work:** The committee will develop a business plan to define how the responsibilities of the committee will be carried out. The Executive Committee will approve the plan. Progress against the plan will be routinely reviewed at Committee meetings. A business plan progress report will be provided for all WIB meetings (part of consent agenda sent out in advance).

**Sub-committees and Ad Hoc Committees:** The Committee will charter sub-committees and/or Ad Hoc committees for completion of specific deliverables. When chartering sub-groups, the following must be defined:

Objective

**Scope**

Deliverable and Time frame

Person in charge

Members can consist of WIB members, their delegates, experts or others as defined by the committee.

## **Ramsey County Workforce Investment Board Operating Rule: 2004-02**

**Date:** June 17, 2004

**Subject:** Youth Council Operating Rules

**Purpose:** To establish the rules for operation of the Youth Council.

**Effective Date:** The Youth Council approved these Operating Rules at their June 24, 2004 meeting.

**Date Approved:** The Executive Committee ratified these Operating Rules at the July 16, 2004 meeting.

**Rules of Operation:**

**I. Authority**

The Ramsey County Workforce Investment Board's Youth Council is established under the Workforce Investment Act of 1998 and is subject to all laws, regulations, agreements, and by laws of its Federal, State and County regulatory agencies, and all revisions enacted at later dates. If any of the following rules are in conflict with any of the above, the above laws, regulations, agreements and bylaws shall prevail.

## **II. Purpose**

These rules are established to permit an orderly process for conducting the Youth Council's business meetings and carrying out its obligations set forth under the above laws, regulations and agreements.

## **III. Membership**

The Workforce Investment Board (hereafter called the WIB) appoints Youth Council members using the following criteria.

- A. A balance between City of St. Paul and Suburban Ramsey County representation is a desired goal.
- B. The Chair of the WIB will appoint the voting WIB members to serve on the Youth Council.
- C. All other members of the Youth Council are members of the WIB as non-voting members and may participate in all meetings of the WIB.
- D. Under the Workforce Investment Act, the membership of the Youth Council must include: 1) members of the local board with a special interest or expertise in youth policy; 2) members who represent service agencies, such as juvenile justice and local law enforcement agencies; 3) members who represent local public housing authorities; 4) parents of eligible youth seeking assistance under WIA; 5) individuals (including former participants) and members representing organizations that have experience relating to youth activities; 6) members who represent Job Corps Centers, if a Center is located in the local area.

While the Act requires certain representation, it also leaves considerable discretion to the local WIB and local elected officials to determine the appropriate additional members needed to create a Youth Council that best represents the community and one that will be successful in accomplishing the goals of the Youth Council.

The current Youth Council membership is as shown in Appendix A.

- E. Members absent from 3 consecutive meetings without prior notification to their delegate will be considered for removal from their position on the Youth Council. If a member's absences (excused or unexcused) become excessive, they will be considered for removal from the council.
- F. Vacancies on the Council should be filled as soon as possible. Positions are filled from applications made to the Youth Council. The youth Council will review applications and make recommendations for membership to the WIB Executive Committee for appointment in consultation with the Ramsey County Board of Commissioners. Applications may be held for two years.

## **IV. Elected Officers and Terms of Office**

Officers will consist of a Chair and a Chair-Elect. Terms of office will be for two (2) years from August 1, through July 31 of even numbered years. Elections will normally be held in the spring of

the year prior to assuming office in the fall. Special Elections may be held to fill vacant positions for the remainder of the vacant term of office.

#### **V. Duties of Officers**

The Chair will conduct the business meetings of the Youth Council according to *Robert's Rules of Order Revised* and is authorized to sign all required documents on behalf of the Council. The chair will serve on the WIB Executive Committee as a voting member. In the absence of the Chair, the Chair-Elect will serve as Acting Chair.

#### **VI. Committees**

There may be Ad Hoc committees formed by the Chair to investigate and report back outcomes to the full Council. Such committees shall have a "champion" with defined objectives and timelines to follow.

#### **VII. Quorums**

A quorum shall consist of the full Youth Council voting members present to conduct the business meetings of the Council.

#### **VIII. Adoption of these Rules**

These rules are adopted after review and comment by the WIB Executive Committee and approval of two thirds of the voting members of the Youth Council. Electronic voting may be used.

#### **IX. Revisions**

Any member may propose amendments of these rules to the Youth Council. Such amendments will be submitted to the WIB Executive Committee for review and comment prior to adoption. Upon receiving a minimum of two weeks prior notification of the proposed amendment, a two thirds majority vote of the full Youth Council membership is needed for passage. Electronic voting may be used.

### **Ramsey County Workforce Investment Board Operating Rule: 2004-03**

**Date:** February 1, 2007

**Subject:** Grants for Members Attending the NAWB Conference- Update to original rule enacted October 7, 2004.

**Background:** In reviewing the FY05 budget, members requested that funds be built in support WIB members who are interested in attending the National Association of Workforce Boards (NAWB) conference. As a result of this, \$2,500 was built in to the budget for this purpose. The Oversight Committee of the WIB discussed the procedure for distributing these funds at their August meeting and are recommending the following.

**Purpose:** To establish the policy for distributing funds to WIB members for use at the annual NAWB Conference.

#### **Rules of Operation:**

Any member of the WIB, not to exceed five members, may request funds capped at the cost of the "early bird" registration fee for the conference, from the WIB budget to attend the annual National Association of Workforce Boards conference. These funds may be used by the member as they see

fit, within the confines of conference expenses. An email will be sent out in January to all members to remind them that these funds are available.

The following priorities will be used in the instance that more than five members request funds:

1. Board members who are in good standing with attendance, according to the WIB bylaws
2. Members of the Executive Committee
3. Business Members

**Effective Date of Revision:** February 1, 2007

**Date Approved by Executive Committee:** January 19, 2007

**Date Ratified by Full WIB:** February 1, 2007

### **Ramsey County Workforce Investment Board Operating Rule: 2004-04**

**Date:** November 3, 2004

**Subject:** Guests at WIB meetings

**Background:** As the WIB begins to deal with more subjects of public interest, it may become necessary to allow time at WIB meetings for public opinion to be heard.

**Purpose:** To establish a policy for hearing from guests at WIB meetings.

#### **Rules of Operation:**

Five minutes will be added to each committee agenda (Youth Council; Communication, Advocacy and Oversight; Workforce) to allow for guests to address issues. This time, to be called "Open Forum," will be recognized by the Chair of each committee per the agenda for each meeting. If no one is present to speak, the meeting will proceed according to the agenda.

The following restrictions and exceptions will be followed:

1. Staff present at meeting will be allowed to speak at any time they are called upon by the Chair. This includes WIB staff, Workforce Solutions staff and invited DEED staff.
2. The "Open Forum" rule will be followed at all WIB committee meetings, but will not be observed at full WIB meetings. If a guest wishes to address the full board, these instances will be reviewed on a case by case basis by the Chair of the WIB.
3. Guests wishing to address the committee during the open forum should alert the committee Chair of their presence and their desire to speak before the start of the meeting.
4. Guests may be given more time on the agenda at the discretion of the committee Chair.

**Effective Date:** December 2, 2004

**Date Approved by Executive Committee:** November 19, 2004

**Date Ratified by Full WIB:** December 2, 2004

# Ramsey County Workforce Investment Board Operating Rule: 2005-01

**Date:** December 1, 2005

**Subject:** WIB Grant Endorsement and Application Partnership (revision on Operating Rule 2004-10-04-2)

**Background:** The WIB receives requests for endorsements and to partner in grant applications. The WIB also initiates pursuit of grants to benefit our community.

**Purpose:** To provide a clearly articulated policy that outlines a fair and equitable process for determining whether the WIB will endorse a grant and whom to partner with in a grant application.

## **Policy or Procedures:**

### ***Grant Application Endorsement***

- Requests for endorsement must document how the requested grant or other action furthers WIB goals
- Requests for endorsement must outline the rationale explaining why their organization has the capacity to deliver the grant
- Endorsement may not be feasible if significant staff time is required to determine if there is a strategic fit or if organizational capacity exists
- Applicant organizations that meet the above criteria will be endorsed. Endorsing multiple applications for the same grant is acceptable

### ***Grant Partners***

This covers instances where the WIB is actually a partner in the grant application.

- If the grant is for public dollars, then Workforce Solutions has the first right of refusal to partner with the WIB. **All grant opportunities that are open to partners will be listed on the WIB's website at [www.rcwib.org](http://www.rcwib.org)**
- If an organization approaches the WIB with a grant idea:
  - The WIB will only consider participation if it fits with WIB strategic goals and WIB capacity exists
  - If it would enrich the proposal to bring in other partners and the initiator is open to the idea, the WIB would broker a collaboration
- If approached by multiple organizations:
  - and the efforts are synergistic, the WIB will work to build a collaboration
  - and the efforts are NOT synergistic, the WIB will partner on the proposal that best fits strategic goals
- If the WIB is the initiator and main applicant, the WIB enlists partners to apply for the grant as appropriate. Because the WIB does not administer programs and has limited staff capacity, most grant applications will need to be collaborations. Some partners may provide counsel while others may help design the proposal or write the grant.

- Grant opportunities will be publicized to all WIB members (and potentially other linked organizations) outlining the nature of the grant opportunity and a specific meeting date/time to discuss a collaborative approach. Those that are interested in the grant and think they have something to offer attend the meeting; the WIB facilitates the group at the meeting making decisions about scope, lead partners, etc. The approach selected must advance WIB strategic priorities and provide a compelling case consistent with funder interests. The group can decide to bring in additional partners as appropriate.
- In some instances, it may be appropriate for the WIB to contract out dollars via an RFP using appropriate criteria including logical fit, expertise, capacity, proven track record, etc
- The WIB will evaluate if the process is working after no more than 1 year and adjust as needed

**Date Approved and Effective:** December 1, 2005