

**Memorandum of Understanding
Between the Ramsey County Workforce Investment Board and
Friends of the Workforce Investment Board**

The following chart lays out roles and responsibilities of each organization regarding WIB Operation:

Workforce Investment Board	Friends of the Workforce Investment Board
Financial	
<ul style="list-style-type: none"> • Define the duties of Friends of the WIB as fiscal agent for the WIB • Raise sufficient funds to cover WIB expenses • Define how funds raised are best used to further the mission and vision of the WIB • Approve formal WIB operating budget • Negotiate and approve all financial agreements with the County, Chamber or other entities contributing to WIB operation • Identify and approve grants for which the WIB will apply • For grants received, manage all elements of implementation including selecting and negotiating with sub-contractors, coordinating work, evaluation, preparing reports for funders, etc. 	<ul style="list-style-type: none"> • Serve as fiscal agent for the WIB • Serve as fiscal agent for any grants for which the WIB chooses to apply • Serve as fiscally responsible agent for applying for, receiving, holding, and dispersing funds as directed by the WIB • Provide financial reporting to the WIB (monthly, quarterly [if requested] and annually) • Provide input into the formation of a WIB operating budget and ratify the final WIB budget • Establish appropriate policies concerning financial management, internal controls, etc. • Provide an audit of Friends of the WIB finances annually if legally required or requested by funders • Ratify and sign any contracts that involve payment for services
Personnel Serving the WIB	
<ul style="list-style-type: none"> • Provide input into personnel practices and ratify personnel practices manual • Define number and types of staff needed, staff compensation package (base salary, incentive, benefits) and staff job descriptions • Provide CEO ongoing performance feedback, formal annual performance review and assessment of incentive earned • Lead CEO selection process and recommend candidate for hiring • Recommend any disciplinary action related to the WIB CEO 	<ul style="list-style-type: none"> • Approve and implement personnel practices that comply with all rules, regulations and laws and meets the requirements of the WIB • Serve as employer of record including managing payroll services, payroll tax filing, employment records, employee attendance and leave, benefits procurement and administration, and other elements related to personnel management • Ratify WIB recommendations regarding CEO performance review, hiring recommendation, CEO disciplinary action and any personnel terminations • WIB CEO is empowered to hire, coach, review performance, carryout any needed disciplinary action and assess incentive earned for other staff
Other	
<ul style="list-style-type: none"> • Other responsibilities mutually approved by the WIB and Friends of the WIB Board of Directors to support achieving the vision, mission and goals of the WIB 	

Changes to this agreement can be proposed by either party and must be mutually approved to go into effect. There is no expiration date of this agreement, but with 90 days notice either party can initiate termination.

Ellen Watters, Chair, Ramsey County Workforce Investment Board

Date

Mike Chanaka, Chair, Friends of the Workforce Investment Board

Date