

Ramsey County Workforce Investment Board  
**Communication, Advocacy and Oversight Committee**

September 14, 2007  
**Minutes**

**WIB Members Present**

Patricia Brady  
Amy Brenengen  
Carrie Coleman  
Bob de la Vega  
Jackie Mlynarczyk  
Libby Starling

**Members Absent**

Kathy Engesser EA  
Trixie Golberg  
Kristina Hamann  
Tom Macy EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Raleigh, WIB Staff  
Janet Guthrie, Workforce Solutions  
Wendy Underwood, City of Saint Paul

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**Call to Order**

Bob de la Vega, Chair, called meeting to order at 11:36 a.m.

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**Welcome and Introductions**

The committee welcomed Wendy Underwood. Wendy is the Saint Paul Mayor's Office Workforce liaison and will be at WIB meetings in the future to keep the Mayor's office and WIB work connected. All members introduced themselves.

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**Approve Minutes**

**Motion** made by Jackie Mlynarczyk with second by Amy Brenengen to approve the July minutes as presented.

**Motion carried.**

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**Nominations for Vice Chair**

Amy Brenengen has accepted a new position, and is also serving as the Treasurer of the WIB, and will not be able to be the Vice-Chair of this committee. Nominations were called for CAO Vice-Chair candidates. No nominations were offered at this time.

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**JPA Update**

The City and County are moving in a positive direction with the JPA. Current discussions are focusing on developing an MOU to attach to the JPA, outlining modifications and new ways to operate. An update will be given when there is more specific information available.

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**Partnership Agreement**

A Partnership Agreement exists between the WIB and County that provides the working relationship between the two entities. This agreement needs to be updated and renewed every two years, and the County and WIB are working on an agreement for 2008-2009. The changes to the agreement are mostly names and dates, with the one exception being the vote at Greater Metropolitan Workforce Council (GMWC) meetings. Currently, each county's Local Elected Official and WIB Chair are given a vote at the meeting. In the absence of these individuals, the Workforce Service Area (WSA) Director is given a vote. Because Ramsey County operates differently, and has a WIB Director, there is a proposed change to split the WSA Director vote at the GMWC meetings based on the nature of the decision; if it is an operational decision, the WSA Director will vote, and if it is a strategic decision, the WIB Director will vote. The proposed change will go to the GMWC on October 15<sup>th</sup> and, if approved there, it will be incorporated into the Partnership Agreement to be approved by the WIB and County Board.

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**Update on WSA Re-designation**

Over the summer, DEED held eight listening sessions across the state to get feedback on regional collaborations and the general landscape of the MN economy. Comm. McElroy will discuss these sessions on September 26<sup>th</sup>

from 10:30-11:30 at the DEED conference. WIB staff will distribute more information about the conference to full board.

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### **Update on Membership**

The committee was updated on the spots open on the board, and the members in progress. There was further discussion on the board size; there seems to be an interest from the City and County to reduce the number of board members through the MOU to the JPA.

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### **Strategic Planning**

The current strategic plan was finalized in April 2003, and will be five years old in April 2008. The WIB has made advancements on many of the items in the plan, and it may be time to update this document. The committee was asked if they felt it was a good use of time over the next year- there was a general consensus that the document is out of date, and in the future the WIB may want to review it more often and keep it as a living document.

Staff would like to apply for a grant to hire a consultant to assist with this process. Mary Jo requested volunteers to form an ad hoc to work on this process. The full board will be tapped into, but it would be good for the leader to come from the CAO Committee.

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### **Fundraising Plan**

WIB leadership has been having discussions about the formation of the Friends of the WIB and the continued fundraising efforts of the organization. A plan needs to be developed to secure operational funds, as well as develop the case for the value of the FWIB to funding organizations. Mary Jo requested volunteers for an ad hoc to help with the WIB's fundraising efforts.

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### **WIB Website**

WIB staff began maintaining the WIB's website in July, and an ad hoc is meeting to plan a re-design of the site.

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### **Legislative Agenda**

Mary Jo requested volunteers to help develop the WIB's Legislative Agenda. Normally, an ad hoc meets after the MN Workforce Council Association (MWCA) adopts their agenda, and the WIB's agenda is modified from this document. Carrie Coleman, Patricia Brady and Wendy Underwood volunteered to help. The ad hoc suggested looking at the draft the MWCA has now and develop the WIB agenda from this, or take what the WIB approved in April and work from this.

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### **2008-2009 County MFIP/CCSA Biennial Service Agreement**

Janet Guthrie, MN Family Investment Program (MFIP) Director for Workforce Solutions, was present to discuss the Biennial Service Agreement of the county's MFIP program. MFIP is Workforce Solutions' largest program, serving about 12,000 people annually, with a budget of \$25 million in 2008. This funding is split between the MFIP-Employment Services, Diversionary Work, Financial Assistance and Emergency Assistance programs. Participation in this program is mandatory and recipients must participate in employment services. The agreement states what Ramsey County will do to address the needs of low income families, and how to improve performance outcomes.

The Biennial Service Agreement is due on October 15<sup>th</sup> and needs to have a 30-day public comment period. A draft of the plan will be up in the County's website on Monday, Sept., 17<sup>th</sup> for public comment. Members are welcome to review the plan and submit comments.

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### **Adjourn**

The meeting adjourned upon the completion of the agenda at 1:03.

**Next Meeting-** November 9<sup>th</sup>