

Ramsey County Workforce Investment Board
Executive Committee Meeting
September 19, 2003
Minutes¹

Members Present

Shelley Rose, Chair
Patricia Brady
Mike Chanaka
John Giovannini
Kirk Hayes
Greg Lambert
Donovan Schwichtenberg
Ginny Sullivan
Ellen Watters
Dean Shawbold

Members Absent

Doug Hubbard
Shar Knutson
Scott Lemire
Tom Macy, EA

Staff/Guests Present

Kitty Gogins, WIB CEO
Kate Bates, WIB Staff

Call to Order

Rose, Chair, called the meeting to order at 9:30 a.m.

Approve Minutes

Motion made by Chanaka with second by Shawbold to approve the August 15, 2003 minutes as written.

Motion carried

Approve August Financial Report

The group reviewed the budget without issue.

Motion made by Chanaka with second by Brady to approve the August Financial Report.

Motion carried

Approve October MN Development Conference Request

Gogins requested to attend the October MN Development Conference. The group decided that it would be worthwhile for Gogins to attend, and agreed to pay the \$225 fee for registration, and the rest of expenses, not to exceed \$300 total.

Motion made by Chanaka with second by Schwichtenberg to approve Gogins' request to attend the October MN Development Conference.

Motion carried

Discuss and Define Response to Chamber Proposed New Partnership Agreement

The ad hoc group created to respond to the Chamber's proposed New Partnership Agreement discussed their proposed changes (located in Attachment 1). A main goal in creating this was to sustain the friendly relationship the Chamber and WIB have developed, while maintaining the WIB's independence. The proposed changes fall in the following major areas:

- The WIB wishes to retain authority and autonomy in personnel decisions while following personnel practices not inconsistent with the Chamber.
- Language was clarified to reflect the wording of an agreement rather than that of a proposal.
- Changes to reflect the two-way nature of communication and support
- Involvement in Chamber strategic planning was restated within the context of our involvement in important key stakeholders' strategic planning.
- Explicitly stating term required for either party to notify the other of termination of the agreement.

Exhibit A, the proposed WIB personnel practices, was reviewed briefly. Chanaka and Sullivan will review to ensure appropriateness and add generic wording regarding that WIB employees may be eligible for incentive pay. The goal is to maintain Chamber wording wherever possible.

¹ This document is available in alternate format upon request. If special meeting accommodations are required, please contact Admin@rewib.org, or call 651-265-2760

While the WIB number one choice is to move forward with having staff continue to reside at the Chamber for 2004, the ad hoc group felt there is a need for the WIB to understand options for the future.

The ad hoc committee was put on standby to be prepared to respond to the Chamber's response to the new Partnership Agreement.

The WIB staff left the room for an Executive Session.

Approve WIB Response to Chamber Proposed New Partnership Agreement

Motion made by Hayes with second by Giovannini to accept the Proposal as amended at this meeting. Watters abstained from voting.

Motion carried

Approve CAO Recommendation on Certification

The new Certification Policy, created by the CAO committee, was discussed. All agreed that it would be a more efficient use of time to accept the state's recommendation on program performance data as opposed to board members and the CEO researching the data given. The WIB will follow the state's recommendation unless the local counselor input collected provides rationale to support different action.

Motion made by Lambert with second by Shawbold to the CAO Recommendation on Certification.

Motion carried

Approve U of M Continuing Education Certification

Of the 22 non-credit courses submitted to this committee for certification, four were found to require certification to use WIA funds, under the 1998 Workforce Investment Act. The proposed letter detailed the difference in training, stating that courses classified as intensive (those which do not lead to a degree or certificate) do not require certification. This letter is to be sent to the University of Minnesota's Continuing Education Program, and carbon copied to Larry Eisenstadt at DEED.

Schwichtenberg shared additional data provided by the U of M since the CAO committee developed their recommendation, which shows more of the 22 classes lead to credentials and therefore required certification under WIA. A friendly amendment was proposed by Schwichtenberg to the original motion to approve the letter that gives the CAO committee authority to review this information and come to a decision regarding the courses in question.

Motion made by Lambert with second by Hayes to approve the letter written on September 16 to certify those four classes which require certification and any additional courses as approved by the CAO committee.

Motion carried

Move Agenda Items to October Meeting

Due to time restraints, it was proposed that agenda items regarding the Funding Gap and Strategic Direction were moved to the October 17 meeting.

Motion made by Chanaka with second by Shawbold to move the remaining agenda items to the October 17 meeting.

Motion carried

Other

Chanaka announced that he is representing the WIB on the Mayor's Biotech Committee. The goal of the Committee is to grow tax base and jobs in Saint Paul by the thousands in the future as the corner stone of Saint Paul's economic development strategy over the next ten to twelve years.

Adjourn

Meeting adjourned at 11:30 a.m. upon the completion of all agenda items.

Next Meeting

October 17, 2003, 9:30-11:30 a.m., North St. Paul WorkForce Center, 2098 11th Avenue East.

Attachment 1

Achieving the WIB's strategic goals is the top priority and receives the bulk of WIB staff energy and attention. The WIB Board develops and pursues policies and activities independent of the Chamber. However, one asset that the WIB can use to achieve its goals is maintaining and enhancing a mutually beneficial partnership with the Saint Paul Chamber of Commerce. Specifically, as the WIB and Chamber discuss the second year of their partnership, the WIB has been asked to look for opportunities to more closely connect with the Chamber. This connection has been proposed to go beyond the scope of the first year partnership. The first year of the partnership involved the following:

The Chamber provided to the WIB an estimated in-kind of \$18,000+++ for Saint Paul Chamber alone):-

- Employer of record services, including payroll services, FICA, Unemployment Insurance, Workers Comp insurance, etc. at no charge to the WIB
- Office space, phone, computers, reception, meeting space, etc. at no charge
- ~~Disbursing Fiseal~~ agent services, including payables, monthly and annual financial statements, etc.
- Opportunity to use Chamber communications vehicles and events to recruit WIB members, raise awareness of WIB, and gain support of business community.

The Board acknowledges that the WIB and the Chamber have distinct missions; we seek this partnership because of mutual advantages. ~~As discussion of the second year of the partnership has occurred, the Chamber has indicated it would like a closer connection to the WIB primarily to ensure equality equanimity in personnel matters and to build on the foundation of partnership established in the first year.~~ An important principle in this partnership is that of equality. What that means is that investments in time and energy by the WIB will be reciprocated by the Chamber over time. As in any productive partnership, this goes beyond hours and numbers and is ambiguous; ~~But,~~ it manifests itself in such ways as the Chamber providing assistance if the WIB needs it for recruitment, mailings, events, etc., just as on occasion the Chamber may request the WIB's assistance. Finally, the success of the partnership will largely depend on the attitude of cooperation between the two organizations and especially between the staff members. Again, this is difficult to prescribe in a formal agreement, but goes to the heart of the type of partnership the Chamber is seeking.

For the second year partnership, the Chamber and WIB agree to the following provisions ~~there are some specifics that the Chamber asks be included~~ in addition to the above:

- The WIB agrees to reimburse the Chamber ~~would be reimbursed~~ for the additional direct costs associated with serving as employer of record, including actual cost of workers comp and unemployment insurance. (estimated at approximately \$ 1,819 per year)
- The WIB adopts the personnel and office policies shown in Exhibit A which are not inconsistent with Chamber policies provided on August 28, 2003. ~~Compliance with Chamber personnel policies and procedures to ensure consistency with other Chamber employees. The WIB Board would conduct annual performance evaluations of the CEO and recommend personnel, compensation, bonuses, etc. to the Chamber. The WIB Board and Chamber would mutually agree on these decisions.~~
- The WIB has authority and autonomy over the hiring, termination, work direction, management and compensation of its staff. The WIB will communicate with the Chamber on its personnel-related issues and will work with the Chamber to minimize adverse exposure and risk to the Chamber.
- Periodic attendance and updates by WIB at Chamber staff meetings to provide an opportunity for Chamber and WIB staff to look for opportunities to collaborate. (1 hour per month estimated)
- The WIB CEO is encouraged to participate in the strategic planning sessions of key stakeholders to discuss joint efforts where partner and WIB goals align. Designated WIB board member(s) may accompany the CEO. The WIB considers the Chamber an important stakeholder and is pleased to participate in a portion of the Chamber planning retreat to discuss joint efforts where Chamber and WIB goals align; e.g., policy on GWDC or County budget allocation. (up to 4 hours per year estimated)

- Expansion of use of Chamber communications vehicles for WIB. (as needed)
- Opportunity to leverage Chamber public affairs expertise and connections to advance WIB agenda where ~~there is agreement with Chamber goals~~ Chamber and WIB goals align.
- ~~The Chamber may provide~~ opportunities ~~for the WIB~~ to listen to employer customer through Chamber activities; e.g., Small Business Owners Roundtable, Manufacturers Roundtable, and other events. ~~The WIB may accept or decline these opportunities, but it is the WIB's intent to leverage occasions where it can directly listen to the voice of its primary customers.~~ (up to 2 hours per month possible but not all 12 months)
- ~~Participation by WIB CEO in Chamber staff team building retreat (6 hours per year estimated)~~
- Occasional phone coverage by WIB admin. (1 hour per month estimated)
- The WIB will make ~~an annual Bi-annual~~ presentation to Chamber Board, ~~and/or its designated representatives, and Chamber Foundation Board~~ on WIB accomplishments. (3 ~~6~~ hours per year estimated)
- ~~The Chamber and WIB agree to update each other on the issues and actions being taken around workforce development. Each organization will provide a monthly written update to Chamber Board on workforce WIB activities (.5 hour per month estimated)~~
- The WIB requests participation in WIB activities from the Chamber's business sector representation involved in workforce issues for the Chamber.
- The Chamber agrees to support and assist the WIB in recruiting board members.
- The Chamber agrees to support and assist the WIB in recruiting financial support for WIB activities.

~~While these activities will require some additional WIB staff and volunteer time, the return on the investment of this time should outweigh the initial investment.~~

The term of this agreement, in its entirety and including the extension of the original agreement commencing November 15, 2002, is for the period commencing January 1, 2004 and ending December 31, 2004. Either party may terminate this agreement on ~~90~~ 60 days' written notice to the other party.

The Chamber and WIB understand that this stronger partnership will require an additional investment of staff and volunteer time; both agree that the return on this investment should outweigh the opportunity cost.

Larry S. Dowell, President
Saint Paul Area Chamber of Commerce

Shelley K. Rose, Chair
Ramsey County Workforce Investment Board

Dated: _____

Dated: _____