

Ramsey County Workforce Investment Board  
**Executive Committee**

September 17, 2004  
**Minutes**

**WIB Members Present**

Ellen Watters, Chair  
Patricia Brady  
Kathy Engesser  
Vinod Kumar  
Greg Lambert  
Bill Lowe  
Tom Macy

**Members Absent**

Kirk Hayes  
Doug Hubbard  
Shar Knutson  
Ginny Sullivan EA

**Staff/Guests Present**

Kitty Gogins, WIB CEO  
Kate Bates, WIB Staff

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**Call to Order**

Ellen Watters, Chair, called the meeting to order at 9:31am.

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**Approve July and August Minutes**

**Motion** made by Tom Macy with second by Vinod Kumar to approve the minutes of July 16 and August 24 as written.

**Motion carried.**

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**Approve Consent Agenda**

The item "Approve Youth Council Composition" was pulled from the consent agenda to be revised and approved at a later meeting.

**Approve Employer Services Advocacy Letter**

We were asked by Job Service representatives at our Midway WorkForce Centers to write a support letter to all Minnesota representatives (8 total) advocating for the restoration of a \$91 million cut to state grants for Employment Services (what we call Job Service).

**Motion:** To approve the Employer Services Advocacy Letter

**Approve Certification of MNSCU and Goodwill/Easter Seals Training Program**

Each training program that is authorized for use by WIA participants must be re-certified yearly by the WIB representing the trainer's geographic area. The Department of Employment and Economic Development (DEED) recommends that we recertify these two programs based on their performance during the past year.

**Motion:** To approve certification of MNSCU and Goodwill/Easter Seals Training Programs

**Approve Federal Common Federal Measures Advocacy Letter**

DEED drafted a response to Department of Labor (DOL) plans on implementing common measures across WIA programs and has requested each WIB in the state submit an endorsement letter that will accompany their analysis. In brief, DEED supports the concept of common measures, however is opposed to the proposed DOL plan for several reasons, including the timeliness, cost and complexity of this implementation.

**Motion:** To approve the endorsement of the DEED proposed response on the DOL Common Measures plan

**Approve Policy for WIB Members to Receive NAWB Grants**

**Motion:** To approve the policy for distribution of funds to WIB members to attend National Association of Workforce Board 's (NAWB) Conference.

**Accept Report to Dept. of Labor on Serving Asian-Americans**

DOL has asked for information on efforts to work with Asian Americans using WIA dollars. In their request it was implied that they are looking for potential sites for demonstration projects.

**Motion:** To accept the report on serving Asian-American in Ramsey County.

**Motion** made by Bill Lowe with second by Tom Macy to approve the consent agenda as modified.

**Motion carried.**

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### **Accept July and August Financial Updates**

As it was the first month of the new fiscal year, all items for July were under budget. All items were under budget for August as well, with the exception of telephone. The WIB was billed for two conference calls in August, and is over budget for the month, but on track for the year.

Also discussed was the County's payment to the WIB. Since the Partnership Agreement has not yet passed through the County Board, the WIB has not received funds for the first six months of FY05. There is enough money in the WIB budget to operate for two months, before which the partnership agreement should be approved by all parties and funds received.

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### **Discuss Long-Term Operating Model and Approve WIB Linkage**

The group working on the WIB's long-term operating model met with County staff last week and all parties agreed on moving forward with the "Friends of the WIB" (FWIB) proposal.

Work is now underway on elements necessary for becoming an independent nonprofit organization. Over the next few weeks the FWIB Board of Directors will convene to approve items needed to incorporate the independent organization. This includes things like the Articles of Incorporation, Bylaws, opening a bank account, etc. There are currently five individuals already committed to serving on the FWIB board of directors, with two left to recruit. The time commitment for the board of directors is expected to be 10-20 hours per year with terms being two and three years. An accountant is being sought to fill one of the positions. If anyone is interested in serving on this board, please let Kitty know.

The Committee discussed the need for a Memorandum of Understanding (MOU) between the WIB and the FWIB to define each entities roles and responsibilities. A draft MOU will be created to review at the October WIB meeting clarifying roles. Kitty will prepare an early draft and incorporate input via email from Kathy, Ellen, Tom and Mike Chanaka.

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### **Approve Proposed Amendment to Partnership Agreement with County**

An amendment to the Partnership agreement between the WIB and the County was proposed at the joint WIB-County staff meeting last week to: (1) address Commissioner concern that the WIB will compete for public funds with Workforce Solutions and (2) clarify that County payments will be made to the WIB's fiscal agent. The first change outlines that Workforce Solutions will have the first right of refusal to partner with the WIB for public funds.

**Motion** made by Tom Macy with second by Kathy Engesser to approve the amended Partnership Agreement between Ramsey County and the Ramsey County Workforce Investment Board.

**Motion carried.**

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### **Discuss Core Partner Recommendation on Number and Location of WorkForce Centers**

Due to the Midway Workforce Center lease being up in November 2005 and the continued reduction in public funds, Core Partners were asked to recommend action on number and location of WorkForce Centers considering long-term community needs, maximizing customer satisfaction, budget, area demographics, bus routes, space needs, and availability-affordability of space. The Core Partners are recommending two full-service centers, one at the North Saint Paul location and one along University Avenue east of the current location, with itinerant staff at community based locations as funding permits. Due to lease implication there is a need to reach a decision by early November. Patricia will be meeting with each of the County Commissioners to solicit their input. Other stakeholders will be asked for their input at the upcoming WIB meeting. With the City WIB member position currently vacant, there was concern that the City still needs to be provided an opportunity to input through the WIB.

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**Discuss Executive Committee Role**

There was an issue raised with the role of the Executive Committee, citing that some of their work is redundant of work done by the full WIB or other committees. In discussion, it was pointed out that some duplication is necessary, to ensure coordination across committees and to fulfill the Executive Committee function of providing timely decisions on behalf of the WIB. The committee agreed that they want to keep discussion on the bigger picture level as much as possible, and only delve into the details when absolutely necessary. The Committee liked the strategic level of discussion at today's meeting.

The committee reinforced their commitment to wanting a strong WIB and weak Executive Committee. In related discussion, it was suggested that all WIB members be made more aware of agendas being posted on the website so they can attend committee meetings where they have a strong interest in an agenda item and supported the recommendation from the last WIB survey that there should be more time for discussion at WIB meetings to ensure members stay engaged.

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**Other**

We need to bring closure to the WIB fundraising strategy and membership fee/contribution issue at the next WIB meeting. WIB staff is getting a group together to discuss the remaining unresolved aspects before the next WIB meeting. Staff will email the full WIB the date and time in case others would like to attend.

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**Adjourn**

Ellen Watters closed the meeting at 10:50 upon completion of the agenda.

**Next Meeting-** October 15, 9:30-11:00, North Saint Paul WorkForce Center