

Ramsey County Workforce Investment Board  
**Executive Committee**

September 16, 2005  
**Meeting Notes**

**WIB Members Present**

Kirk Hayes  
Doug Hubbard  
Bill Lowe

**Members Absent**

Patricia Brady EA  
Kathy Engesser EA  
Vinod Kumar EA  
Greg Lambert EA  
Scott LeMire EA  
Tom Macy  
Ellen Watters, EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Bates, WIB Staff

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**Call to Order**

Because a quorum was not reached, the meeting was not called to order, and most items were not discussed. Below are notes from the items that were discussed. The remainder will be addresses via email.

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**Discuss Kate's Leave of Absence**

Kate Bates is requesting a personal leave of absence during April and May 2006. The group agreed to allow it.

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**Update on WIB/FOW County Audit**

The County audited the WIB's/FOW's finances and approved of all practices. They did ask staff to implement separation of duties concerning spending and receiving funds, which was put into place immediately.

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**Update on 501(c)(3) Status**

FOW member and lawyer Steve Mayeron wrote a letter on the FOW's behalf to follow-up on concerns the IRS had as to whether or not we would be better identified as a 501(c)(6). Everyone feels positive about this, and we are expecting to hear the response within a few weeks.

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**Update on WorkForce Center Location**

An ad hoc has met several times to discuss the new center. The state will be holding the space for the center, and are doing a competitive RFP process in November. A recommendation is expected by January 2006 and the space is going to be fully operational January 1, 2007.

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**Discuss Executive Committee Meeting Schedule**

The group discussed the possibility of meeting every other month, instead of every month. All agreed it would be something we could try, and if it didn't work out, we could go back to meeting every month.

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**Other**

Bob de la Vega is very interested in becoming the WIB Chair-Elect. The Exec and full board will be asked to approve his appointment.

The DOL did a site visit and Mary Jo and Doug Hubbard commented on the report from the youth programs. The resulting report from the meeting was very complementary and best practices were identified to be used by other workforce service areas.

WIB members are desired for the Youth Council- Kirk Hayes would be happy to serve on this committee.

Both 3M and Ecolab are looking in their organization for WIB members. If anyone has any other leads, please let staff know.