

Ramsey County Workforce Investment Board  
**Executive Committee**

January 20, 2006  
**Minutes**

**WIB Members Present**

Patricia Brady  
Kathy Engesser  
Doug Hubbard  
Vinod Kumar  
Bill Lowe  
Tom Macy  
Bob de la Vega

**Members Absent**

Craig Anderson  
Kirk Hayes  
Greg Lambert EA  
Ellen Watters EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Bates, WIB Staff  
Terry Zurn, Workforce Solutions

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**Call to Order**

Kathy Engesser, Chair, called the meeting to order at 9:32 a.m.

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**Approve Minutes**

**Motion** made by Patricia Brady with second by Tom Macy to approve the December minutes as presented.

**Motion carried**

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**Accept November Financial Report**

Vinod Kumar reported that we are \$119,000 under budget at the end of the fiscal year, due in large part to our transition this year. Items that went over budget are: Operations Specialist salary, dues, office supplies and postage. All items have been previously discussed.

**Motion** made by Bill Lowe with second by Doug Hubbard to accept the December financial report as presented.

**Motion carried.**

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**Approve Youth Council Applicant**

Monique Johnson has applied to the Youth Council representing parent of a WIA eligible youth. Her son is involved in the Communities of Color program at the YWCA, and her application has been approved by the Youth Council.

**Motion** made by Doug Hubbard with second by Tom Macy to approve the Youth Council applicant.

**Motion carried.**

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**Approve Recommendation on WorkForce Center Location**

The WorkForce Center location evaluation team met on January 9<sup>th</sup> to review the three proposals received. At that meeting they had questions, which were answered and reviewed at a meeting on January 19<sup>th</sup>. A site tour was also conducted at that meeting. At this time there is no recommendation as the team requested site planning be prepared before a final decision is made. After the site plan has been submitted the group will meet again to review and make a final decision.

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**Approve Recommendation on YouthLEAD Providers**

Doug Hubbard went through the procedure and process for choosing new service providers for the youth programs, and consequently for spending the WIA funds associated with this program. The main goals of the RFP were to develop the capacity of community groups and to serve more youth by leveraging community resources. Eleven proposals were submitted by community organizations and reviewed and rated by the evaluation team of eight members in December and January. These proposals are confidential until the contracts are in place for the selected providers. The total request from the 11 proposals was for \$2.5 million, though only \$650K is available. Ideally with the new program more youth will be served at a lower cost per youth. The County Manager will negotiate with those selected organizations to ensure the amount awarded is in line with the

youth programs budget. The Youth Council has recommended the following groups be awarded contracts: HIRED, GAP, EAC, and YWCA. There was discussion on whether the program would be whole if one or more of the selected organizations drops out during negotiations, and there is confidence that enough other resources exist that all youth will still be served.

**Motion** made by Doug Hubbard with second by Tom Macy to send the four agencies forward to the County for approval.

**Motion carried.**

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**Info on WIB Financial Consultant**

Mary Jo has arranged for a financial consultant to review the accounting processes of the FOW, free of charge through the Nonprofit Assistance Fund. This will occur on February 9<sup>th</sup> and if more guidance is needed, another appointment will be set up. Mary Jo is also seeking legal advice regarding the way in which the FOW receives and distributes funds. If anyone has any suggestions on who to contact, please let Mary Jo know.

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**Update on WIB Membership**

Three applicants have been forwarded for appointment to the WIB- Amy Brenengen of WomenVenture submitted to the city; Anja White, Hareaus Vadnais to the County; and Jeanne Blake, Colder Products to County. There was a request from a Commissioner to have more suburban representation on the board.

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**Discuss WIB Meeting Location**

There is a possibility that the WIB will not be able to meet at Saint Paul College during the last half of the year. WIB staff is looking into other locations, such as community and recreation centers or libraries. If anyone has any suggestions for meeting rooms, please let staff know.

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**Update on WIB's Move to NSP**

Mary Jo thanked Tom Macy and Patricia Brady for all of their help with the WIB's move to the WorkForce Center.

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**Update on WIB 2005 Annual Report**

WIB staff has started working on the 2005 Annual Report and will have it completed and distributed by April 7<sup>th</sup>. It was suggested that in the future the report be prepared sooner, and distributed by February.

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**Other**

Kate has completed all year-end financial tasks, with all reports and payment in to the state and federal government.

The group discussed the CDBG funds and expressed the importance of discussing the issue with the City before the 2007 budget is set.

A member was seeking an update on the Ford Plant issue- the group agreed if the plant was going to be shut down it could be announced on Monday. At that point the state can apply for emergency assistance to serve the dislocated workers.

The federal budget has been set and Title III (Wagner-Peyser funds) took a 8-10% cut in Minnesota. The Dislocated Worker program stayed at its current level, and WIA Youth and Adult programs took a hit, though not as large as Title III. These funds are used for WorkForce Center staff and business service specialists.

Workforce Solutions is pursuing a federal earmark grant of \$355K to restart the Building Lives program and serve about 150 youth offenders. There is no staff money included in this request, which will hopefully look more appealing to the grant makers. The youth served by these funds will be co-enrolled in the WIA program, and those funds will pay the staff working with these kids.

There was further discussion on the FOW/WIB receiving and distributing funds from grants. There is a good deal of interest at the Youth Council to seek funds to serve the broader youth population. The Council was encouraged to develop a program that would require funding so when the processes are in place to receive and distribute funds, they are ready.

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**Adjourn**

Kathy Engesser adjourned the meeting at 10:46 a.m.