

Ramsey County Workforce Investment Board  
**Executive Committee**

March 17, 2006  
**Minutes**

**WIB Members Present**

Craig Anderson  
Patricia Brady  
Kathy Engesser  
Doug Hubbard  
Vinod Kumar  
Bill Lowe  
Bob de la Vega

**Members Absent**

Kirk Hayes  
Greg Lambert EA  
Tom Macy EA  
Ellen Watters EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Bates, WIB Staff  
Terry Zurn, Workforce Solutions  
Jody Pepinski, DEED  
Chris Stoehr, DEED

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**Call to Order**

Kathy Engesser, Chair, called the meeting to order at 9:37 a.m.

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**Approve Minutes**

**Motion** made by Craig Anderson with second by Vinod Kumar to approve the January minutes as presented.

**Motion carried**

Chris Stoehr introduced Jody Pepinski, who is a new Business Services Specialist serving Washington and Ramsey Counties.

Kathy Engesser thanked Kathy Korf for her assistance while Kate was on leave.

It was announced that John Mohr is retiring from Lifetrack Resources in June of this year. He said he will stay on through the summer if necessary.

Kate will be gone from May 1-June 4 on a personal leave of absence.

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**Accept January and February Financial Reports**

In January we received the County levy funds, per our partnership agreement with Ramsey County, as well as contributions from members and funds to participate in the Innovators network from the GWDC. Expenses out of the ordinary are as follows: \$3500 was paid to the Innovators Board for the WIB's 2006 dues; office supplies and equipment are higher than they would normally be as WIB staff needed more supplies to set up their new offices.

In February we received the MWCA funds for participation in the Innovators Network, as well as contributions from members. Expenses out of the ordinary are as follows: mileage includes Mary Jo's expenses from her Feb. Innovators trip; our insurance premium was raised to comply with the Workforce Center's request that we be covered for up to \$2 million in liability as we were covered to \$1.5 million previously; Mary Jo attended the MN Council of Nonprofits philanthropy breakfast in March and the fee was \$35.

**Motion** made by Bob de la Vega with second by Bill Lowe to accept the January and February financial reports as presented.

**Motion carried.**

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**Approve Youth Council Local Plan**

The state requires a yearly update to the local plan for each WIA program. A group of WIB and Youth Council members worked on drafting the youth plan with the assistance of Workforce Solutions staff. It is a response to questions on what our WSA is doing with our Youth funding. The Youth Council reviewed and approved it at their last meeting.

**Motion** made by Doug Hubbard with second by Bill Lowe to approve the Youth Council Local Plan.

## **Motion carried.**

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### **Update on WorkForce Center Location**

In January the evaluation team toured the purposed location and had the Core Partners tour the site. In February and March the team met again to review the space plan and cost of the space. The team will meet with the Core Partners on March 20<sup>th</sup> to discuss the space and make a decision on whether or not to seek more proposals. Mary Jo will update this committee after Monday's meeting.

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### **Update on Conferences**

#### Innovators Network

Mary Jo attended the Innovators Network in February and again found the session very valuable, particularly because it is a group of similarly positioned professionals sitting in a room and hashing out details specific to WIBs. At the last session two concepts were introduced; there is an idea for an executive leadership institute geared directly to workforce professionals; there was a discussion on the importance of math and science, and it was determined that the next meeting would focus on this issue and what WIBs can do to help with math and science competency. Each board will bring a member in June to discuss this issue and what is being done on national and regional levels. Bob de la Vega is interested in going to this meeting.

The committee discussed what other areas were represented on the network- New York City, Boston, Louisville, Chicago, Pittsburg, Philadelphia, Indiana and San Diego. Mary Jo indicated that they have all identified healthcare as a priority industry. If there are any issues that Mary Jo should bring to that group, please let her know.

#### NAWB

Mary Jo attended the NAWB conference and found the networking aspect the most valuable part. There was discussion on whether or not we should continue to send individuals to this conference. Mary Jo and Patricia both indicated that there are some organizational issues with the conference that takes away from the impact and value of the conference. In the future the board will reevaluate the importance of attending this session.

While Patricia was at the conference, she met with leadership from the Washington County WIB and they are very interested in what we are doing, particularly with the Youth Council. In the future we may meet with them to discuss our initiatives.

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### **Update on WIB 2005 Annual Report**

Mary Jo and Kate have been working on the Annual Report and will send it out to this committee for review on March 27<sup>th</sup>. It will go to the WIB at the end of that week for approval at the April board meeting.

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### **Discuss DEED Local Plan**

Last year Workforce Solutions and the WIB created the new WIA Plan that was supposed to be good for two years. This year the state has asked for a new plan again, involving more detail and budget breakdowns. Last week there was a statewide meeting where the matter was discussed at length. The plan is due May 15<sup>th</sup>, though an extension was given to May 31<sup>st</sup>. The WIB asked for an extension to June 30<sup>th</sup> so we can go through our approval process before submitting, but this request was denied. The state indicated that our WIB could turn in what we had on May 31<sup>st</sup> and if edits were necessary after, the WIB could submit amendments. It is anticipated that this plan will take a significant amount of administrative time. Bob and Kathy said that they would advocate for our WIB on this issue if necessary.

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### **Fundraising Efforts**

#### Building Lives

The Youth Council is interested in seeking funding for the Building Lives program and has created an ad hoc to do so. It was suggested that they look into funding from individuals, corporations and foundations, particularly the Joyce and Bremer foundations, as they may have initiatives that align with this program.

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### ELL

The Workforce Committee has agreed to seek funding for ELL training. It would be ideal to have this as a big pot of money that would be available whenever training was needed, though it would be difficult because foundations don't give to organizations without knowing the specific purpose of their donation. The most difficult part of fundraising and creating new programs is finding sustainable funding. In order to sustain funding for a successful program the WIB may need to get creative with their fundraising techniques and look into having something like an annual event that would exclusively benefit a particular program. There is a statistic that says 80% of money raised comes from individuals. Bob discussed ways to have the public pay for programs like Building Lives, and to make them see that it is less expensive to help youth offenders early rather than ignoring them and chasing them through the court system later.

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### **Other**

The Workforce Committee discussed the concept of having a mobile workforce center in Ramsey County, an idea in which the Board of Commissioners is very interested. Based on the cost of the unit, the upkeep required and the perceived use in our area, the committee is not recommending we move forward with this. Kathy Engesser will discuss this with Commissioner McDonough.

There was a proposal to cut WIA funds by the federal government this year. The WIB wrote letters to state senators to support amendments that would maintain funding.

In order to make full WIB meetings more effective, Kathy suggested that each committee give a 2-5 minute update on what they have been recently discussing. All agree this is a good idea.

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### **Adjourn**

Kathy Engesser adjourned the meeting at 11:02 a.m.