

Ramsey County Workforce Investment Board
Executive Committee

January 19, 2007
Minutes

WIB Members Present

Kathleen Engesser
Kirk Hayes
Vinod Kumar
Bill Lowe
Tom Macy
Paul Nelson
Robert de la Vega

Members Absent

Craig Anderson EA
Patricia Brady EA
Doug Hubbard EA

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Kate Bates, WIB Staff
Phil Hatlie, Nonprofits Assistance
Fund

Call to Order

The Executive Committee meeting was called to order at 9:33 a.m.

Approve Minutes from the Last Meeting

Motion was made by Paul Nelson and seconded by Kathy Engesser to approve the minutes of the November 17th meeting.

Motion carried.

Accept November and December Financial Reports

Vinod Kumar reviewed the financial reports with the board. The year ended favorable to budget with a surplus of \$56,000, in addition to \$63,000 in reserves.

Motion was made by Kathy Engesser and seconded by Tom Macy to accept the November and December Financial Reports as presented.

Motion carried.

Review Financial Report Forms

Phil Hatlie, Nonprofits Assistance Fund and Kate Bates discussed the current method of financial reporting and presented a more simplified version utilizing the accounting software's reports. Phil discussed the five financial things he feels a board of directors should review periodically- they are the budget vs. income (profit and loss statement) for the month and for the year to date, the balance sheet, a narrative for the financial activities of that time period and a cash flow analysis. Members agreed the simplified reporting made sense. Additionally, the committee discussed moving some of the extra funds into an account that would earn interest- a policy will be drafted with regards to these funds.

Motion made by Tom Macy with second by Bill Lowe to change the financial reporting to reviewing the profit and loss statements, balance sheet and narrative each month, and formally accepting the statements only for the month preceding the month in which the meeting falls.

Motion carried.

Approve Change to NAWB Funding Operating Rule

An operating rule was created in 2004 to give \$500 each to up to five WIB members to annually attend the National Association of Workforce Boards conference in Washington DC. The early bird registration fee has increased this year to \$645 and a modified operating rule was drafted to allow for the amount given to interested members to increase to cover the registration fee, not to exceed \$2,500. Members agreed to increase the amount to the cost of early bird registration, but recommended the cap of \$2,500 be taken out of the operating rule, as it may mean the operating rule will need to be updated again in the future if the registration fee increases again.

Motion made by Kirk Hayes with second by Tom Macy to modify the operating rule to support up to five members' attendance to the NAWB conference, awarding each an amount equal to the cost of early bird registration, to be spent on conference expenses as they see fit.

Motion carried.

Approve FSET Annual County Plan

Mary Jo presented the 2007 Food Support Employment and Training program plan, for the year beginning October 1, 2007 and ending September 30, 2008. This program provides food support for up to three months to able-bodied 18-50 year olds seeking employment who are not on public assistance. The County Board has reviewed and approved of the plan, but it still needs a signature from the WIB.

Motion made by Tom Macy with second by Kirk Hayes to approve the FSET Annual Plan.

Motion carried.

Youth Plan 2007

Kirk Hayes presented the Youth Council's Annual Plan, which was an update of the plan submitted last year. Each question may be answered with either "change" or "no change." An explanation is required when there has been a change- most of the changes to Ramsey County's plan are a result of the new service delivery plan that was in the new youth RFP last year. An ad hoc of the Youth Council reviewed and updated the plan, and it will go to the Youth Council for approval next Thursday, January 25th. After it is approved there, and email will go out for the Executive Committee to vote electronically.

Review Youth Council Application Form and Appointment Process

At the last Executive Committee meeting, there was concern that the Youth Council applicants were not being reviewed rigorously enough. Staff distributed the appointment process and application for the committee's review. WIB staff will check references of all applications submitted for appointment.

EMHCI Literacy Program

Workforce Solutions had a training program, called the East Metro Health Careers Institute (EMHCI), with the east metro hospitals that ended three years ago. The WIB and County are again inviting these hospitals to discuss a new project similar to the EMHCI that would focus on ELL training to employees, as opposed to career laddering, which the original program focused on. This meeting will take place in early February.

Update on New WorkForce Center

The construction on the new WorkForce Center is going as planned and should be set to open to the general public on February 5th. Midway will begin moving on January 26th, and the resource room there will be open until January 30th. A partners meeting for the new center was held recently. All but seven cubicles and one office are full. The cost of this space will be allocated to all of the partners until the space is filled.

The adjacent space is still available, and there has been interest expressed by Century College. They requested that the WIB draft a support letter for them obtaining the adjacent space- essentially the decision on who gets the space is between the landlord and the new tenant. The WIB drafted a letter supporting the space going to education, not citing any specific institution- the Executive Committee agreed that this could be sent.

A grand opening is being planned for spring- most likely May. It was suggested that this be moved up to accommodate the schedules of politicians, who will just be finishing up the legislative session in May.

Update on JPA

There has been no action on the JPA issue.

Other

There was discussion on the financial reserves of the WIB and how the board may want to use these to support other projects, such as supporting the new EMHCI initiative, or some of the WIB partners. Also it was discussed that a plan should be in place for continued fundraising. From this it was suggested that some of the extra funds be used to hire someone to develop a fundraising plan for the board. This will be discussed at a later date.

Adjourn

Motion made by Kirk Hayes with second by Vinod Kumar to adjourn the meeting at 11:14

Motion carried.