

Ramsey County Workforce Investment Board
Executive Committee

November 16, 2007
Minutes

Members Present

Craig Anderson
Patricia Brady
Amy Brenengen
Bob de la Vega
Kirk Hayes
Doug Hubbard
Bob Morse
Paul Nelson

Members Absent

Bill Lowe EA
Tom Macy EA

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Kate Raleigh, WIB Staff

Call to order

The meeting was called to order at 9:32 a.m.

Approve Consent Agenda

Approve Minutes from Last Meeting
Approve WIB Legislative Agenda
Ratify Support Letter from MnSCU Sustainable Energy Grant Request
Accept October Financial Report

The October Financials were pulled from the consent agenda for discussion.

Motion made by Bob de la Vega with second by Amy Brenengen to approve the consent agenda as amended.
Motion carried.

Accept October Financials

The committee discussed the possible shortfall in the budget. Part of this is accounted for by the majority of the operating funds, the WIA dollars, coming in November. There was also a request to add a column on the budget to reflect the overall budget for the year.

Motion made by Kirk Hayes with second by Craig Anderson to accept the October financials as presented.
Motion carried.

Approve Partnership Agreement

Patricia Brady requested that this item be tabled until the next meeting.

Motion made by Patricia Brady with second by Kirk Hayes to table this item until the December meeting.
Motion carried.

Approve Dues for Greater Metro Workforce Council

This item is related to the Partnership Agreement and was tabled until the next meeting.

Motion made by Amy Brenengen with second by Craig Anderson to table this item until the Partnership Agreement is discussed.

Motion carried.

Approve WIB 2007 Accomplishments

Mary Jo reviewed the WIB's accomplishments in 2007, based on the goals laid out for the year. The accomplishments focused on serving community business needs, serving the English Language Learner community, pursuing funding for community projects and further developing internal operations.

The committee discussed the role of business service specialists (BSS) within the workforce service area. There was discussion on how the BSS are to respond to the WIBs and their work requirements by DEED. The business representatives on the committee volunteered to contact DEED management regarding any discrepancy. Mary Jo and Patricia committed to further review the situation prior to the business members making contact with DEED.

The committee had other suggestions for things that could be addressed in 2008:

- The WIB could further publicize their accomplishments and positive outcomes. Craig Anderson offered pro bono graphic design service from his staff for marketing the WIB.
- There was a request for larger workforce center system flow/organizational chart.

Motion made by Bob de la Vega with second by Craig Anderson to approve the WIB's 2007 Accomplishments as presented.

Friendly amendment made by Kirk Hayes to change the motion to accepting the accomplishment document, as opposed to approving the accomplishments. All agreed to this amendment.

Motion carried.

Approve 2008 WIB Priorities

The priorities for 2008 are similar to those for 2007. Staff would like to continue the collaborations with local business services staff, continue work with ELL training, develop an educational media effort focused on getting youth into high demand careers, collaborate with regional partners in workforce and economic development, continue outreach to businesses, to pursue incremental funding for priorities, and to develop a new strategic plan development plan.

There was discussion on the relationship amongst the WIB, the FWIB and the staff, and the roles of each. It was clarified that the FWIB Directors are not responsible for actively raising funds to support the WIB. Mary Jo and Bob de la Vega have been meeting with people to have a good understanding of the financial needs of the WIB, and the responsibilities of the FWIB, which acts as a legal fiscal agent. A major goal for 2008 is to obtain a grant that would allow for a consultant to assist the WIB in developing a fundraising/development plan, and possibly help with grant writing. There is not the capacity with the current WIB structure to have this expertise in house.

Motion made by Kirk Hayes with second by Bob de la Vega, as the Executive Committee acting on behalf of the full WIB, to recommend to the FWIB, submission of grant to the Saint Paul Foundation for funding to support a consultant that can assist in the development of a development plan for the WIB.

Motion carried.

There was further discussion on how these priorities fit the strategic plan. The goals were developed in light of the strategic plan, but there was a suggestion that the goals from the strategic plan are directly tied to the priorities for each year. There was also discussion on the format of the goals and priorities, and the flexibility needed within each goal. This document will be redrafted and sent out to the committee.

Motion made by Craig Anderson with second by Bob Morse to approve the WIB's 2008 priorities.

Motion carried.

Budget

There was discussion on the income discrepancy for 2007, and how this may affect the budget for 2008. The WIA funds expected for 2007 were \$15k more than were actually received. Additionally, the fundraising goal for 2008 is higher than it was in 2007, and the 2007 goal was not met. This will ideally be addressed by the fundraising plan, to be developed in 2008. Mary Jo reviewed the income expected for 2008, and stated that in the worst case scenario, \$108k will be carried forward from 2007 to 2008. Ideally these funds will be able to remain in reserve, though they will be available if necessary.

There is a specific line item in the budget for funding for WIB staff participation in the Innovators Network of Workforce Boards. This initiative has been funded in the past through the Governor's Workforce Development Council. These funds are no longer available, and grants submitted to foundations for these funds have been turned down. Mary Jo finds participation in this network to be of high value. The committee expressed interest in continuing the funding for this program.

Motion made by Kirk Hayes with second by Patricia Brady to approve the FY08 budget with understanding that projected income is at the discretion of federal WIA funding.

Motion carried.

Update on Joint Powers Agreement

The City and County have reported that they are moving towards a positive conclusion on the Joint Powers Agreement. There will be a further update after the WIB/County update meeting on Monday.

FIRST Grant opportunity-

DEED has put out call for grant requests for areas to define themselves regionally in terms of workforce and economic development issues. Up to \$50k is available to up to eight self-defined areas throughout the state. The Greater Metro Workforce Council is submitting a request on the metro's behalf. If anyone is interested in participating in this effort, please let Mary Jo know.

CAO Update

This item was covered in the discussion about the 2008 priorities.

Update from Youth Council

This item will be held for the next meeting.

Update from Workforce Committee

Craig Anderson gave an update from the Workforce Committee. The Metro Manufacturing Sector Grant is progressing well, with employer meetings well underway and a training program start date of January. Jim McConnell of Quality Tool has agreed to be the Chair of the Employer Committee, a group of involved employers who guide the program.

The Diversity Seminar scheduled for November 1st was canceled due to lack of interest.

The ELL training project with Workforce Solutions and area hospitals went well, with 40 people having gone through. The key to this program's success is the unique software that assists ELL individuals. Workforce Solutions would like to expand this product to other industries, and someone from Workforce Solutions will present on this project at the next WIB meeting.

It has been announced that the Ford plant will stay open through 2009 and then close.

The Legislative Commission to End Poverty by 2020 has been holding local listening sessions. They will do sessions with the ring suburbs the first week in December.

In coordination with the City of Saint Paul, Sunray Library is adding a “workforce center” where they will have dedicated computers for job searching and other equipment, such as fax and copy machines.

Other

The Committee agreed to move the December meeting to December 14th.

Adjourn

The meeting was adjourned at 11:14 a.m.

Next meeting: Friday, December 14