

Ramsey County Workforce Investment Board
Executive Committee

September 21, 2007
Minutes

Members Present

Amy Brenengen
Bob de la Vega
Kirk Hayes
Doug Hubbard
Bob Morse
Paul Nelson

Members Absent

Craig Anderson EA
Patricia Brady EA
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 9:31 a.m.

Approve Minutes

Motion made by Bob de la Vega and seconded by Doug Hubbard to approve the minutes of the June 15th meeting as presented.

Motion carried.

Accept August Financial Report

An update was given on the money market account.

Members reviewed the year to date financials. There was a question on the appearance that there has been more money spent than brought in this year. This is due to the fact that the WIA funds come in November and much of that income is spent in the following year.

There is an estimated \$18,000 coming in from grant funds before the end of the year. There was a question on the discrepancy in payroll taxes estimated and the payroll taxes spent (spent \$2,000 less than planned). This is because payroll taxes are very hard to predict and is done based on the taxes from the previous year.

There was a request to add a line on the financial reports for the annual budget.

Motion made by Kirk Hayes with second by Bob de la Vega to accept the August financial reports, with a request to add an annual budget line on the reports.

Motion carried.

Approve Youth Council Applicant

The Youth Council forwarded Youth Council applicant Becky Johnson to the Executive Committee for approval. She is a Transition Counselor with Rehabilitation Services, and has worked with Dean Shaw and his program. She also works with Tom Macy. If approved here, her application will go to the County for ratification.

Motion made Doug Hubbard with second by Bob de la Vega to approve Becky Johnson as a member of the Youth Council.

Motion carried.

Update on JPA

Things are progressing positively between the City and County. It seems that there will be an MOU developed and added to the JPA, rather than redo the JPA. This is expected to be completed by the end of the month.

Additionally, the City has been integrated into the WIB/County update meetings that happen monthly, and Wendy Underwood from the Mayor's Office will be attending committee meetings to better understand the work that the WIB does, and to grow the connection between the WIB and City. Background was given on the JPA issue.

Review Partnership Agreement Language

A Partnership Agreement exists between the WIB and Workforce Solutions to lay out the relationship between the two organizations. The agreement needs to be renewed every two years, and the majority of agreements simply need names and dates changed. The same is true for this renewal with the exception of wording added regarding the vote given at the Greater Metropolitan Workforce Council (GMWC). The voting members of the GMWC are the local elected official and the board chair and, in their absence, the WSA Director has a vote. The proposed change would split the vote between the WSA director and the WIB director, based on the nature of the vote; operational votes would go to the WSA director and strategic votes would go to the WIB director. This proposal will go to the GMWC on October 15th and if passed will come back to the WIB and County for approval through the Partnership Agreement.

There was further discussion on the GMWC meetings and the usual decision making processes there.

Update on Workforce Service Area Re-designation

DEED held eight listening sessions this summer to discuss regional collaboration amongst workforce service areas. At the annual DEED conference, on 9/26 at 10:30, there will be a session where DEED will talk about the listening sessions. Mary Jo will attend, and WIB members are welcome. Staff will distribute information on this conference to the board.

Update from Youth Council

Kirk Hayes gave an update from the Youth Council, including recent events. On Aug 2 and 3 Youth Council members attended a regional conference, entitled "Helping America's Youth."

August 22nd was the Second Annual YouthLEAD Recognition event on Harriet Island. Doug attended and shared that there were 89 youth recognized, by Workforce Solutions and their vendors, for their work this past year in the program, mainly focusing on academic or work accomplishments. WIB and Youth Council members donated items for the youth, which was much appreciated.

The City will be coming to a future Youth Council meeting to share the outcomes of their summer youth programs, including how many youth were served, what kind of activities they were involved in and what they were paid.

Kirk also shared Workforce Solutions' (and their vendors') performance outcomes for the program year. There was some background given on how outcomes are set.

There was also a request to give examples of what types of items are wanted for the YouthLEAD recognition event. Next year staff will provide more information about this.

Update from Workforce Committee

Mary Jo gave an update from the Workforce Committee. Everything is moving forward with the Metro Manufacturing Sector Initiative Grant, with plans to begin training for 40 job seekers and incumbent workers from the six Anoka and five Ramsey area businesses in January. Discussion amongst partners is on the number of employees and new hires from each business/college, and the best way to assess and orient participants. Contracts are being finalized for relationships with Saint Paul College and Anoka Technical College, as well as with consultants from Hennepin Technical College.

The WIB and their partners are planning another diversity seminar on November 1st from 8:30-10:30 at the Neighborhood House. The focus on this will be accommodations for diverse employees and will have Commissioner McDonough as the opening speaker, and Gary Gorman from the MN Dept. of Human Rights will

be answering employers' questions. If there continues to be an interest from businesses, these sessions will most likely continue.

The WIB and Workforce Solutions are working on getting more incumbent workers involved in the ELL program through the local hospitals. Two of the four CEOs have been met with, one more meeting is planned, and one more is still being contacted.

Update from CAO Committee

An update was given on membership. There is a possibility that the board size will be reduced with the MOU to the JPA from the City and County. There is also a desire to introduce an "other" category to the WIB requirements to allow for active appropriate members that don't fit into the existing WIA categories.

The strategic plan will be five years old in April of 2008. There is an ad hoc of the CAO committee that is going to look into updating this document. Staff will most likely apply for a grant to fund this process.

Another ad hoc was formed at the CAO meeting to work on developing a fundraising plan, and meetings are continuing with stakeholders to understand the original purpose of the FWIB.

WIB staff is now updating the website themselves, and there is an ad hoc to redesign the site. Another ad hoc has been formed to develop the WIB's legislative agenda.

Finally, Janet Guthrie, MFIP Director for Workforce Solutions came to the meeting and talked about the MFIP program and where stands, as well as the Biennial Service Agreement that is due mid-October. Members are encouraged to go onto the County website to review the plan and make comments.

Other

Two business members are needed for the Executive Committee to keep the balance of 51% business members. Members will be recruited to fill these positions.

Adjourn

The meeting was adjourned at 11:05.

Next meeting: Friday, October 19