

Ramsey County Workforce Investment Board  
**Executive Committee**

February 15, 2008  
**Minutes**

**WIB Members Present**

Craig Anderson  
Patricia Brady  
Amy Brenengen  
Robert de la Vega  
Bill Lowe  
Bob Morse  
Paul Nelson

**Members Absent**

Kirk Hayes  
Doug Hubbard EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Raleigh, WIB Staff

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**Call to Order**

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

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**Approve Minutes from the January Meeting**

**Motion** was made by Craig Anderson with second by Bob de la Vega to approve the minutes from the January 18<sup>th</sup> meeting as presented.

**Motion carried.**

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**Accept January Financial Reports**

The financial report shows the first month of the fiscal year. The balance sheet now has a line for reserves; as discussed by the Executive Committee last month, the amount held in reserves accounts for 10% of the WIB's annual operating budget. These funds are being held in the money market account.

**Motion** made by Amy Brenengen with second by Bill Lowe to accept the January financial report as presented.

**Motion carried.**

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**Fundraising Development Plan**

Bob de la Vega, Kirk Hayes and Bill Lowe joined Mary Jo and Kate in meeting with two fundraising consultants interested in working on a development plan with the FWIB/WIB. The group felt one of the consultants was a better fit, and Mary Jo checked the references of this individual. Based on this, Mary Jo is recommending that the WIB move forward in working with this individual to keep up the momentum of the fundraising plan.

There was discussion on whether or not to wait for grant funds to come in before moving forward. Mary Jo will contact the consultant and together they will draft a proposal, with the consultant understanding that the funds for this project are being sought through grant requests. Some foundations want to know which consultant will be used before the funds are released.

The committee discussed the difficulty of obtaining funds for an organization that could be seen as government supported. The consultant recommended by the group has experience with agencies in similar situations. It was also stressed that the WIB will need to implement a marketing piece along with the fundraising element in order to grow the image of the WIB. With the increased awareness of the looming labor market shortage, the role of the WIB may become more important to local businesses.

The WIB is also applying for a VISTA person from the City of Saint Paul. This position will allow for one to three years of a full-time volunteer to work on a specific project. The application is due to the City today.

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**Greater Metropolitan Workforce Council Initiative**

The Greater Metropolitan Workforce Council (GMWC) is requesting \$2,200 per partner for the organization's operating funds. The GMWC is also seeking outside funds through a fundraising effort. At this time, the WIB does not have extra funds in the budget, though the committee sees value in participation with this group. The committee

discussed the need for a policy on the WIB's financial involvement in outside organizations. This issue will be held until the Partnership Agreement is finalized.

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#### **Update on WIB Membership/Attendance/Committee Assignments**

The final number of members in the reduced WIB, stemming from the revised Joint Powers Agreement, is still under discussion. This issue is near conclusion, though needs to be formally approved by the City, County and State. There was general discussion on how the reduced board size will affect the operations of the board. Once finalized, a transition plan will be adopted to ensure the board's full complement.

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#### **Discuss WIB Oversight Role**

Part of the WIB's function in oversight is to look at the County workforce programs' outcomes and budget. This is currently being done well in the Youth Council but needs to improve with the WIA Adult and Dislocated Worker programs. Based on the development of the County's budget, it was suggested that the budget review could take place in June. The County Board approves the budget biannually, but the WIB would want to see the budget each year. The Oversight Committee of the CAO used to review the outcomes of the WIA Adult and Dislocated Worker programs, but did not review the program budgets. Education is needed for members who are charged with this task. It was clarified that the WIB will provide advice and input in this process, but is not responsible for accepting or approving the County's budget. The WIB could attach their input to the budget before it goes to the County Board for approval. It was also clarified that the County budget does not affect the WIB's budget, which is based on a percentage of the WIA administrative funds and a declining portion of the County's tax levy. Mary Jo and Patricia will meet to discuss the appropriate manner and committee with which to perform this task.

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#### **Other**

There are a few different Adult Basic Education grants that are being developed by community partners. They will be asking for WIB support on these proposals, and the Executive Committee will be contacted electronically for action.

The WIB's leadership team is looking into the possibility of having an informal advisory panel or team of WIB and community members to help the Chair with difficult issues as they come up. Staff will draft language for this endeavor and distribute.

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#### **Adjourn**

The meeting adjourned at 11:08