

Ramsey County Workforce Investment Board
Executive Committee

January 18, 2008
Minutes

WIB Members Present

Craig Anderson
Amy Brenengen
Kirk Hayes
Doug Hubbard
Bill Lowe
Bob Morse
Paul Nelson

Members Absent

Patricia Brady EA
Robert de la Vega EA
Tom Macy EA

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Kate Raleigh, WIB Staff

Call to Order

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

Approve Minutes from the December Meeting

Motion was made by Amy Brenengen with second by Kirk Hayes to approve the minutes from the December 14th meeting as presented.

Motion carried.

Accept December Financial Reports

Amy Brenengen presented the December financials. The year end profit and loss statement is close to what was estimated in November, as has been discussed by the Executive Committee and the full WIB. A major contributing factor in the budget shortfall for 2007 was the \$15k decrease in what was originally expected from the WIA allocation.

There was discussion on what percentage of the annual budget should be held in reserves. All members agreed that 5-10% of the annual budget is sufficient. WIB staff will find a way to reflect the reserves on the budget sheets. Staff plans to keep two months expenditures in the checking account, with the rest in the money market in order to earn a greater return. All members agreed this was appropriate.

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

Motion carried.

Approve WIA Certification

Century College and Goodwill Easter Seals requested WIA certification on several programs. Training programs must be WIA certified in order to be eligible for program participants to use their WIA training funds for those programs. Mary Jo reminded the committee of the current WIA certification process, where program outcomes are sent from the state and certification decisions are based on this information. The CAO committee is going to review the current process and have asked the Executive Committee to approve these programs through June 30, 2008.

Motion made by Kirk Hayes with second by Amy Brenengen to approve WIA Certification of the programs submitted by Century College and Goodwill Easter Seals.

Motion carried.

Update on WIB Membership

The final board size is in discussion with the City, County and State. A final figure will be determined by the end of February.

Discuss Executive Committee Makeup

Mary Jo created a document defining the current Executive Committee makeup. There was discussion on whether or not the CEO is a voting member of the Executive Committee; the bylaws indicate the CEO is a voting member, but long-standing WIB members do not feel this was the intention of the law. The committee may review the bylaws in light of this, and the fact that a reduced board would lend itself to a reduced Executive Committee. Both issues will be reviewed after the final board membership number is defined.

Update 2008 Priorities

The priorities reviewed at the last Executive Committee meeting went to the Workforce and CAO Committees for discussion. Members contributed thoughtful input. There was discussion on how to make the WIB's outcomes measurable and quantifiable. Members did not feel that the WIB would be able to use partners' numerical outcomes as part of the WIB's accomplishments. The challenge is in putting the qualitative successes of the WIB into concrete terms that can be reported and easily understood. Members reiterated the need for broad goals that will allow the WIB the flexibility to take advantage of opportunities as they come along, though developing a plan for financial self-sufficiency and creating a new strategic plan are important goals for 2008. WIB staff will rewrite goals in the format of strategic directions for the year and will email to the Executive Committee by Wednesday of next week.

Fundraising Plan

Mary Jo has met with two fund development consultants. They have both submitted proposals for developing the WIB's fund development plan, and the next step is to have them interviewed by board members. Bob de la Vega, Kirk Hayes and Bill Lowe have volunteered for this task. When a consultant has been selected, a grant will be sought to fund their work. It was suggested staff look into funding for the Bush Foundation.

Update on Metropolitan Manufacturing Sector Initiative

The Metropolitan Manufacturing Sector Initiative is going well- classes have started at Anoka Technical College and Saint Paul College. Class occurs two nights per week for about three months, followed by a mentored OJT program. The third phase of this program is specific training for a certain position within the manufacturing field. Employers from local manufacturing companies are overseeing the program and are providing good input. The goal for Anoka, Ramsey and Washington was to have 40 students entering the class; there are 46 currently enrolled and attending classes. The goal was to have eight employers involved and there are currently nine employers engaged in the project.

Building Lives Update

Members of the Building Lives ad hoc, as well as Nick Riley, Ramsey County lobbyist, and Chris Crutchfield from Ramsey County Corrections, met with Commissioner McElroy to discuss the Building Lives project. At the end of the meeting the Commissioner seemed to have a favorable attitude toward the program and its outcomes. Commissioner McElroy was also going to meet with Commissioner Fabian to further discuss the project. All agree that working with Corrections is a natural fit. Doug Hubbard was thanked for his leadership at this meeting.

Update on FIRST Grant

The Metro WIB's FIRST Grant proposal was not funded. The Metro WIB will meet on January 30th to determine next steps in regional planning. Paul Nelson and Commissioner McDonough will be at the meeting, as well as Mary Jo. Mary Jo will report next steps at the next meeting.

Adjourn

The meeting adjourned at 1:03
