

Ramsey County Workforce Investment Board  
**Executive Committee**

July 18, 2008  
**Minutes**

**WIB Members Present**

Craig Anderson  
Kirk Hayes  
Doug Hubbard  
Bob Morse  
Paul Nelson

**Members Absent**

Patricia Brady EA  
Amy Brenengen EA  
Robert de la Vega 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 9:37 a.m.

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**Approve Minutes**

**Motion** was made by Kirk Hayes with second by Craig Anderson to approve the May minutes as presented.  
**Motion carried.**

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**Accept June Financial Reports**

The WIB financials remain under budget for the year. Beginning in September of this year, WIB office costs (rent, receptionist costs, etc.) will increase about \$200 per month.

**Motion** made by Kirk Hayes with second by Bob Morse to accept the June financial report as presented.  
**Motion carried.**

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**Approve Partnership Agreement**

The Partnership Agreement was approved electronically on July 9<sup>th</sup>, 2008. The agreement is on the Ramsey County Board agenda for approval on August 5<sup>th</sup>.

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**Membership Update**

Mary Jo gave an update on recruitment needed for the WIB; four business members will need to be recruited with goals of adding healthcare and manufacturing representatives. If anyone has possibilities for recruitment, please let Mary Jo know.

Mary Jo also gave an update on the Education Committee of the WIB. This committee was approved at the last Executive Committee to ensure education remains a strong voice on the WIB in light of the reduced WIB size, decreasing the education representation on the board from six to two. The Education Committee met last week to discuss the proposed operating rules. Members went through the document and modified as needed. The rules were based on those of the Youth Council, as the Education Committee is expected to operate similarly to the Youth Council. The Executive Committee is required to review and comment on the operating rules, before final approval by the full WIB. Anyone with recommendations for Education Committee members should let WIB staff know. An application will be drafted for this committee based on that of the Youth Council.

The Workforce and CAO Committees are in need of Chairs, and the Youth Council is in need of a Chair-Elect. There are members who may be interested in serving as the Chair for the CAO Committee and the Chair-Elect for the Youth Council. Kirk Hayes volunteered to serve as Interim Chair for the Workforce Committee.

The Committee discussed the recommendations they made at the May Executive Committee meeting regarding individuals up for reappointment to the WIB. After discussion, all agreed to maintain the recommendations made at the May meeting.

The CAO Committee requested that the Executive Committee review the attendance policy of the WIB to allow for a formalized practice of recognizing additional contributions to the WIB mission made by members in lieu of attendance at a committee meeting. WIB staff drafted language that would allow for “make-up” meetings that members could participate in to make up for missed committee meetings. An additional change was proposed to make the attendance policy consistent- the policy states that members missing more than three full WIB meetings or three Committee meetings are in violation of the attendance policy; the change was made to state “more than three WIB meetings or more than three committee meetings.” Members agreed to this change for consistency.

The change to allow for “other contributions” was debated. It was expressed that it could be difficult to track and discern what meetings or events would be appropriate to serve as make ups for committee meetings. Attendance will be discussed further at the next Executive Committee meeting, including the schedule and process for tracking and acting on attendance violations.

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### **Committee Updates**

Craig Anderson gave an update from the Workforce Committee. Bonnie Elsey from the MN Dept of Employment and Economic Development met with leadership from the Metropolitan Manufacturing Sector Initiative and has granted \$30k to the project to fund the work of the “Single Points of Contact” (SPOCs). This is exciting because the MN Job Skills Partnership board grant, which will fund an additional 120 students through the three phases of the program, did not include funding for the SPOCs. The SPOCs are an important part of the program as they help to recruit new hires from the WorkForce Centers and support them as they go through the training. There is a need for about \$15k in additional funding to fully fund the SPOCs for one year.

Mary Jo gave an update on the English Language Learner (ELL) grant request with the healthcare field. Jim Zentner, Workforce Solutions, has been working with Mary Russell to develop a proposal for a project to improve the English language skills of entry-level healthcare workers. The Phillips Foundation may be interested in this project and Jim is planning on submitting the request by November 15<sup>th</sup>.

The Strategic Plan planning meeting is scheduled for August 1 from 9-11am at the Ramsey County WorkForce Center in Saint Paul. Please let staff know if you would like to attend.

Mary Jo gave an update on the fund development plan. Work has been done in moving this project forward, including creating an ad hoc committee to work with the consultant, creating a list of individuals who would be able to speak on behalf of the organization and the creation of a “wish list” of donation items for the WIB offices. Additionally, the VISTA volunteer will be starting in August and her focus will be on fund development.

The marketing ad hoc is working on redesigning the WIB’s website. The new design will focus on the key audiences who may visit the site (funders, business, WIB members, job seekers and the general community).

Melanie Huggins, Director of the Saint Paul Public Libraries, presented on the library at the last CAO Committee meeting. Melanie informed the group of the library’s extensive resources, and highlighted benefits for the job seeker and business communities. It was suggested that Melanie present this information at a future WIB meeting.

Kirk Hayes reminded members that nominations were being sought for the Vern Vick Award. It was suggested that the award be given at the WIB meeting as opposed to the Youth Council meeting.

Doug Hubbard updated the group on the Third Annual YouthLEAD event held at Harriet Island on June 17<sup>th</sup>. There was a great turn out for the event and Tubby Smith, Head Gopher Men’s Basketball Coach, was the keynote speaker.

The Youth Council received an update on the Outreach to Schools program. This is a small grant that allows for local high schools to utilize the resources of a college intern in the school’s college/career center. The intern helps students explore career and educational opportunities and supports them in their planning. The program currently operates at GAP and Johnson high schools.

Workforce Solutions received an additional \$200k in WIA funding that will be used to reinstate the Building Lives program. The Building Lives ad hoc continues to meet to plan ways to receive sustainable funding from the legislature. A visit to Boy's Totem Town is being planned in October for Representative McCollum and Representative Ellison as well as Senator Moua.

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**TriWIB**

The TriWIB event on June 13 was well attended. The group selected youth mentor as a key initiative to work on over the next year. A follow-up meeting will be organized with leadership to discuss next steps.

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**Other**

Mary Jo will email out a request for grant support from the WIB on ABE's behalf. This request is for a grant that ABE will use to enhance a current project, and will also help the services for individuals in the MMSI classes.

WIB staff is in need of a donated computer for the VISTA volunteer.

Mayor Coleman of Saint Paul is having a meeting Monday morning at 8:30 to discuss the City's economic development plan.

Saint John's hospital will be hosting a debate between Sen. Coleman and opponent for the Senate, Al Franken, on Thursday, August 21<sup>st</sup> at 7:30am.

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**Adjourn**

The meeting adjourned at 11:01 a.m.

Next meeting: August 15, 2008