

Ramsey County Workforce Investment Board  
**Executive Committee**

May 16, 2008  
**Minutes**

**WIB Members Present**

Craig Anderson  
Patricia Brady  
Amy Brenengen  
Kirk Hayes  
Bill Lowe  
Bob Morse  
Paul Nelson

**Members Absent**

Robert de la Vega EA  
Doug Hubbard

**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 9:38 a.m.

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**Approve Consent Agenda**

**Approve Minutes**

**Approve Local Plan**

**Accept MJSP Grant Request Support Letter**

**Approve Youth Council Applicant**

**Motion** was made by Kirk Hayes with second by Bill Lowe to approve the consent agenda as presented.

**Motion carried unanimously.**

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**Accept April Financial Reports**

Amy Brenengen presented the financial reports from April. Income realized in April includes \$150 in member contributions to be used for the Annual YouthLEAD Recognition Event and \$6,000 from two funders in support of the Metropolitan Manufacturing Sector Initiative (MMSI). It was clarified that funds from the County, originally expected in January, are expected shortly. While most expenses are under budget, a few items are over for the budget year-to-date because expenses were paid earlier than planned; spending on these items will even out by the end of the year.

**Motion** made by Kirk Hayes with second by Craig Anderson to accept the April financial report as presented.

**Motion carried unanimously.**

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**WIB Membership**

The reduced WIB size allows for two education representatives, with one being the required partner of Job Corps, leaving one open education position on the WIB. The WIB would like to maintain the expertise brought by the current education representatives and it is felt that an education ad hoc could be a good way to accomplish this.

WIB staff developed a document outlining the purpose of this ad hoc. After it is reviewed by the Executive Committee, the Education representatives of the WIB will receive the document and a meeting will be scheduled with these individuals to make a final determination on how the ad hoc will be structured. The current WIB education representatives will then vote for an ad hoc chair and this person will fill the WIB's open education position.

The Executive Committee discussed the options of having an ad hoc committee versus creating a standing committee of the WIB. It was felt that an ad hoc may not be structured enough and that it could be difficult to convene the group on an ad hoc basis. It was clarified that current education members are encouraged to continue their participation on WIB committees. Non-WIB members are always welcome to attend any meetings and may express their input but will not have a vote. It was also noted that WIB action is required to establish a new committee or ad hoc of the WIB.

**Motion** made by Amy Brenengen with second by Kirk Hayes to propose the creation of an Education ad hoc to the full WIB.

**Motion carried unanimously.**

There was further discussion on the new entity. In addition to the current WIB education members, representatives from other K-12, higher education, and Adult Basic Education would be tapped to serve on this body. Members talked about the meeting schedule for this committee- it was suggested that creating a standing WIB committee with a regular meeting schedule would make for a more engaged group than an ad hoc that meets on an as-needed basis. Other interested WIB members could also attend the Education committee meetings. The overlap between the new committee and existing committees dealing with similar issues, like the Workforce Committee and Youth Council, will need to be discussed after the new committee members have been convened.

**Amendment** made by Amy Brenengen and accepted by Kirk Hayes to propose the creation of a standing Education Committee instead of an ad hoc committee.

**Amendment carried unanimously.**

The committee then discussed WIB reappointments. The Executive Committee is responsible for reviewing the members up for reappointment and making recommendations to the appointing bodies as to whether or not members should be reappointed. Members up for reappointment were reviewed in regards to their interest in continuing service, the category they represent and their attendance at WIB and committee meetings over the past year. A few members responded that they were not interested in seeking another term and there were a few other members that did not respond. Staff will follow-up with these individuals to gauge their interest. Members interested in reappointment but have had borderline attendance issues at either WIB or committee meetings will be contacted on an individual basis to ensure they understand the attendance policy and the importance of remaining engaged members. Members who have asked to not be reappointed and those who have not responded and have attendance in extreme violation of the policy will not be recommended for reappointment.

There was discussion on the WIB's bylaws and whether or not it addresses excused absences. Currently, the bylaws only address unexcused absences leading to violation of the attendance policy. Members were concerned that one could have excused absences to every WIB and committee meeting but still be a member in good standing. It was felt that this situation would keep a place on the WIB for members who were not engaged, while not allowing another representative from that category who would be interested in attending and engaging in the WIB's work. Members expressed an interest in reexamining the bylaws to ensure that each position on the WIB is filled by engaged members who can represent the category for which they were appointed. All members will receive a reminder of the WIB's attendance policy.

Education representatives were taken out of the general reappointment discussion as there will only be one position on the WIB. This will be addressed by the education representatives in their initial meeting.

The Executive Committee's recommendations will be attached to the reappointments sent to the City and County. Notes will be included for those who are not recommended for reappointment.

**Motion** made by Kirk Hayes with second by Craig Anderson to recommend forwarding all members for reappointment with the exception of (1) members not seeking a new term, (2) member who has not responded but has not attended meetings, (3) Education representatives and (4) member whose excused absences have resulted in not having the voice of their category heard at the table. For this individual, the appointing body will be encouraged to appoint a member who will be actively engaged in meetings.

**6 votes for, 1 against.**

**Motion carried.**

The committee discussed WIB leadership and the open Chair-Elect position beginning on August 1<sup>st</sup>. Business member Mary Russell has met with current and past WIB leaders and is very interested in serving in the capacity of Chair-Elect for 2008-2009 and WIB Chair for 2009-1010.

**Motion** made by Kirk Hayes with second by Amy Brenengen to recommend Mary Russell as the WIB's incoming Chair Elect.

## **Motion carried unanimously.**

The vote will then go to the next full WIB meeting for final approval.

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### **Committee Updates**

Craig Anderson updated the Executive Committee on the Workforce Committee. April 10<sup>th</sup> was the graduation of the first MPowered/MMSI class through Phase 1 of the three phase program. Twenty-one students were in attendance, many of whom brought family members and friends to witness their accomplishment. Saint Paul College submitted a request for a \$400,000 MN Job Skills Partnership grant to be used for further training in the MMSI. The grant will fund the remainder of Phases 2 and 3 training for the first class, as well as three more classes through all three phases at Saint Paul and Anoka Technical Colleges. Phase 3 training will teach specialized skills for Welding, CNC Machining and Precision Metalforming.

The Workforce Committee also had an update of the local and regional labor market from DEED's Rachel Hillman. Due to the resources available to the WIB, the committee decided to reduce the number of priority industries from three to two; these industries are healthcare and manufacturing.

Lastly- the group started to talk very basically about the WIB's new strategic plan. The next meeting will focus on what the process of strategic planning should look like.

Mary Jo gave an update from the Youth Council. Workforce Solutions presented the outcomes of the County youth programs, with all performance measures meeting state requirements (80% of the state established goal) with five of the seven performance measures at or above 100% of goal. The county is now able to separate out the performance of each vendor allowing Workforce Solutions to assist vendors who are not meeting their goals.

Ramsey County received an additional \$218k to be used for youth programming. After discussions, the Youth Council determined that \$200k will be used to run a focused version of the Building Lives program and \$18k will be used to fund a youth job developer, a new position that will be shared by the City and County. This new position will be housed at the City in Housing and Redevelopment and will connect with businesses and community resources, including business service specialist, to create matches of youth seeking work experience with opportunities at local organizations. In efforts to increase funding for the Building Lives program, the ad hoc will met with Nick Riley, County lobbyist, on May 28<sup>th</sup> to discuss plans and strategies for securing funding in '09 legislative session. A small group will meet on Tuesday, May 20<sup>th</sup> to begin seeking funding from private foundation.

Mary Jo gave an update from Communication, Advocacy and Oversight Committee (CAO). Workforce Solutions presented the performance outcomes of the WIA adult and state and WIA dislocated worker programs. In general, the programs are doing quite well. The information for the current program year will be "live" until August, at which point the final outcomes of the program year can be determined.

The CAO is also working on the fund development plan. Funds are still being sought to hire a consultant to complete this project. There is a possibility that the Saint Paul Foundation will fund this project, and a decision should be made in June. The Phillips Foundation may be interested in funding a project with English Language Learners and the WIB and Workforce Solutions are working with the foundation on this possibility. There was also a strategic discussion at the last CAO meeting about the possibility of supporting workforce services in the Saint Paul libraries. While members are interested in initiatives that serve a larger group of individuals, there are no resources currently for this project and members would like to examine the community at large before determining that libraries are the appropriate places to support additional workforce programs.

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### **Partnership Agreement**

The WIB and County are looking at the Partnership Agreement in efforts to reach an agreement on the language addressing the relationship between the County, WIB and Friends of the WIB. This discussion needs to be careful and thorough and a shorter-term Partnership Agreement will be passed to allow for adequate time to discuss the issues. The only change for this short-term agreement will allow for the WIB to have a vote at workforce coalition meetings, in addition to the vote allowed for the County. The Executive Committee agreed to hold an electronic vote on this interim document when it is prepared.

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**Other**

Saint Paul College received a \$1.9mil DOL grant, with matching funds of about \$1.1mil from local hospitals, for the development of a medical lab technician program.

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**Adjourn**

The meeting adjourned at 11:12 a.m.

Next meeting: June 20, 2008