

Ramsey County Workforce Investment Board
Executive Committee

September 19, 2008
Minutes

WIB Members Present

Amy Brenengen
Doug Hubbard
Bob Morse
Paul Nelson

Members Absent

Craig Anderson EA
Patricia Brady EA
Robert de la Vega EA
Kirk Hayes EA
Mary Russell 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 9:40 a.m. A quorum was not reached and motions will be sent to the committee via email for electronic voting.

Approve Consent Agenda

Approve Minutes

Accept August Financial Report

Motion was made by Doug Hubbard with second by Amy Brenengen to approve the consent agenda as presented.
Motion approved by four members; one additional vote needed for motion to carry.

Approve Youth Council's Vern Vick Award Nominee

The Youth Council awards the Vern Vick Memorial Award to individuals or organizations that have made an impact in the lives of youth. Partners were contacted to submit nominations for the award, and several individuals were nominated. At the Youth Council meeting, three individuals excused themselves from consideration and the Council voted on the remaining nominees. The Youth Council is recommending Peter Jessen-Howard to receive the Vern Vick Memorial Award, to be awarded at the WIB meeting on October 2nd.

Motion made by Doug Hubbard with second by Paul Nelson to approve the Youth Council's recommendation to award Peter Jessen-Howard with the Vern Vick Memorial Award.

Motion approved by four members; one additional vote needed for motion to carry.

There was a suggestion that the Youth Council keep this award on their agenda to review at least annually.

Committee Updates

Workforce Committee

The Metro WIB applied for two FIRST grants; one focusing on healthcare and one focusing on manufacturing. A decision should be made today regarding the recipients of the FIRST grants. The WIB will play a role in these planning grant projects, particularly the healthcare initiative.

Anoka Technical College has started their Phase 1 class of the Metropolitan Manufacturing Sector Initiative; Saint Paul College is holding on their next class to secure on-the-job training slots for new hires. There are currently 18 companies involved in the program, and the MN Precision Manufacturing Association is putting information on their website about the program.

Jim Zentner, Workforce Solutions, and Luke Weisberg, Metro WIB, met with Mary Russell and Human Resources representatives from HealthPartners to identify their workforce needs. The information shared was congruent with what was expected, and similar meetings are being planned with Allina and HealthEast. When all needs are defined, a collaboration will be developed to address these needs. The collaboration between the four hospitals in Saint Paul for English language training is on hold at this time.

WIB leadership is setting up a meeting with the individuals who have volunteered to develop the WIB's strategic plan.

CAO Committee

Workforce Solutions and the Saint Paul Public Library system have continued collaborating services, with the library presenting their resources to the Workforce Solutions staff. Mary Jo is contacting the director to see if she will present on the libraries at the WIB meeting in February.

The fund development ad hoc met recently, and a plan is expected to be reviewed at the November CAO meeting. The ad hoc is currently putting together forms to request contributions from the WIB, expected at the October WIB meeting. Mary Jo will ensure that the Executive Committee sees these forms before the full WIB does. It is important that the WIB members, and staff, contribute to the WIB.

Marketing ad hoc members have developed a few logo options and have sent these to the CAO committee for a vote. The committee has voted on the logo options and they have reached a tie. The Executive Committee is being asked to break this tie; the logos were developed to reflect a professional organization focused on creating connections among the community. The two logo options were distributed to the members and a vote was taken. Three of the four members voted on the top logo; combining this vote with those from the CAO Committee, this logo was selected as the WIB's new logo. The logo will be used on the WIB's website, letterhead, business cards and marketing materials.

An update on membership was given; there are six business openings on the board. Recommendations are welcomed to fill these spots, with a goal of attracting one more healthcare representative and one manufacturing representative.

The CAO Committee is recommending the acceptance of the WIB's 2009 WIB legislative agenda, developed from the 2008 agenda. The priorities on the agenda reflect efforts for supporting Building Lives, increasing business services, funding for the universal customer, sector work and regional initiatives. The document also states support for the MN Workforce Council Association state and legislative platform, and removed the goal of supporting construction initiatives because this is no longer a priority industry for the board.

Motion made by Amy Brenengen with second by Doug Hubbard to approve the WIB's 2009 Legislative Agenda as presented.

There was further discussion on the support of healthcare efforts; in light of the information provided by the state demographer, the WIB may want to highlight the aging workforce and aging population. It was felt that this could be a separate item to address aside from the legislative agenda.

An amendment was made to the motion to request the Legislative ad hoc address this issue and bring a recommendation back to the Executive Committee on how to address this issue. Amy and Doug accepted the amendment.

Motion approved by four members; one additional vote needed for motion to carry.

Youth Council

The Building Lives ad hoc continues to meet to prepare for the upcoming legislative session. A meeting will be held on October 20th at Boys Totem Town; this meeting will provide legislators with a first hand experience of the Building Lives program. Representatives from Representatives McCollum, Rep. Ellison and Rep. Paymar's office will attend, as well as Senator Moua. Staff has applied for bridge grants from the Bremer and Minneapolis Foundations for \$40,000 and \$100,000 respectively. There was discussion on inviting others to the meeting on October 20; Mary Jo will look into this possibility.

The Youth Council adjusted their meeting structure to meet monthly, with every other month focusing on a pertinent issue to the Council. The Council will meet at HHH Job Corps Center in October.

Education Committee

The committee had to cancel their September meeting but will convene in October to discuss committee size, representation and attendance goals, as well as the work plan.

Business Meeting Update

The purpose of the September 9th business members' meeting was to ensure the strategic plan will be a demand driven document that addresses business needs. It also addressed increasing engagement of all members and building more effective WorkForce Centers. Notes from this meeting will be distributed to WIB members.

Partnership Agreement Discussion

When the WIB passed the partnership agreement for this year, it was with the knowledge that Patricia Brady and Mary Jo would spend the next year and a half reviewing and adjusting the agreement so both feel the contents meet the expectations of the two organizations.. The agreement was originally developed in 2001 and the WIB has changed and grown since this time. Some guiding language in the document needs to be clarified, such as the intended definition of the term "program". The agreement will be examined in comparison to Section 117 of the WIA law, which outlines the role of the local board.

Update on Membership and Attendance

Staff will spend time reviewing the current attendance tracking system to ensure it aligns with what the CAO and Executive Committees have requested.

Adjourn

The meeting adjourned at 11:17a.m. upon completion of the agenda.

Next meeting: October 17