

Ramsey County Workforce Investment Board
Executive Committee

April 17, 2009
Minutes

Committee Members Present

Patricia Brady
Butch Howard
Bob Morse
Paul Nelson
Mary Russell

Members Absent

Craig Anderson EA
Amy Brenengen EA
Robert de la Vega EA

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Doug Hubbard, WIB and YC Member
Kate Raleigh, WIB Staff

Call to Order

The meeting was called to order at 9:02 am.

Approve March 20th Minutes

Motion made by Paul Nelson with second by Butch Howard to approve the March 20th minutes as presented.

Motion carried.

Accept March Financial Report

Mary Jo presented the March financial report to the committee. The WIB received \$39,300 in County levy funds, the full amount for the year. A few items were above the month's budget due to expenses incurred from the Strategic Planning Session. There are funds in the money market account that should carry the organization until the WIA funds are received.

Motion made by Paul Nelson with second by Butch Howard to accept the March financial report as presented.

Motion carried.

Executive Committee Membership

The committee discussed its current membership. The Workforce Committee Chair position is vacant, but when filled, all of the required members will be on the committee. The committee needs to maintain a 51%+ business membership and, depending on the representation of the new Workforce Chair, a new business representative may need to be added as an "at-large" member to maintain the proper ratio. There is concern that adding non-business members to at-large positions would make the committee too large because of the additional business members needed to keep the 51% balance. From this, there was a reminder that these, and all WIB committee meetings, are open meetings, and anyone from the WIB can attend.

Motion made by Mary Russell with second by Butch Howard to remind WIB and community members that the meetings are open to the public and guests are welcome at all meetings- refer to Operating Rule 2004-04 regarding guests at WIB and committee meetings.

Motion carried.

Update on Strategic Planning

Victor Thompson, one of the PhD candidates from St. Thomas who facilitated our strategic planning session, has agreed to facilitate a meeting to further define business goals for the WIB. This meeting is set for April 30th, 2:30-4:30 at the Ramsey County WorkForce Center- Saint Paul. Please RSVP to Kate (kraleigh@rcwib.org) if you plan to attend.

The full Strategic Plan should be complete within the next few months, incorporating the work from the business and education meetings. Upon completion, the plan will go to the Executive Committee, full WIB and finally County Board for approval.

Update on Partnership Agreement

Mary Jo, Patricia Brady and Karen Kushner had a productive working meeting on Monday, April 13, to discuss the oversight language in the Partnership Agreement between the County and the WIB. Items still up for discussion include the WIB's funding structure and viability. Mary Jo will review the most recent version of the Partnership Agreement and send it to the Executive Committee for comment. With the committee's input, Mary Jo, Patricia and Karen can continue working through the agreement in the next couple of weeks.

Administrative Update

Work needs to commence on replacing the Operations Specialist in the near future. Alternatives to hiring a new Operations Specialist were discussed. In conjunction with this is the discussion on the WIB's funding. Without funding for a long-term position, it will be difficult to hire a new employee. The members reviewed American Recovery and Reinvestment Act (ARRA) budgeting, including the funding the WIB is being offered. In order to receive the \$48k in ARRA funding offered by the county, the WIB needs to complete a special project. The WIB's healthcare initiative may fit in to this scenario. Mary Jo will write a paragraph on the healthcare initiative in order to suggest it as the focus of a special project.

Members discussed the WIB's funding and the sustainability of the current funding model. Patricia Brady suggested the WIB hold a County Board Workshop to discuss funding and strategic planning- Patricia will help WIB staff to arrange this workshop. WIB staff will prepare information for this session and will encourage all members, particularly business members, to attend the workshop.

Other

None.

Adjourn

Upon completion of the agenda, the meeting adjourned at 10:35 am.

Next meeting: Friday, May 15