

Ramsey County Workforce Investment Board  
**Executive Committee**

December 18, 2009

**Minutes**

**Committee Members Present**

Butch Howard  
Doug Hubbard  
Dave MacKenzie  
Robert Morse  
Mary Russell  
Dan Strittmater

**Members Absent**

Craig Anderson EA  
Patricia Brady EA  
Robert de la Vega EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Raleigh, WIB Staff

---

**Call to Order**

The meeting was called to order at 9:08 a.m.

Mary Russell added an item to the agenda after Grant Status to have a more in-depth discussion on the financial status of the organization.

---

**Approve Consent Agenda**

- Approve November Minutes
- Accept November Financial Report
- Youth Council Applicant

The November financial report was pulled from the consent agenda and will be addressed in the financial discussion.

**Motion** made by Doug Hubbard with second by Dave MacKenzie to approve the consent agenda as amended.  
**Motion carried.**

---

**Grant Status**

The Otto Bremer Grant work was completed in November and the final report will be sent to the Otto Bremer Foundation this afternoon. The Youth Council will ask Workforce Solutions to present outcomes at their January or February meeting.

The Governor's Workforce Development Council grant supports the medical billing and coding healthcare initiative. The classes, taught by Adult Basic Education and Saint Paul College, started with 19 students and currently have 18 students still enrolled. The students are performing well and are set to complete the first phase of the class on January 13<sup>th</sup>, with plans to finish the class completely in June of 2010. In addition to the student outcomes, the partners have worked on creating systems to smoothly work together and assist students through the program.

The recipients of the FastTRAC grants have not been announced, though this news is expected this week. This grant application is a request of \$35k to further support the healthcare initiative. When Mary Jo hears if this project is funded, she will distribute this information.

---

**Financial Report and Funding Discussion**

The committee had a broader discussion on the board's financial situation in the short- and long-term. Discussion items included funding streams, cash flow, board interactions, expenses, possible income sources, operating models and the board's role in oversight.

Members discussed the November financials.

**Motion** made by Bob Morse with second by Butch Howard to accept the November financials as presented.

---

This document is available in alternate formats upon request.

**Motion carried.**

---

**Approve WIB CEO Compensation Action**

**Motion** made by Doug Hubbard with second by Butch Howard to approve a merit increase and bonus for the WIB's CEO.

**Motion carried.**

---

**Adjourn**

**Motion** made by Bob Morse with second by Doug Hubbard to adjourn the meeting at 10:50 a.m.

**Motion carried.**

Next meeting: January 15, 2010