

Ramsey County Workforce Investment Board  
**Executive Committee**

February 20, 2009  
**Minutes**

**WIB Members Present**

Craig Anderson  
Patricia Brady  
Kirk Hayes  
Butch Howard  
Bob Morse  
Paul Nelson  
Mary Russell

**Members Absent**

Amy Brenengen EA  
Robert de la Vega 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 9:10 a.m.

---

**Approve December Minutes**

**Motion** made by Craig Anderson with second by Butch Howard to approve the December minutes as presented.

---

**Accept January Financial Report**

The committee reviewed the financial report from January 2009. As this was the first month of the fiscal year, expenses are below budget. The WIB accepted the \$30,000 Bremer grant for Building Lives this month; these funds will be spent out in 2009.

There was discussion on possible stimulus funds that may affect the WIA allocation in the short term. The WIB needs to remain focused on securing sustainable funding as any increase in funds would be temporary.

**Motion** made by Craig Anderson with second by Butch Howard to accept the January financial report as presented.

**Motion carried.**

---

**Ratify Letters of Support**

Due to the timing of grant opportunities, the WIB Chair approved and signed two letters supporting the grant applications of Century and Saint Paul Colleges.

Saint Paul College has funding through a Living Cities RFP to development and launch the Solar Training Laboratories and curriculum to train Photovoltaic and Solar Thermal energy installers. Century College responded to an RFP from the Dept. of Labor to train older workers. Century's application indicates they will having training programs in WIB priority industries.

**Motion** made by Patricia Brady with second by Mary Russell to ratify the two letters of support.

**Motion carried.**

Craig Anderson abstained.

---

**Bremer Foundation Grant**

The WIB and Workforce Solutions have been developing a contract to lay out how money goes from the Friends of the WIB to Workforce Solutions for incremental funds secured by the FWIB. This contract will set up a template with which future project funding flows through the WIB to the County. The contract indicates that the FWIB will retain 5% of the grant for their expenses and 95% will go to Workforce Solutions with an allowance of \$500 to be spent on their administration. The contract is ready and awaiting signatures.

There was a brief discussion on how information regarding how these funds are spent will get to the Executive Committee. This information will be included in updates from the Youth Council at Executive Committee

meetings. If the board would like further information, this can be accommodated. There was also discussion on long term tracking of past Building Lives participants to see how effective the program is for these individuals years later. Patricia indicated this can be done by utilizing wage detail information.

---

### **Partnership Agreement**

The committee discussed the proposed Partnership Agreement between the County and the WIB for 2010-2011. The organizations are currently operating under the 2008-2009 agreement, which is being modified for the 2010-2011 version. There was interest to involve the County Attorney in this discussion and a special meeting will be held on Wednesday, March 4<sup>th</sup> to go through and discuss the proposed 2010-2011 agreement.

---

### **Other**

Patricia requested that Robert Morse attend a Workforce Solutions all-staff meeting in May to talk about the WIB and answer Workforce Solutions' staff questions. It is customary for the WIB chair to attend one of these meetings to keep staff informed.

Patricia asked to have time on the next Education Committee agenda to discuss education issues.

Patricia wrote a letter to the MN Job Skills Partnership Board indicating that as a result of an over obligated workforce development fund, Workforce Solutions does not have the financial resources to serve all of the individuals requesting help from the program and has had to institute a waiting list for clients. Patricia requested that the WIB send something similar in hopes to establish more stable and available funds from the workforce fund in the future.

---

### **Adjourn**

**Motion** made by Patricia Brady with second by Kirk Hayes to adjourn the meeting at 10:49 a.m.

**Motion carried.**

Next meeting: Wednesday, March 4- Special meeting for Partnership Agreement