

Ramsey County Workforce Investment Board
Executive Committee

July 17, 2009
Minutes

Committee Members Present

Butch Howard
Dave MacKenzie
Bob Morse
Paul Nelson
Mary Russell
Dan Strittmater

Members Absent

Craig Anderson EA
Patricia Brady
Amy Brenengen
Robert de la Vega

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Kate Raleigh, WIB Staff

Call to Order

The meeting was called to order at 9:07 am.

Approve Consent Agenda

- Approve June 17th Minutes
- Accept June Financial Report
- Approve Youth Council Applicant
- Ratify Committee Appointments

Motion made by Dave MacKenzie with second by Dan Strittmater to approve the Consent Agenda as presented.

Motion carried.

There was a question on how often the WIB gets income; Mary Jo explained that the board generally sees revenue three times per year, based on the disbursement schedule of WIA and County Levy funds, though occasionally payments are combined. The WIB plans to receive some ARRA funds this year and this application is currently in process.

Nominate Chair Elect and Treasurer

Mary Jo informed the committee that Doug Hubbard has volunteered to be nominated for the Treasurer position and Butch Howard has volunteered to be nominated for the Chair-Elect position.

Motion made by Mary Russell with second by Dave MacKenzie to nominate Doug Hubbard and Butch Howard for the positions of Treasurer and Chair-Elect, respectively, at the August 6th WIB meeting.

Motion carried.

Doug and Butch were thanked for their willingness to serve in these positions.

Approve Greater Metropolitan Workforce Council Dues

The Greater Metropolitan Workforce Council's (Metro WIB) request for \$1,500 in dues was discussed at the June Executive Committee meeting and tabled awaiting further information. Mary Jo sent out a document summarizing the role of the Metro WIB in the region, and specifically the work that has been accomplished. It is important to have a regional organization as many times the metro area acts as one labor market and the many projects benefit from regional collaboration.

Members saw the value of the Metro WIB's work but wish to see formal documentation of outcomes expected for these funds. Members also expressed an interest in having information on dues prior to the start of the fiscal year to allowing for budgeting. There is approximately \$900 in the 2009 budget for these dues, as the increase to \$1,500 was not anticipated. Additionally, members would like a more formalized way to have their collective voice heard at the Metro WIB.

The metro area WIB Directors will meet in August to discuss these funds, to better understand what they are paying for and if it will be an ongoing cost. Committee members would like to hold on this discussion until after this meeting, looking for specific answers on the deliverables for these funds and what the ongoing costs will be, for budgeting purposes.

Motion made by Mary Russell to table this discussion until after the metro WIB Directors discuss the funds in August.

Decision tabled.

WIB Membership Change Requirement

At the June meeting, the committee discussed the membership change brought about by a new MN law requiring Adult Basic Education (ABE) to be represented on WIBs statewide. Adding ABE to the RCWIB would either eliminate representation from post-secondary education or increase the board by four additional members. WIB leadership discussed this change with the County and City at the July WIB County Update meeting. From this discussion, the decision was made to request a waiver from the state allowing ABE to be represented on the Education Committee as opposed to the full WIB. The request will come from the County, through Commissioner Carter, to the state. If the request is denied, next steps will be discussed at that time.

Update on Initiatives

In addition to updates on specific WIB initiatives, there was general discussion on the WIB's role in initiatives including development of new initiatives and how the WIB should support ongoing initiatives beyond the development stage. This question will be explored further in the future.

Building Lives

The Building Lives ad hoc met recently to debrief on the legislative session and to discuss next steps in pursuing further support for the program. There will be a funding differential from this year to next year of \$125,000 and discussion at the ad hoc meeting focused on closing this gap.

Healthcare Initiative

Mary Russell updated the committee on the healthcare initiative, which is pursuing a training program for Medical Billers and Coders. A connection has been made with Saint Paul College and Saint Paul Public Schools Adult Basic Education, who were preparing to develop a similar program. The education link has allowed healthcare employers to have input into the curriculum design as it is being developed. There have also been discussions on the early involvement of employers in the screening phase of the program, where viable candidates are identified for the training. Workforce Solutions will be engaged to screen individuals and support them as they go through the program.

The partnership applied for a grant through the Governor's Workforce Development Council (GWDC) that focuses on industry initiatives that work with local Adult Basic Education providers. A determination on which grants the GWDC will fund is expected by the end of July. An additional item for consideration is how to connect incumbent workers to this process.

Administrative Update

The CEO's laptop has been purchased and is awaiting set-up.

Staff is determining final staffing costs for the duration of the year in light of the Operations Specialist's reduction in hours and the planned temporary worker. The Operations Specialist will work up to five hours per week while student teaching. These costs were shared with the committee; there will be a slight savings in salary from that budgeted for the year.

Mary Jo is seeking approval to offer the temporary Administrative position while the Operations Specialist is working reduced hours. Mary Jo has been working with the Friends of the WIB through planning this transition.

Motion made by Paul Nelson with second by Butch Howard to provide an offer for the temporary position with the WIB through the end of November.

Motion carried.

Update on County Board Workshop

The WIB's County Board Workshop will take place on August 4th in the early afternoon. The board will receive more information as it becomes available and all members are encouraged to attend. This workshop will help the County Board understand the WIB's work. Members reviewed a draft of the agenda for August 4th- the following items are planned for discussion:

- Introductions
- Update on Strategic Plan
- Background/update on the WIB
- Background/update on the FWIB
- Fund development discussion
- Q and A

The County Manager has been meeting with Mary Jo to ensure the meeting is focused and fulfills the County Board's needs and staff is developing a packet of information on the WIB's structure, initiatives and operations. This information will go to the County Board for their review prior to the meeting.

Update on Partnership Agreement

The 2010-2011 WIB/County Partnership Agreement negotiation is ongoing.

Discuss WIB and Committee Meeting Schedule

Staff is looking at the WIB's current meeting schedule. There are certain months that have much lower attendance at WIB and committee meetings than other months, and there has been a trend of cancelling meetings during certain months. According to the law, the board is required to meet at least four times per year; currently, the Ramsey County WIB is far surpassing this number. Staff will continue to examine this information, and members have requested that meeting times be examined as well. Discussion will continue at the next Executive Committee meeting.

Other

Mary Jo discussed the options for online giving as researched by staff. As a result, Mary Jo is recommending that a PayPal button be added to the WIB's website, allowing the organization to receive donations online. Members felt this was a good decision.

Adjourn

Motion made by Dave MacKenzie with second by Paul Nelson to adjourn at 10:35 am.

Motion carried.

Next meeting: Aug 21, 9:00-10:30 am.