

Ramsey County Workforce Investment Board  
**Executive Committee**

June 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  
Dave MacKenzie  
Dan Strittmater EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Raleigh, WIB Staff

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**Call to Order**

The meeting was called to order at 9:11 am. A quorum was not reached and an electronic vote was requested to reach consensus on all action items.

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**Approve May 15 Minutes**

**Motion** made by Mary Russell with second by Butch Howard to approve the May 15 minutes as presented.

**Motion carried by electronic vote June 18, 2009.**

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**Accept May Financial Report**

Mary Jo reviewed the WIB's May financial report. No income was realized in May and spending was generally under budget. The category of Supplies and Services was \$5 over for the month due to the timing of postage and office supply purchases.

**Motion** made by Butch Howard with second by Mary Russell to accept the May financial report as presented.

**Motion carried by electronic vote June 18, 2009.**

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**Approve Greater Metropolitan Workforce Council Dues**

The Minnesota Workforce Council Association (MWCA) provides an additional service for metro area Workforce Service Areas (Anoka, Dakota-Scott, Hennepin-Carver, City of Minneapolis, Ramsey, Washington, and Central MN) through a contract with LukeWorks, LLC to support staffing for metro-area activities through the Greater Metropolitan Workforce Council (GMWC). Within the past year, some of these activities have included:

- Completion of the Regional Agenda for Prosperity in September 2008
- Award of a \$50,000 FIRST grant from DEED in support of manufacturing sector activities and organizing among other regional stakeholders
- Continued support for the Metropolitan Manufacturing Sector Initiative
- Exploration of health care sector opportunities
- Liaison with the MN IT Workforce Collaborative
- Liaison with the Metro Alliance for Continuing and Customized Education
- Representation at local, statewide and national events

The contract for these additional services will be renewed in June and the cost is \$30,000 annually. These costs are covered through a combination of metro-specific dues paid to the MWCA and grants awarded. In recent discussion among WSA Directors, it was suggested that \$3,000 per WSA is levied at this time to support these activities. This funding will supplement grant funds already obtained and currently being sought, to cover expenses. Ramsey County, in previous years, split the dues between Workforce Solutions and the WIB. This year the WIB is being assessed \$1,500. The levy in 2008 was \$893, paid in September.

Members discussed the benefit of these services, and the associated cost. Discussions have been held with other metro WSA directors on the prospect of developing a work plan to be completed by LukeWorks, LLC, with

measurable outcomes delivered for the metro WIBs. This would increase accountability for this investment. It was also discussed that the work provided by the GMWC should benefit all metro WIBs.

Mary Jo and Patricia will discuss this funding and accountability further with the other metro directors and will bring information back to the Executive Committee in July. The approval to spend these funds will be tabled until after this discussion.

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### **Administrative Update**

Mary Jo gave an update on administrative items that have been in process.

The Friends of the WIB's 990 tax return has been completed and approved by the Friends of the WIB. The return will be sent to the IRS and MN Attorney General's office in late June.

At the last Executive Committee meeting members discussed the purchase of a laptop and Blackberry for the CEO. As requested at that meeting, work was done on pricing out a laptop with broadband wireless access and a Blackberry, with an interest in increasing the CEO's ability to work out of the office. Currently, the CEO's desktop computer is four years old and she does not have a cell phone to use for work. The following are the costs associated with increasing the CEO's mobility:

- Equipment costs of approximately \$1,300 (\$1,150 for a laptop, \$30 for broadband modem and \$100 for a Blackberry).
- Service costs of \$130/month (\$60/month for broadband wireless service and \$70/month for Blackberry phone, email and internet service).
- This equates to a cost of about \$2,800 for the first year, including equipment purchases, and \$1,560 annually in subsequent years.

Members discussed the value in these purchases and services. In the future, the organization will aim to replace computers on a three-year cycle.

**Motion** made by Butch Howard with second by Paul Nelson to (1) approve the purchase of a Blackberry, laptop and modem for the WIB's CEO and (2) approve the monthly charges associated with wireless internet and Blackberry services.

**Motion carried by electronic vote June 18, 2009.**

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### **WIB Membership Change Requirement**

A new law has been passed that requires all Minnesota WIBs to include an education member representing Adult Basic Education. The WIB recently reduced the overall board size, going from 50 members to 33 members, and adding an additional education representative to the current membership would create a need to add another community-based organization representative and two more business representatives, bringing the board size up to 37. Ramsey County has Job Corps as a required partner filling one of the board's two Education spots. The other is filled by a post-secondary education representative.

Members discussed the affect of this additional requirement on the current structure of the board. Two options discussed-

- Add an Adult Basic Education representative, replacing the post-secondary education representative, maintaining the current size of 33 members.
- Add an Adult Basic Education representative as an additional member on the board, and add one more community-based organization and two business representatives to maintain the required membership balances mandated by WIA and the State.

Members expressed a strong interest in maintaining post-secondary education representation on the WIB. It was suggested that the WIB may be able to request a waiver for this requirement as ABE is already represented on the WIB's Education Committee. Mary Jo will discuss this option with the County and City at the next WIB/County Update meeting. Based on the outcomes of this meeting, next steps will be taken.

There was additional discussion on the WIB and community roles in finding business members for the board, with a suggestion that the Ramsey County business associations be contacted for suggestions on members when an

opening occurs. Mary Jo will write a letter for this purpose and call the local organizations letting them know there will be a request for member prospects.

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**Update on County Board Workshop**

The County Board Workshop, originally scheduled for June 16<sup>th</sup>, has been postponed to July 14<sup>th</sup>. Many WIB business members can not attend this session and Mary Jo will contact the County to determine other days that may work to hold the workshop.

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**Update on Partnership Agreement**

Mary Jo and Patricia gave a brief update on the progress of the 2010-2011 WIB/County Partnership Agreement. Language relating to the stable funding of the board is currently in process.

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**Other**

None.

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**Adjourn**

Meeting adjourned upon completion of the agenda at 10:14 am.

Next meeting: July 17<sup>th</sup>, 9:00-10:30 am.