

Ramsey County Workforce Investment Board  
**Executive Committee**

March 20, 2009

**Minutes**

**Committee Members Present**

Kirk Hayes  
Butch Howard  
Bob Morse  
Paul Nelson  
Mary Russell

**Members Absent**

Craig Anderson EA  
Patricia Brady 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

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**Call to Order**

Robert Morse, Chair, called the meeting to order at 9:09 am.

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**Approve Consent Agenda**

Approve February and March 4 Minutes  
Accept February Financial Report  
Accept Youth Plan  
Approve Annual Report

**Motion** made by Kirk Hayes with second by Paul Nelson to approve the consent agenda as presented.

**Motion carried.**

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**Committee Updates**

Youth Council

Kirk Hayes updated the group on Youth Council activities. At their March 10 meeting, the Youth Council agreed to continue the current YouthLEAD vendor contracts for one year, to be reevaluated for April of 2010. The vendors are performing well, with Workforce Solutions monitoring one vendor more closely. The Youth Council has recommended that the Executive Committee recommend the WIB extend the vendors' contracts for one year.

The MN Department of Employment and Economic Development (DEED) came on March 16 to monitor the youth programs. Mary Jo and Kirk met with the DEED representative to discuss the Youth Council and the youth programs.

Ramsey County will receive \$1.7 million in stimulus funds for youth programs, in addition to the regular annual WIA allocation. The stimulus funds need to be spent or allocated by July 2010 and will be monitored more closely than the regular allocation. Workforce Solutions will bring a full plan for utilizing these funds to the Youth Council for their approval. The WIB's role is to guide these funds in the right direction. Initial discussions included increasing current youth services utilizing the current program vendors. There will also be a work experience focus, placing 500 youth in meaningful jobs this summer. Vendors will most likely subcontract with organizations able to provide work experience and pay the participants in subsidized jobs. The Council discussed bringing together local government, workforce and business partners to identify where to place these youth.

There was a Building Lives hearing at the House Higher Education and Workforce Development Finance and Policy Division on Thursday, March 19. Representative Sheldon Johnson introduced the bill, Mary Jo and Peter Jessen-Howard testified in support of the bill, and Doug Hubbard was there to show his support. A follow-up meeting with DEED Commissioner McElroy is being scheduled. The Youth Council's next meeting will be on March 26<sup>th</sup>, 3:30-5:00 at Boys Totem Town- all members are invited to attend.

**Motion** made by Kirk Hayes with second by Butch Howard to recommend the WIB approves the Youth Council's request to extend the contracts of the current YouthLEAD vendors for one year, through March 31, 2010.

**Motion carried.**

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## CAO

Butch Howard gave an update from the CAO Committee. The WIB currently has five openings- one labor (County), one economic development (County) and three business openings (City). Let Mary Jo know of any suggestions for members.

Ramsey County's workforce partners are working to update the Local Plan on workforce programs. This plan will go to the CAO for approval in May- anyone interested in helping to update the plan is welcome.

Terry Zurn and Wayne Young from Workforce Solutions updated the CAO Committee on the WIA Adult and Dislocated Worker programs. The majority of performance measures are at or above the state goal, with 11 of the 12 measures meeting at least 90% of goals established in the local plan. These programs will also receive stimulus funds and continue with their current vendors and established operations, utilizing the federal dislocated worker dollars to serve new clients over the next year.

The WIB's oversight role of the WIA Adult and Dislocated Worker programs was briefly discussed. The WIB directs/reviews the plan for spending workforce dollars, based on the WIB's priorities. Mary Russell suggested that all members are made aware of any discussion that directs these funds, particularly with the stimulus funds. Mary Jo will contact Terry to discuss next steps for the stimulus funding.

## Workforce

The Workforce Committee determined the structure of the Strategic Planning session, which was held in lieu of the committee's March meeting. The session revealed an interest to focus efforts on aligning education with business and creating a more solid connection with the business community. There is a meeting on March 24<sup>th</sup> to fine tune the mission/vision statements drafted through the strategic planning process.

## Education

Mary Jo gave an update from the Education Committee. The committee decided on their charge, as follows: "To connect the Ramsey County education, business and workforce development communities to raise awareness of high demand industry occupations and their associated training opportunities." The committee dedicated their last meeting to discussing the education focus of the Strategic Plan, as identified at the session on March 5. The committee identified the following goal: "The WIB will convene industries to clarify their workforce and training needs. Specific industries and focus areas include healthcare, manufacturing, green industries, early childhood and dislocated workers." The committee will now work on the tactics that go under this goal, in the form of SMART goals. There will be a place on the WIB's webpage where people can comment on this goal- an email will be sent to all members to comment.

Bob Morse brought up the concept of shifting the committees to be issue-based, or a hybrid of their current structure and issue based. Mary Jo will get more information on this to bring back to this committee.

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## **Administrative Update**

Mary Jo discussed administrative activities that staff will be focusing on in the next few months, including the 990 report, 403b plan, accounting work, replacement of the Operation Specialist, a new computer and a Blackberry for the CEO. Also discussed were expenditures that are associated with these items.

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## **Update on Partnership Agreement**

Mary Jo is setting up a meeting with the County in mid-April to discuss the oversight language in the Partnership Agreement. Next steps will include discussions with the County on the WIB's funding structure.

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## **Other**

The committee discussed the agenda for the April WIB meeting.

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## **Adjourn**

Upon completion of the agenda, the meeting adjourned at 11:17 am.

Next meeting: Friday, April 17