Ramsey County Workforce Investment Board
Executive Committee

May 15, 2009
Minutes

Committee Members Present	**Members Absent**	**Staff/Guests Present**
Butch Howard	Craig Anderson EA	Mary Jo Gardner, WIB CEO
Bob Morse	Patricia Brady EA	Kate Raleigh, WIB Staff
Mary Russell	Amy Brenengen EA	
Dan Strittmater	Robert de la Vega EA	
	Dave MacKenzie EA	
	Paul Nelson EA	

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.

Approve Consent Agenda
Robert Morse requested that the approvals for the April 17th minutes, April financial report and 2009 Local Plan be considered for one approval under a consent agenda.

Mary Jo Gardner reviewed the Local Plan which outlines how Ramsey County will utilize workforce funding in the next year.

There was discussion on the April financial report, detailing the overage in Innovators Expense resulting from a timing issue and the grant payment made to Workforce Solutions for Building Lives through the Bremer Foundation grant.

Motion made by Butch Howard with second by Mary Russell to approve the consent agenda as presented.
Motion carried by electronic vote May 18, 2009.

Initiative Updates
Mary Jo updated the committee on the Metropolitan Manufacturing Sector Initiative (MMSI), the healthcare initiative and Building Lives.

MMSI
The MMSI partners met with the MN Job Skills Partnership Board (MJSP), which is currently funding the MMSI. It was agreed that partners will complete the current classes and convene in October to consider next steps with the programs. The grant from the MJSP is for three years and there is still time for the funding to be expended.

Healthcare Initiative
Those involved in the healthcare initiative will be meeting with representatives from Saint Paul Adult Basic Education and Saint Paul College, who are developing a similar initiative, to determine if there is an opportunity for connection. Other metro partners are interested in learning more about the efforts.

Building Lives
There is $100,000 for Building Lives identified in the state's Economic Development Omnibus Bill; Mary Jo is waiting to hear if it passes or is line-itemed by the governor.

Update on Strategic Planning
Mary Jo reviewed a draft of the WIB's new strategic plan with the committee. The strategic planning facilitators created a draft document resulting from the planning process and staff has further modified the plan to best fit the WIB's needs and interests. The committee made suggestions to improve the plan.

WIB staff will work on the strategic plan, incorporating the suggestions into a final Strategic Plan document.

A suggestion, unrelated to the strategic plan, was that the WIB should have the new logo, mission, and vision statements on display at each meeting. The marketing subcommittee will develop the avenue for this to happen.

Update on Membership and Reappointments

Each year about half of the WIB members are up for reappointment. Members whose terms are ending at the end of July were contacted to find their interest in seeking reappointment to the board. The Executive Committee is charged with making recommendations for members up for reappointment. Committee members were given a chart of all members up for reappointment, indicating their interest in being reappointed and their attendance over the past year. Of the fourteen members up for reappointment, eleven are seeking reappointment, two are not and one did not respond. All members seeking reappointment had good attendance and were recommended for reappointment; the member who did not respond is in violation of the WIB's attendance policy and is not recommended for reappointment by the Executive Committee members.

Motion made by Mary Russell with second by Butch Howard to (1) recommend all members seeking reappointment to the appropriate appointing bodies for reappointment to the WIB for a term commencing August 1, 2009 and ending on July 31, 2011 (2) and not to recommend the member in violation of the attendance policy for reappointment to the WIB.
Motion carried by electronic vote May 18, 2009.

Administrative Update

Mary Jo discussed several administrative items.

- The accountants plan to have the FWIB's 990 form completed by early June.
- Due to changes in the IRS regulations on nonprofits' 403(b) retirement accounts, it is necessary for the FWIB to hire an outside organization to create a plan document by December 31, 2009. The estimated cost for this service will be $3,000 in 2009, with lower annual fees in future years. Members discussed other options for retirement funds.
- The CEO is in need of a new computer. The members discussed the benefits of purchasing a laptop computer and staff will pursue this option over a desktop computer. Staff will look into options for purchasing a laptop, as well as a cell phone or blackberry, and bring a recommendation back to this committee.

Update on Partnership Agreement

Mary Jo updated the committee on the progress the 2010-2011 WIB/County Partnership Agreement development. Mary Jo, Karen Kushner and Patricia Brady have made good progress on the language around oversight. There is a desire to wait on discussing the WIB's funding structure until after the County Board workshop on June 16th. All members are encouraged to attend the workshop, which will take place in the early afternoon of June 16th.

Mary Jo reviewed specific recommendations for updating the Partnership Agreement:

Article IV A. 2. Recommending the following language from the JPA 8.1c: Seek out and apply for other funds that will leverage private and public workforce investments.

Article IV A.2. a. Recommending the following language from the Partnership Agreement 08-09: If the WIB is eligible to apply for public funds, Workforce Solutions shall have first right of refusal to partner with the WIB. If Workforce Solutions elects not to jointly apply, the WIB may apply as appropriate.

Article IV A. 2.b. Recommending the following language: The private funds that are provided to the WIB are for initiatives and are at the direction and responsibility of the WIB.

Article IV A.2.c. Recommending deleting language.

Motion made by Mary Russell with second by Butch Howard to accept the changes as presented.

Motion carried by electronic vote May 18, 2009.

Other

There was discussion on the date for the next Executive Committee, originally set for Friday, June 19. Due to scheduling conflicts, the June meeting has been rescheduled to Wednesday, June 17th at 9 a.m.

Adjourn

Upon completion of the agenda, the meeting adjourned at 11:01 am.

Next meeting: June 17th, 9:00-10:30 am.