

Ramsey County Workforce Investment Board  
**Executive Committee**

October 16, 2009  
**Minutes**

**Committee Members Present**

Butch Howard  
Doug Hubbard  
Dave MacKenzie  
Mary Russell

**Members Absent**

Craig Anderson EA  
Patricia Brady EA  
Robert de la Vega  
Robert Morse EA  
Dan Strittmater EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Carli Stark, WIB Staff

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**Call to Order**

The meeting was called to order at 9:07 a.m. A quorum was not reached and an electronic vote was requested on all action items.

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**Approve Consent Agenda**

- Approve September Minutes
- Accept September Financial Report

**Motion** made by Dave MacKenzie with second by Butch Howard to approve the consent agenda as presented.

**Motion carried by electronic vote on October 20, 2009.**

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**403(b) Plan Document**

The IRS is requiring that 501(c) (3) organizations that have 403(b) plans have a Plan Document in place by December 31, 2009.

A proposal from Goldleaf Partners was presented to the Executive Committee to create a 403(b) Plan Document for the Friends of the WIB (FWIB). There would be a charge of \$1,250 for the creation of the plan and subsequent annual maintenance fees of \$250.

Doug Hubbard researched information on 403(b) Plan Documents, including information from the IRS website, and presented his findings and recommendations. For larger companies that have employer contributions, a 403(b) Plan Document would be more complicated than for the FWIB. Because the FWIB only has two employees, Doug feels that the plan would be easily produced, and has agreed to write the plan saving the FWIB the Goldleaf Partners fees. The IRS provides checklists on their website about developing a 403(b) plan.

Additional opinions include bringing in a third party to write the plan. It would be costly, but would also bring more legal legitimacy to the FWIB's plan. The WIB is a public entity and is monitored by the County so legitimacy and legality should be taken into consideration. There is also a question of laws changing in the future, and also when employees and board members that are currently part of the WIB and FWIB have moved on; will the 403(b) plan make sense and hold its legality/legitimacy in the future if it is written in-house?

A third option presented is to change from a 403(b) account to an IRA, in which case a Plan Document is not required. The downside to the IRA is the amount of funds employees can place in their account pre-tax annually is about half of the amount in a 403(b) account.

**Motion** made to contract with Goldleaf Partners to write the FWIB's 403(b) Plan Document.

**Motion carried by electronic vote on October 20, 2009.**

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**Partnership Agreement Next Steps**

The County's current proposed language for the 2010-2011 Partnership Agreement was brought to the Committee for discussion. There was a focus on items under Article IV. Non-WIA Roles and Responsibilities of the WIB

particularly language involving public and private funds that the WIB seeks for programs and initiatives. Suggested wording in the plan around the direction of public and private funds will be developed and sent to members for further input. A concern was expressed that private funds received for the WIB be solely at the direction of the WIB.

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### **2010 Strategic Planning**

At the October 1 WIB meeting, the board began the planning process for the 2010 Strategic priorities. The notes from the discussion were reviewed and will be given to the individual committees to refer to while they make their work plans. Committee members expressed the importance of aligning the WIB's goals with those of the County.

Discussion on combining the CAO and Workforce Committees will continue at the November Workforce Committee meeting and if approved, will then go to the Executive Committee in November and the full WIB in December.

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### **County Board Workshop Next Steps**

Discussion on the County Board Workshop Next Steps was tabled until the November meeting.

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### **Adjourn**

**Motion** made by Butch Howard with second by Dave MacKenzie to adjourn the meeting at 10:31 a.m.

Next meeting: November 20, 9:00-10:30 a.m.