

Ramsey County Workforce Investment Board
Executive Committee

September 23, 2009

Minutes

Committee Members Present

Patricia Brady
Robert de la Vega
Butch Howard
Doug Hubbard
Robert Morse
Mary Russell
Dan Strittmater

Members Absent

Craig Anderson EA
Dave MacKenzie EA

Staff/Guests Present

Mary Jo Gardner, WIB CEO
Carli Stark, WIB Staff

Call to Order

The meeting was called to order at 3:12 p.m.

Approve Consent Agenda

- Approve August Minutes
- Accept August Financial Report
- Ratify Women Venture Support Letter for DOL Energy Partnership Training Grant
- Ratify International Union of Painters and Allied Trades letter for Finishing Trades Institute Green Jobs Grant
- Approve Support for Minneapolis/Workforce Solutions DOL Pathways Out of Poverty Grant
- Approve Support for Saint Paul/Workforce Solutions DOL Healthcare Sector Grant

Motion made by Doug Hubbard with second by Butch Howard to approve the Consent Agenda as presented.

Motion carried.

Approve Greater Metropolitan Workforce Council Dues

Members discussed support from the WIB for the GMWC. The WIB made a motion to send the \$900 budgeted in 2009 for the GMWC dues at the last meeting. The actual cost is \$1,500, which is higher than last year.

It was suggested that the payment of \$900 be sent to the Metro WIB as planned. Discussion on the remaining \$600 will be held after the WIB's budget has been made. Additionally, discussion was held about putting a formal contract in place with the GMWC for accountability. All agree it is important to get clarity on the purpose, outcomes and timing of these dues.

Approve CAO and Workforce Committee Structure Change

The CAO Committee made a motion to recommend the merge of the CAO and Workforce Committees. The merge will close the gap between the decisions made about WIB policies, and work of the WIB, as well as cut down on work and ensure productive communication.

An electronic vote was sent to the Workforce Committee, but responses have only been received from two committee members. The discussion on this matter will be tabled until after all the Workforce Committee members vote.

WIB Membership Change Requirement

A new state law requires that Adult Basic Education be represented on local workforce boards. Due to the recent reduction in members, the education spots on the WIB went from four to two, with the Education Committee allowing for the increased input of local education interests. To add an additional Education member on the WIB would increase the board size to 37, up from 33.

After discussing the options for adding ABE to the board, the Executive Committee recommended that one economic development representative be moved a non-voting member of the WIB, with the understanding that they will be recognized by the board as a valuable voice in decision making.

403(b) Plan Document

The FWIB is in need of a 403(b) Plan Document outlining the organization's retirement plan. Currently the FWIB has a simple salary-reduction 403(b) plan and with new IRS regulations, a plan document must be in place by December 31, 2009. Mary Jo contacted several organizations for advice, and connected with an organization in MN that can develop this document for the FWIB. Initial costs for this document are \$1,250 with an annual fee of \$1,500, resulting in approximately \$3,000 in costs for 2009 and \$1,500 each subsequent year.

The IRS estimates that it takes approximately 4 hours to create the plan. Doug Hubbard has offered to work with the CEO to create the plan without using an outside agency.

Fund Development Support Letter

A donation request letter has been drafted. The Board acknowledged Barb Mednick's work on the letter. Staff will be sending out the letter before the end of the year. Another draft letter will be created targeting donor prospects who are not on the WIB.

Partnership Agreement Next Steps

WIB leadership will hold a meeting with County Manager Julie Kleinschmidt on September 30th to discuss the remaining issues in the Partnership Agreement, including the discussion of non-WIA dollars and the County's support of WIB. The Partnership Agreement needs to be signed by December 31st.

County Board Workshop Next Steps

The CEO presented a list of next steps pulled from the discussion at the County Board Workshop. The Executive Committee expressed a desire to see a timeline for the completion of the action items, and more discussion during the annual planning process at the WIB meeting.

TriWIB Update

The TriWIB initiative is an effort to bring the Dakota-Scott, Washington, and Ramsey County WIBs together to focus on the East Metro. There has been discussion on a program to educate junior high students of career opportunities in the healthcare field. The next TriWIB meeting will address this issue further.

Other

Because of a change in the disbursement of WIA dollars, the WIB will show a budget deficit for 2009. The state of the budget for next year will be more clear after the meeting with Julie Klieindschmidt, Ramsey County Manager, on September 30.

Adjourn

Motion made by Dan Strittmater with second by Patricia Brady to adjourn the meeting at 4:37 p.m.

Next meeting: October 16, 9:00-10:30 a.m.