

Ramsey County Workforce Investment Board  
**Executive Committee**

August 20, 2010  
**Minutes**

**Committee Members Present**

Craig Anderson  
Butch Howard  
Doug Hubbard  
Mary Russell  
Dan Strittmater

**Members Absent**

Patricia Brady EA  
Robert de la Vega EA  
David MacKenzie EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Raleigh, WIB Staff

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**Call to Order**

Butch Howard called the meeting to order at 9:03.

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**Approve Consent Agenda**

**Approve June Minutes**

**Accept July Financial Report**

**Motion** made by Doug Hubbard with second by Dan Strittmater to approve the consent agenda as presented.

**Motion carried.**

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**Executive Committee Membership**

The membership on the Executive Committee has changed with the start of a new membership year (on August 1). Doug Hubbard, previously the WIB Treasurer, has been elected as the Chair-Elect of the WIB, leaving the Treasurer position vacant. Additionally, Bob de la Vega's at-large term will be ending soon and Bob is interested in serving another term. The Executive Committee is currently at its minimum number of members with eight- the committee may choose to recommend the election of one or more additional at-large members. Members discussed possible individuals for at-large membership and are supportive of two additional at-large members. Mary Jo will contact the individuals discussed to find out if they are interested.

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**Nomination of Treasurer**

The Executive Committee recommended Craig Anderson to serve as the Treasurer. This recommendation will go to the full WIB at the October meeting, where additional nominations will be called for and a Treasurer will be elected.

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**Administrative Update**

Mary Jo gave an administrative update, including the following items:

- It has been a year since the last workshop with the County Board. Mary Jo will find out what the Commissioners are interested in hearing about and will work on scheduling the next workshop.
- The Operations Specialist will be out for maternity leave beginning in November. Mary Jo discussed the administrative and funding changes associated with this leave, as well as the Operations Specialist working primarily from home beginning this fall. There will be further discussion on this item at the September Executive Committee meeting.
- WIB membership is almost up to requirements, with one vacancy for a business member.
- The FWIB needs two new Directors.
- The Youth Council is working to attract more members. Suggestions from members included recruiting from the local chapters of the Boy Scouts, Girl Scouts and Big Brothers Big Sisters. The Council would also like to add more business members.
- The Market Trends and Oversight Committee made a recommendation that Tom Stinson, state economist, be invited to present at the October WIB meeting. Members felt this was a good recommendation and fits in well with planning for 2011 and beyond. Committees can begin planning for 2011 at their September

meetings. The board would like to hear about the job and labor market, economic drivers, and the state budget.

- Mary Jo has been asked to participate in a panel of the Ohio Workforce Coalition to discuss the healthcare initiative- she will attend this meeting at the end of September.
- Mary Jo will also attend the Innovators Network meeting at the end of September.
- Mary Russell will be a keynote speaker at the ABE Transitions conference in September.

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### **Mid-year WIB Priority Review**

Mary Jo went through the priorities and tactics agreed upon by the board for 2010. Following the tactics, Mary Jo reviewed progress made on the priorities.

Members requested the accomplishments be added to the WIB's website. Members also suggested the accomplishments be shared at the WIB meeting as preparation for the County Board workshop.

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### **Healthcare Initiative**

Mary Russell gave an update on the Healthcare Initiative. Of the currently funded initiative, 15 of 19 students completed their coursework. Of the 15 students, 13 showed up to take the national certification test. The other students may take the test in September as part of the make-up, along with any other students who did not pass on the first try. Students receive their results two weeks after their test date- in order to let the partners know how they did, they will need to self-report their scores to their instructor and partners are confident this will happen. The next step is to place these students in jobs and follow them for retention.

The proposal for the second round of FastTRAC grants is due August 25 and Healthcare Initiative partners have been working to develop this proposal. The next project will be on the credit side of Saint Paul College. Members discussed the opportunities and challenges of credit-based programs. The goal for this phase is to get the students acclimated to going to college so they can independently complete their training and education. Members discussed the requirements of the students, employer involvement in the next round of classes, the integration of ABE support in regular college classes and the Central Point of Contact role Goodwill/Easter Seals Minnesota will play amongst partners.

The MN Workforce Council Association awarded the Healthcare Initiative a Best Practice Award.

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### **Other**

The Youth Council is going through an RFP process for YouthLEAD program service providers. Mary and Butch volunteered to review the proposals.

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### **Adjourn**

**Meeting adjourned** at 10:45 upon completion of the agenda.

**Next meeting:** September 17, 2010