

Ramsey County Workforce Investment Board  
**Executive Committee**

January 15, 2010  
**Minutes**

**Committee Members Present**

Patricia Brady  
Butch Howard  
Doug Hubbard  
David MacKenzie  
Robert Morse  
Mary Russell  
Dan Strittmater

**Members Absent**

Craig Anderson EA  
Robert de la Vega EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Raleigh, WIB Staff

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**Call to Order**

The meeting was called to order at 9:08 a.m.

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**Approve Consent Agenda**

- Approve December Minutes
- Accept December Financial Report

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

**Motion carried.**

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**Grant Status**

The County will receive the GWDC and FastTRAC funding for the Healthcare Initiative and will make payments to Saint Paul College and Saint Paul Adult Basic Education for their work. The initiative is now fully funded.

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**Education Committee Work Plan (Draft)**

At their last meeting, the Education Committee developed a draft of their work plan. This committee includes a few WIB members, with the majority of members coming from outside the WIB, and would like the Executive Committee's feedback on their plan draft to ensure they are meeting the WIB's needs. The committee sees themselves playing two roles- communication and advocacy. They plan to focus their efforts on communicating to the WIB and the community on various education and training issues and opportunities. Some of this work may cross over to other WIB committees.

Members suggested that the committee may want to go beyond awareness of issues and take an integrated approach to the relationship between education and business. Businesses often aren't aware of the resources that are available and students are often not aware of good careers available through non-four year college training. It was also suggested that the Education Committee may want to add a strategy under Advocacy around policy issues. The Executive Committee acknowledges the work that the Education Committee put in to this plan and appreciates the integration of the WIB's mission and vision.

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**Merged Committee Update**

The newly merged committee held their first meeting on January 8<sup>th</sup>. Members talked about their charge and responsibilities, including how to address the tasks previously accomplished by the separate Communication, Advocacy and Oversight Committee and the Workforce Committee. Members felt that the environmental scan accomplished by the Workforce Committee would lead in to the policy and oversight roles of the CAO Committee.

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### **Membership Orientation Update**

There is an orientation session for new members planned for January 21<sup>st</sup> from 3:00-4:00 at Bremer Bank in Midway. Committee members requested an updated copy of the WIB Member Manual. Staff will email this out with the committee minutes.

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### **Partnership Agreement**

Mary Jo Gardner and Patricia Brady were thanked for their work on negotiating a new two year Partnership Agreement. Mary Jo went through the changes made to the Partnership Agreement from the 2008-2009 plan. Changes include:

- Clearly defining the roles of the WIB and Workforce Solutions regarding Programs that Workforce Solutions receives funding to run and Title I activities the WIB and Workforce Solutions carry out.
- The WIB's annual report will be due by June 15<sup>th</sup> rather April 15<sup>th</sup>.
- Defining the roles of the WIB and Workforce Solutions regarding grants received for various activities.
- Adjusted language to reflect WIB funding as 34% of allowable administrative costs, as opposed to 34% of 10% of WIA funds.

The committee discussed the WIB's role and responsibilities regarding oversight. Also discussed was the possibility of the WIB earning ARRA funding. It was suggested that each committee update the full WIB twice a year, having one committee the focus of each WIB meeting.

**Motion** made by Dan Strittmater with second by Butch Howard to recommend to the WIB that they accept the 2010-2011 Ramsey County/WIB Partnership Agreement as presented.

**Motion carried.**

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### **2010 Strategic Planning**

The WIB's committees are creating their work plan and these will address priorities on the WIB's 2010 strategic plan. With this information, a draft of the 2010 plan will be submitted to the full board for comment.

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### **Other**

Doug Hubbard found an interview in the January Twin Cities Business Magazine with Tom Gillaspay, the State Demographer. Doug suggests this article be sent out to WIB members.

On January 28<sup>th</sup>, the Metro WIB is hosting an event on aligning education and workforce. There will also be time for Workforce Service Areas to discuss how they are collaborating. The meeting is from 12:00-4:00p.m. at Black Bear Crossing.

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### **Adjourn**

**Motion** made by Butch Howard with second by Doug Hubbard to adjourn the meeting at 10:39am.

**Motion carried.**

Next meeting: February 19, 2010