

Ramsey County Workforce Investment Board  
**Executive Committee**

June 29, 2010  
**Minutes**

**Committee Members Present**

Robert de la Vega  
Butch Howard  
Doug Hubbard  
David MacKenzie  
Mary Russell

**Members Absent**

Craig Anderson EA  
Patricia Brady EA  
Robert Morse EA  
Dan Strittmater EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO  
Kate Raleigh, WIB Staff

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**Call to Order**

Mary Russell called the meeting to order at 3:11pm.

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**Approve Consent Agenda**

**Approve May Minutes**

**Accept May Financial Report**

**Approve Committee Membership**

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

**Motion carried.**

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**Chair-Elect Nomination**

Members discussed the upcoming Chair-Elect nomination and election for the term beginning August 1, 2010 and ending July 31, 2011.

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**Administrative Update**

Mary Jo discussed her participation in the Innovator's Network, including the associated costs. Members discussed the benefits and challenges of continuing with this network while facing tight funding. Members agreed to pay for six-months of dues and reevaluate the cost at that point, pending approval from the Innovator's Network to not commit for a full year.

Members discussed payment of the Greater Metropolitan Workforce Council (GMWC) dues. Mary Jo shared the work the GMWC completed in the past year. Members would like to see a work plan of what will be accomplished this year. The committee will review the work plan before approving payment of the dues.

Members canceled the July 16<sup>th</sup> Executive Committee meeting.

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**Healthcare Initiative**

Mary Russell updated committee members on the progress of the Healthcare Initiative. Students have completed their job-shadow/work experience and feedback has generally been positive. Students will take their final exam on Wednesday, June 30. On July 7, students will transition from class work to test preparation work, meeting weekly in July to study for the certification test, which they will take in August. Also on July 7, students will have a celebration marking completion of class and will participate in a focus group to provide feedback to partners. Partners have also developed a survey to gather participant feedback and they are working on a way to get employer feedback.

The grants that funded the healthcare initiative go through March 2011, with input to the legislature expected around that time. Partners are discussing next steps for the program and are planning to apply for another FastTRAC grant to run another session of the course. In anticipation of a quick RFP timeline, partners have started to prepare the proposal for the next round of grants, though the RFP has not been released. For the next

course, Workforce Solutions will take the lead in applying for the grant, though they will most likely contract back with the WIB to do the convening.

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### **RENEW Project**

Mary Jo updated the committee on the WIB's work with the RENEW project. The WIB will focus on an environmental scan and on coordination of RENEW partners' business outreach. The contract with the County, allowing the WIB to receive ARRA funds for work on this project, was signed June 15 and work could begin on that date. Staff has distributed forms to the partners requesting information on the businesses they are in contact with, including questions for the environmental scan. Staff applied for and received free licenses to use Salesforce, a database that will store the information gathered from partners.

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### **Other**

Workforce Solutions is celebrating their 10-year anniversary at the end of July.

Metropolitan Council staff presented on the Central Corridor Light Rail Transit project at the Youth Council on June 24<sup>th</sup>. Youth Council member Doug Hubbard suggested they be invited to present at the full board.

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### **Adjourn**

**Motion** made by Doug Hubbard with second by Dave MacKenzie to adjourn the meeting at 4:36.

**Meeting adjourned.**

Next meeting: August 20