

Ramsey County Workforce Investment Board  
**Executive Committee**

May 18, 2010  
**Minutes**

**Committee Members Present**

Butch Howard  
Doug Hubbard  
Robert Morse  
Mary Russell

**Members Absent**

Craig Anderson EA  
Patricia Brady EA  
Robert de la Vega EA  
David MacKenzie  
Dan Strittmater EA

**Staff/Guests Present**

Mary Jo Gardner, WIB CEO

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**Call to Order**

The Executive Committee meeting was called to order at 8:15 a.m. A quorum was not reached and motions will be sent to the committee via email for electronic voting.

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**Approve Consent Agenda**

**Approve March Minutes**

**Accept April Financial Report**

**Approve Local Plan**

**Approve Annual Report**

**Ratify DOL Community Based Job Training Grant Support Letter**

**Approve Youth Council Member**

**Motion** was made by Doug Hubbard with second by Butch Howard to approve the consent agenda as presented.  
**Motion approved by four members; motion carried by electronic vote May 19, 2010.**

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**Membership and Reappointments**

Each year about half of the WIB members are up for reappointment. Members whose terms are ending at the end of July were contacted to find their interest in seeking reappointment to the board. The Executive Committee is charged with making recommendations for members up for reappointment. Committee members were given a chart of all members up for reappointment, indicating their interest in being reappointed and their attendance over the past year. Of the fourteen members up for reappointment, twelve are seeking reappointment, two are not. All members seeking reappointment were recommended for reappointment.

**Motion** made by Bob de la Vega with second by Doug Hubbard to recommend all members seeking reappointment to the appropriate appointing bodies for reappointment to the WIB for a term commencing August 1, 2010 and ending on July 31, 2012.

**Motion carried by electronic vote May 19, 2010.**

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**Market Trends and Oversight Committee (MTOC) Update**

During their April meeting, the committee formed by the merger of the CAO and Workforce Committees voted to rename itself the Market Trends and Oversight Committee.

The Healthcare Initiative continues with good collaboration by members currently concentrating on defining the 40-hour work experience at the end of June. The members also have arranged for post-class sessions to help the students prepare for the national certification test and sessions for those who need to retake the test a month later. Additionally, the collaborative includes work on the LearnerWeb, which is an online tool to help students with their studies and serves as a communication tool between the students and the instructors.

In April, members from the Center for Law and Social Policy, based in Washington DC, were in Minnesota to review the FastTRAC grantees. They had a meeting with members from the Healthcare Initiative to learn about the Medical Coding and Billing curriculum.

The County Board approved the WIB's work on the RENEW project on May 11. Work may begin on the project once the contract is signed, which is expected in the next two weeks. The MTOC requested updates on the project at their meetings, including progress on the work plan submitted by the WIB.

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**Administrative Update**

The Friends of the WIB's 990 tax return has been completed and approved by the Friends of the WIB. The return was sent to the IRS and MN Attorney General's office on May 13.

Discussion was held regarding the CEO's continuation with the Innovators Network or use of the funds for participation in the National Association of Workforce Boards annual meeting next winter. A decision will be made at the June Executive Committee meeting.

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**Other**

Doug Hubbard referenced an article in the *Pioneer Press* on Minnesota's Comprehensive Offender Reentry Plan (MCORP). MCORP works with adult offenders to reduce the recidivism rate. Doug noted the similarities with the Building Lives program.

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**Adjourn**

**Motion** made by Butch Howard with second by Doug Hubbard to adjourn the meeting at 9:25 a.m.

**Motion carried.**

Next meeting: June 18, 2010