

**Ramsey County Workforce Investment Board
Compliance and Finance Committee Meeting
April 7, 2003**

Members Present

Patricia Brady
John Giovannini
Eng Herr
Kevin Locke
Tom Macy, Chair
Shelley Rose

Members Absent

Robert Davis
Shar Knutson

Staff - Guests

Kitty Gogins, WIB CEO
Robert Schug, WIB Staff

Call to Order

Tom Macy called the meeting to order at 2:05 p.m.

Approval of Minutes

Motion was made by Shelley Rose with 2nd by Eng Herr to approve both the February and March meeting minutes.

Motion passed.

Recommend “Modified” Robert’s Rules of Order

On several areas, the preference is to stay closer to the actual *Robert’s Rules of Order* than practice has been.

- To ensure that the minority viewpoint is not lost, it is recommended to minimize interruptions to presentation, immediately follow with a motion and then hold discussion that is directed through the chair. In this process, discussion occurs at a time when modifications to the motion can be entertained. It is recommended that the committee putting forward the agenda item include a motion at the end of their presentation and ideally have it included in the agenda.
- Using a consent agenda requires approval of the agenda at the start of the meeting.
- The motion should be stated by the person making the actual motion, then repeated by the Chair.

Tom Macy put forward a *Modified Robert’s Rule of Order* Document for consideration. He will email it to Robert and Kitty, who will forward it to this Committee for commentary and critique.

Debrief on WIB Input on Bylaws

There was minimal commentary from WIB members. No further action required.

Certification Request: Hi Class Beauty & Massage School

If a training organization is accredited, the only research staff will conduct is soliciting input from front-line counselors on their client experiences with the organization/program. If not accredited, staff will complete more comprehensive research

Motion made by Shelley Rose with 2nd by John Giovannini to have the Ramsey County Workforce Investment Board certify the 4 programs of the Hi-Class Beauty and Massage School as recommended by the Minnesota Dept of Economic Security.

Motion Passed.

Review of operating procedures

Competitive purchasing process

To ensure an open, competitive procurement process, a operating rule fashioned after the County's competitive procurement procedures was proposed. Having an operating rule on competitive procurement was highly recommended by both the County and State.

Motion made by Shelley Rose with 2nd by John Giovannini that we recommend the adoption of the Competitive Procurement Process (2003-04-07) as provided to this committee meeting.

Motion passed.

Tracking for WIA

Current budget tracking categories are sufficient to meet WIA requirements. Tracking of staff time only needs to be done on an exception basis. All WIB staff activities except soliciting funds qualify for WIA. Since WIB funding is roughly evenly split between WIA and County Levy dollars, time for this activity should not be an issue.

The Chair wishes the minutes to reflect that it has been agreed that staff will track on an exception basis time for the non-WIA approved activity of soliciting funds.

Suggestions for Committee Operating Guidelines

These are offered by the CEO as a means to help accelerate the committee startup process, minimizing the administrative time needed. Committees are free to modify or develop different operating procedures. The term Guidelines will be used instead of "Rules" so there is still flexibility in their procedural process.

Complete Committee Close-out Assignment

- Summarize parking lot issues
Review Compliance Matrix to Define Action Needed
- Capture current action items
Modify *Robert's Rules of Order* (committee will complete)
- Outline any incremental results since 2/6/03
Bylaws Updated
Revised Budget Based on County Budget Change
Established Operational Procedures
- Recommendations to new committees
Partner on WIA Local Plan
Define and Fulfill MFIP Advisory Role
Review Compliance Matrix to Define Action Needed

Adjourn

Motion made by Patricia Brady with 2nd by Shelley Rose to adjourn the meeting.

Motion Passed.

The meeting was adjourned at 4:30 p.m.