

**NORTHWEST PRIVATE INDUSTRY COUNCIL
EXECUTIVE COMMITTEE MEETING
5 November 2009**

Call to Order

The Northwest Private Industry Council Executive Committee meeting was called to order by Chairperson Dixie Holen at The Evergreen in Thief River Falls on Thursday, 5 November 2009 at 5:30 P.M..

Attendance

NWPIC members present were Dixie Holen, Virginia Kiviaho, Mike Moore and Leo Olson. Guest present was Rodger Coauette, NWPIC Executive Director.

Minutes

The minutes of the 1 July 2009 Executive Committee meeting were approved as presented. Motion to approve the minutes by Virginia Kiviaho, second by Leo Olson. Motion carried.

Office of the Legislative Auditor Evaluation

Rodger explained the process that the Legislative Auditor used within the Workforce Service Area. Three sets of interviews are being conducted within each Workforce Service Area. The WSA Director, the WIB Chair and the Program Partners are the parties being interviewed. Jodi Hauer, from the Office of the Legislative Auditor, conducted the interviews in Crookston with Rodger. Tom Anderson, Betty Halvorson and Carolyn Toupin were the program partners that were interviewed. The interview questions were provided prior to the interviews so there was sufficient time to prepare for the interview. This is the second evaluation of the Workforce Development within the last few years. Rodger felt that the first evaluation was extremely well done as it was fair and unbiased. The legislature's relationship with DEED seems to be an underlying reason for the second evaluation.

Program Year 2009 Administrative Budget

Rodger presented a proposed administrative budget of \$172,633 for Program Year 2009 beginning on 1 July of 2009. The NWPIC now has a history of administrative expenditures going back to Program Year 2001 so it becomes easier to project especially by utilizing averages of the last 2 to 4 years. In addition, many of the budget items are fixed costs which are easier to work in. The Committee also looked at the funds available and the NWPIC has more than enough funds available to cover the projected budget and will have a positive funding balance at the end of the program year. Motion by Leo Olson, second by Virginia Kiviaho, to approve the proposed Program Year 2009 Administrative Budget. Motion Carried.

National Workforce Institute Workforce Assessments

The Minnesota Workforce Council Association has been working with the National Workforce Institute in implementing a pre-assessment process for program staff. Somewhere in the future they will also develop a pre-assessment process for WIB members. The purpose of this

assessment is to determine the level that workforce professionals are at so training can be defined for those areas in which staff are not as proficient. The process costs \$1,500 for an initial setup fee and another \$1,500 for the creation and dissemination of the summary report to the WIB after the participant data has been recorded. There is also a \$20/per participant fee for each user that takes the assessment. The \$1,500 set up fee can be shared by other areas and Dan Wenner has indicated that he would be willing to share this cost with us. After some discussion, the consensus of the Committee was not to participate in this process.

National Workforce Memberships

Rodger indicated that we dropped our membership last year in the two national organizations that the NWPIC had belonged to due to our financial situation. The NWPIC had been a member of both the National Association of Workforce Boards and the National Workforce Association since prior to Rodger's start in 1999. Rodger recommended that since we have sufficient funding this year we should rejoin at least one of the organizations and he recommended the National Association of Workforce Boards since many of the WIB members have attended their annual conference in Washington D.C. over the years. Motion by Virginia Kiviaho, second by Leo Olson to approve membership in the National Association of Workforce Boards

ARRA Youth Program

Rodger brought his concerns over the Older Worker portion of the ARRA Youth program to the Committee. He indicated that while Inter-County had spent all of the ARRA In-School Youth funds the DEED contract is only at the 30 per cent expenditure. There is a real concern that this funding will not be spent. The original plan submitted to the State was to have all the funds spent by the end of September but with the option of resubmitting the plan to extend the program to 31 March 2010. Rodger said that he would like to transfer the unobligated funds to Inter-County for Work Experience as DEED has been reluctant to utilize Work Experience. This amounts to approximately \$12,000 at this time. The current client obligations that DEED has would be honored. Motion by Leo Olson, second by Virginia Kiviaho to contract with Inter-County for the unobligated ARRA Out-of-School funds. Motion carried. Rodger will discuss this with Inter-County and will submit an amended plan to the State.

Succession Planning

Rodger reported back to the Committee with his finding on fringe benefits since the July meeting. Rodger had met with Bob Melby and they had reviewed the publication that the State Organization of non-profits had put together. This publication provided information on what types of benefits organizations paid to their employees as a total group and by operating budget. The larger the operating budget usually the more fringe benefits an organization seemed to be willing to pick up for their employees. The NWPIC fell into the \$100,000 to \$199,999 operating category. Those organizations with a comparable budget provided the following fringe benefits:

Health Insurance	46%
Life Insurance	16%
Retirement	38%
Dental Insurance	18%

The NWPIC currently has a \$10,000 Flex Plan available to employees and pays 75% of Rodger's health Insurance which amounts to \$986.50 per month. Suzan and Rodger have

spent a great deal of time studying various health plans and have come up with the following recommendations:

- Provide single health care coverage for all employees with a cap of \$X per month either through a small group plan or through reimbursing an employee for an individual plan. NOTE: There may not be two employees necessary to qualify for a small group if any employee ops to remain on a spouse's plan.
- Provide \$X to employees who are on a spouse's plan not to exceed the unpaid portion of that insurance plan.
- Encourage employees to maximize availability of \$10,000 Flex Plan currently in place.
- Continue to explore options for a retirement/savings plan once a health care plan is in place.

After some discussion, Rodger was directed to talk to other non-profits to see if he could come up with some appropriate suggestions for a health insurance cap for the next meeting.

Also discussed was the hiring of an Assistant Director for the NWPIC. Rodger indicated that he would like to retire by June 2010. The budget would currently support the hiring of an Assistant Director and Rodger would be available to provide this person with training. The intention would be to train this person for the Director's position and they would be able to slide into the position once Rodger retired if they successfully completed a probationary period. Rodger was instructed to bring more detailed information to the WIB meeting on 19 November for consideration at that time.

Other

There was no other discussion.

Adjourn

The meeting was adjourned by Dixie Holen at 7:30 P.M..

Respectfully submitted,

Rodger L. Coauette
NWPIC Executive Director