



# NORTHWEST PRIVATE INDUSTRY COUNCIL, INC. WORKFORCE INVESTMENT BOARD

**9:00 a.m. - Thursday, March 3, 2016**

**Shooting Star Casino, , Mahnommen, MN**

Serving the Counties of: Kittson, Marshall, Norman, Pennington, Polk, Red Lake & Roseau

**Members Present:**

- |                            |                      |                    |
|----------------------------|----------------------|--------------------|
| o Leo Olson, Chair         | o Tim Hagl           | o Dave Rock        |
| o Robert Evans, Vice Chair | o Edie Ramstad       | o Amber Hawkins    |
| o Mike Moore, Secretary    | o Randy Rakosnik     | o Kirsten Fuglseth |
| o Sue Johnson, Treasurer   | o Kristy McFarlane   | o Bonny Stechmann  |
| o Ardell Larson            | o Christine Anderson | o Randa Lundmark   |
| o Sally Erickson           | o Catherine Johnson  | o Mary Jo Larson   |

## AGENDA

		<u>Action</u>	<u>Handout</u>
9:00 a.m.	<b>I. Introduction of Members and Guests</b>	Inform/None	
9:05 a.m.	<b>II. Additions/Deletions to the Agenda</b> Review Minutes of Previous Board Meeting	Motion	❖
9:10 a.m.	<b>III. Financial Status Report</b> Funds Available Report	Motion	❖
9:15 a.m.	<b>IV. Committee Reports</b> i. ByLaws Committee Report and Recommendation ii. Executive Committee Minutes	Motion	❖
9:25 a.m.	<b>V. Adult, Dislocated Worker and Youth Program Update</b> Program Narrative Report	Motion	❖
9:30 a.m.	<b>VI. Local Elected Officials/Membership Update</b>	Motion	❖
9:35 a.m.	<b>VII. Regional Planning</b> Proposed MOU	Motion	❖
9:50 a.m.	<b>VIII. Adjourn</b>	Motion	
10:00 a.m.	<b>Joint Regional Meeting with Rural Minnesota CEP begins</b>		

**Reminder that all meeting materials are posted in an online dropbox at:**  
[www.tinyurl.com/nwpic-wib](http://www.tinyurl.com/nwpic-wib)

**NORTHWEST PRIVATE INDUSTRY COUNCIL  
FULL WORKFORCE INVESTMENT BOARD MEETING  
January 7, 2016**

**Call to Order**

The Northwest Private Industry Council Workforce Investment Board (WIB) meeting was called to order at 9:02 AM, by Vice Chairperson Bob Evans at the TRF Campus of NCTC on Thursday, January 7, 2016.

**Attendance**

Northwest Private Industry Council WIB members present were: Robert Evans, Sue Johnson, Ardell Larson, Sally Erickson, Tim Hagl, Catherine Johnson, Dave Rock, Bonny Stechmann, and Mary Jo Larson.

Guests included potential new Board Members: Randy Rakosnik, Director of Human Resources at Digi-Key Corp; Kristy McFarlane, Director of Human Resources at Life Care Medical Center in Roseau, MN. Kristine Anderson, NWPIC Executive Director, was also in attendance.

**Agenda**

The proposed agenda was reviewed. Kristine noted that Leo Olson was unable to attend today's meeting and suggested that the Executive Director Evaluation Report be tabled until the next meeting. A motion to approve the agenda with the removal of the evaluation report was made by Mary Jo Larson, with a second to this motion being made by Sally Erickson. Motion carried with all Board members in attendance approving the motion.

**Minutes**

The minutes of the November 5, 2015, meeting were reviewed. A motion to approve the minutes was made by Tim Hagl, with a second to this motion being made by Ardell Larson. Motion carried with all Board members in attendance approving the motion.

**Financial Report, Audit and Charitable Organization Report**

Kristine discussed the financial status report. Dave Rock made a motion to accept the financial report as presented. Mary Jo Larson seconded the motion. Motion carried with all Board members in attendance approving the motion.

Kim Durbin and Oliva Morton, Certified Public Accountants from Brady Martz & Associates, P.C., presented on the 2015 Audit Report. Bob Evans suggested that in the future we list in the Audit report and management response the actions we are taking in response to the Significant Deficiency finding. Ms. Durbin explained that this finding is a regulatory as they prepare the position of financial statement, rather than having an internal person preparing that document. No other findings or concerns were noted or presented. Sally Erickson made a motion to accept the Audit Report as presented. Ardell Larson seconded the motion. Motion carried with all Board members in attendance approving the motion.

Kristine then reviewed the State of Minnesota Annual Charitable Organization Report with the Board. A copy of the report was provided. Tim Hagl made a motion to adopt the resolution as indicated in the report. Mary Jo Larson seconded the motion. Motion carried with all Board members in attendance approving the motion.

## **Adult and Dislocated Worker Program Updates**

Kristine provided an update to the Board regarding the recent hire by Inter County Community Council of an Employment and Training Director to oversee not only the contracted Adult, Dislocated and Youth Programs, but also the Minnesota Youth Program and the Senior Employment Programs that are awarded directly to ICCC by DEED. Maureen Monson will start January 26, 2016. Kristine also reviewed the Program Narrative Reports.

## **Youth Program Updates**

Kristine reviewed the results of the recently issued Request for Proposals for Youth program services that was published in all the area newspapers in December, per the recommendation of the Board in November. As a reminder, WIOA does allow for the sole source contracting for youth services if there are a lack of suitable program providers. As expected, Kristine said that the only organization that responded to the letter of intent deadline of December 30, 2015, was Inter-County Community Council.

Sally Erickon made a motion that the NWPIC should enter into contract negotiations for Youth Program Services with Inter-County Community Council, without having ICCC complete the full RFP proposal. Seconded by Sue Johnson. Motion carried with all Board members in attendance approving the motion. Catherine Johnson abstained from voting.

## **Committee Work**

Kristine reminded WIB members that there is a need for work on revising our bylaws to meet WIOA changes and to participate in Regional Planning efforts. The committees will meet on February 4, 2016.

In advance of the Regional Planning Meeting, the possibility of drafting a Memorandum of Understanding the RMCEP Board was discussed. Kristine presented a copy of the MOU that Region 3 has drafted. Discussion was had about moving forward with this document to help all parties understand the purposes of the planning.

Kristine also informed the Board that she would be attending the Local Elected Official meeting on February 2, 2016, to seek approval of the audit and submit nominations of new board members.

## **General Labor Market Discussion**

Committee Members held a general discussion of labor market pressures and concerns that their respective organizations are dealing with at the present time.

## **Adjourn**

The meeting was adjourned by Chairperson Bob Evans at 10:55 am.

Respectfully submitted,  
Kristine Anderson  
Executive Director