

**NORTHWEST PRIVATE INDUSTRY COUNCIL
FULL WORKFORCE INVESTMENT BOARD MEETING
September 10, 2015**

Call to Order

The Northwest Private Industry Council Workforce Investment Board (WIB) meeting was called to order at 5:45 PM, by Chairperson Leo Olson at the Marvin Windows and Doors Training Center in Warroad, MN.

Attendance

Northwest Private Industry Council WIB members present were Leo Olson, Bob Evans, Mike Moore, Sue Johnson, Catherine Johnson, Bonny Stechmann, Mary Jo Larson, and Sally Erickson.

Guests included: Connie Ireland, Executive Director, Governor's Workforce Development Council; John Lerol, Red Lake County Commissioner and LEO Board Member; Julie Sachs, DEED Regional Manager; Kristine Anderson, NWPIC Executive Director, and Terry Erickson, NWPIC Programs Manager.

Minutes

The minutes of the July 17, 2015, meeting were reviewed and approved. A motion to approve these minutes was made by Mary Jo Larson, with a second to this motion being made by Bob Evans. Motion carried with all Board members in attendance approving the motion.

Guest Presentation - Connie Ireland, Executive Director, Governor's Workforce Development Council/Board

Ms. Ireland presented on the changes that WIOA would bring to the state and local board membership. She explained that the new federal law strengthens the State Board's responsibilities with respect to the advising and making recommendations to the Governor and the State legislature. She said that she is focused on bringing greater transparency to the workings of the State board and bringing it's work into better alignment with local boards. She discussed that the changes in federal law will increase the voting membership on the State Board and that membership applications are encouraged from private industry throughout the State, especially in Greater Minnesota. She reviewed a powerpoint presentation.

Mike Moore offered a comment and concern regarding the regionalization that is central to WIOA, specifically the size disparity that the NWPIC has in relation to our regional partner, Rural Minnesota CEP.

Election of Officers

Kristine explained that the bylaws call for election of officers at the annual meeting. She stated that she has talked with the current officers and they are all willing to continue service in their respective roles. Sally Erickson made a motion to submit the current slate of officers for re-election: Leo Olson, Chair; Bob Evans, Vice Chair; Mike Moore, Secretary; Sue Johnson, Treasurer. Seconded by Catherine Johnson. Motion carried with all Board members in attendance approving the motion.

Financial Status Report, 2014 Annual Plan and Proposed 2015 Work Plan

Kristine presented the NWPIC Funds Available Report as of 7/31/2015, as well as the 2014 annual report. Contents of the report were discussed and noted. The report contained a proposed work plan for program year 2015. Mike Moore made a motion to approve the financial report, the annual plan and work plan. Seconded by Mary Jo Larson. Motion carried with all Board members in attendance approving the motion.

Audit

Kristine explained that prior fiscal audits were done by Drees Risky & Vallager. Notice has been received that this firm is merging with Brady Martz, and the 2014 audit is currently scheduled for the week of October 12. Kristine stated that the cost of the Audit would be the same as in 2014. Sue Johnson made a motion to approve Brady Martz as the Audit firm. Catherine Johnson seconded the motion. Motion carried with all Board members in attendance approving the motion.

RFP for Program Operator and Fiscal Services

Kristine discussed the minutes from the RFP committee meeting that met to review, discuss and rate the proposals for program services. The RFP committee has recommended that the Board contract with Inter-County Community Council for both the career services provider for WIOA Adult and Dislocated Worker, and State Dislocated Worker programs. Kristine discussed the preliminary budget projections and the estimated PY15 contract amounts on the handout. Mary Jo Larson made a motion to contract with Inter-County-Community Council. Bob Evans seconded the motion. Motion carried with all Board members in attendance approving the motion. Catherine Johnson and Bonny Stechmann abstained from voting.

Kristine indicated that there may be an issue with contracting with Inter-County based on comments from DEED program staff that ICCC is not on the certified provider list. Kristine also mentioned that she discussed the issue with other directors who do not believe that the certified provider policy applies to subcontracting by local WIBs. Kristine will seek to clarify this issue with DEED prior to entering into the contract.

The RFP Review Committee also recommended that NWPIC continue contracting with ICCC for Fiscal and client tracking services. Bob Evans made a motion to contract with Inter-County-Community Council for fiscal and client tracking services. Mike Moore seconded the motion. Motion carried with all Board members in attendance approving the motion. Catherine Johnson abstained from voting.

Youth Council

Kristine explained that WIOA no longer requires local boards to have a youth council, but rather a standing youth committee. Kristine explained that moving to a youth committee would be less costly and that this issue has been discussed with youth council members and many have indicated continued desire to serve. Connie Ireland stated that many WIBs across the state are moving in this direction. Sue Johnson made a motion to eliminate the Youth Council. Mary Jo Larson seconded the motion. Motion carried with all Board members in attendance approving the motion.

Youth Contract Modification

Kristine explained that the PY14 Youth contract with ICCC would need an extension to March 2016. Bob Evans made a motion to extend the contract with Inter-County-Community Council to March 2016. Mary Jo Larson seconded the motion. Motion carried with all Board members in attendance approving the motion. Catherine Johnson abstained from voting.

Policy Update - Work Experience Policy and Procedures

Kristine presented the proposed changes to the Northwest Service Area Letter 108 - Policy on Work Experience. The proposed changes update WIA references to WIOA, and updates the maximum allowable wage from \$8.00 an hour to an amount to be “determined by the program provider after consultation with NWPIC executive staff. The decision shall be based on the prevailing market wages and allowable funds within the overall budget.” Catherine Johnson explained that the \$8.00/hour limit was creating issues with youth providers in situations where prevailing wages are high, as well as the economic impact on youth enrollment as we move toward 75% funding on out of school youth as required by WIOA. Bob Evans made a motion to update the policy as proposed. Mary Jo Larson seconded the motion. Motion carried with all Board members in attendance approving the motion.

North Valley Career Expo Fund Transfer

Kristine explained that in year’s past NWPIC has served as at the fiscal host for the North Valley Career Expo. When this was started, it was necessary to have a non-profit apply for the grant funds needed to start the career expo. The event is in Grand Forks and managed by the Grand Forks Regional Economic Development Corporation. It is desired to transfer

the funds to the Grand Forks Education Foundation so that the bills and incurred expenses can be more readily paid and managed by the event staff. The proposed agreement was reviewed. Mike Moore made a motion to transfer the funds. Sally Erickson seconded the motion. Motion carried with all Board members in attendance approving the motion.

Meeting Calendar

Kristine presented a proposed meeting calendar for the coming year as follows:

October 1, 2015 - Executive Committee
November 5, 2015 - Full WIB
January 7, 2016 - Full WIB
February 4, 2016 - Committee Meetings
March 3, 2016 - Full WIB
April 7, 2016 - Committee Meetings
May 5, 2016 - Full WIB
June 2, 2016 - Committee Meetings

It was also discussed moving the meeting times to the morning. Discussion was held, and Bob Evans made a motion to hold the meetings during the day, starting at 9am. Catherine Johnson seconded the motion. Motion carried with all Board members in attendance approving the motion.

Adjourn

A motion to adjourn the Northwest Private Industry Full Board meeting was made at 7:09 pm by Mary Jo Larson, and seconded by Bob Evans. The meeting was adjourned by Chairperson Leo Olson.

Respectfully submitted,
Kristine Anderson
Executive Director