

Workforce Partnership
Executive Committee Meeting Minutes
Tuesday, April 10, 2007

Committee Member(s) present: David Huston, Brenda Jones, K. J. Langlais, Don Nelson

WIB Staff present: Scott Anglemeyer and Brenda Wilson

David called the meeting to order. A quorum was established.

1. The minutes from the March 27th WIB meeting were reviewed. There were no changes or corrections. Don moved to accept the minutes as presented. Brenda seconded. Motion carried.
2. Scott shared copies of the Office Space RFP for the Workforce Partnership. The RFP calls for proposals to be submitted by Friday, April 13th. Scott invited committee members to view the proposed sites if they were interested. The committee discussed the space requested in the RFP in light of future staffing plans.
3. The committee reviewed and discussed job descriptions for the Chief Financial Officer and Director of System Performance positions being created. The Chief Financial Officer would be responsible for leading the financial operations of the Workforce Partnership. This person would be responsible for overseeing all accounting, financial compliance, reporting and budgeting for the Workforce Partnership. The Director of System Performance would lead the Board's efforts to oversee, monitor and improve the performance of the workforce development system. This individual would manage the relationship with the Board's contractors, service delivery partners, and training providers and ensures that all components of the system are accountable. Scott added that two additional Board employee positions may be created, but not housed at the WIB office. Those positions would be a Facility Manager and a Network Administrator. These individuals would both be full time personnel and would float between the three Workforce Centers.
4. The committee discussed board member involvement in the hiring process. Scott felt that he should not be interviewing alone, and he asked the committee to consider board members to be involved. Committee members suggested Gina McCullough, Karen Griffin, and Karen DeOrnellas, all of whom are in HR positions. The committee asked Scott to see if he could get two of these members to participate. K.J. Langlais volunteered to serve as a backup if none of the HR board members were available. Other board members who could back up were also discussed.
5. In response to a question from Don Nelson, marketing was briefly discussed. Scott stated that this is something that is being explored by Kaiser Group. They are working with a marketing firm to develop signage, brochures and to re-design our web site.
6. Scott presented the committee with proposed revisions to the bylaws, which would implement the proposals of the Metrics Committee. The Committee discussed these revisions and suggested other changes.
7. Scott stated that a Nominations Committee should be appointed to consider candidates for the Vice Chair and Treasurer positions for the next two years. The Committee decided that it would serve as the Nominations Committee, and proceeded to discuss possible candidates for board officers. The suggested individuals are: Matt Dority, Gina McCullough, Chuck Ahner and Steve Christensen. K.J. stated that it would be a good idea to have the potential officers sit in on an Executive Committee meeting, this way it would give them an idea of what the duties hold. Scott said that he would contact the potential candidates to find out their level of interest and report back to the Committee.

Meeting adjourned.