

JOINT POWERS BOARD

April 11, 2019, 10:00 a.m.

Go-To-Meeting Teleconference

MINUTES

Attendees: Dan Belshan (Chair), Randy Johnson (Director), Brian Ashton, Jeff Baldus, Rick Gnemi, Wanda Jensen, Cheryl Key, Mitch Lentz, Jinny Rietmann, Scott Safe, Rhonda Toquam, Steve Underdahl, Teresa Walter, Jill Miller (note taker)

Dan Belshan called the meeting to order. Attendance was taken by verbal roll call and a quorum was present. Randy Johnson reviewed the revised agenda. **Mitch Lentz moved for consent of the revised April agenda as presented by Randy; Teresa Walter seconded, and the motion passed. Teresa Walter moved for consent of the March meeting minutes; Rick Gnemi seconded, and the motion passed.**

Fiscal – Randy Johnson

- Fiscal Report: Randy stated that there have been no changes since the last report. Our budget is at just over \$8 million, and Randy estimated that we will end the fiscal year with a budget of \$7.2 to \$7.3 million. We are in good shape.
- Functional Expenses by Line Item: After March, we are 75% expended. The auditing and legal fees line item is high, as we just paid for the audit. Classroom training is at 78%. We are getting some interest for summer school. When we get our mid-year adjustment of \$225,000 to our State Dislocated Worker (DW) fund, a good portion of that will be used for classroom training. We will be using 80-85% of our classroom training this year and have some to carry forward into next summer. All other items are in line. **Cheryl Key moved to approve the Fiscal Report; Rick Gnemi seconded, and the motion was approved.**

Personnel Committee – Randy Johnson

Recommendation for New Executive Director

- On January 24, 2019, Randy submitted his letter of resignation as Executive Director (ED), effective June 30, 2019. Both the SE MN Workforce Development Board (WDB) and SE MN Joint Powers Board (JPB) acknowledged and accepted his resignation. An Executive Committee, made up of officers of both the WDB and JPB met shortly after receiving the letter. The ED position was posted for one month. Forty six applications were received for the position from across the nation. Three candidates were selected for interviews; two internal and one external. At the regular meeting of the WDB on April 4, 2019, the motion was made and unanimously supported to recommend Jinny Rietmann as the next Executive Director. Jinny has been an employee of Workforce Development, Inc. (WDI) for 17 years. Since the April 4 meeting, Jinny has agreed to terms. **Motion to accept the recommendation to appoint Jinny Rietmann as the next Executive Director for Workforce Development, Inc. (WDI), beginning the transition to her duties starting Monday, April 15, 2019, as a full-time, regular, non-exempt employee at an annual rate of \$112,000, by Teresa Walter; Cheryl Key seconded, and the motion was unanimously approved by verbal roll call vote.**

Retainer Consulting Agreement with Randy Johnson

- At the Executive Committee meeting on April 4, 2019, it was recommended that a consulting agreement be established with Randy Johnson for one year, starting July 1, 2019, to provide contingent services to assist the new Executive Director and the Board in transition. Jinny Rietmann would request the prescribed services in writing. Once Randy has provided the services, he would prepare an invoice for services rendered. **Motion to authorize issuance of a consulting agreement with Randy Johnson for transition services, not to exceed 250 hours, or the amount of \$17,500; payable in increments directly connected to work requested and services rendered, by Rick Gnemi; Teresa Walter seconded, and the motion was unanimously approved by verbal roll call vote.** JPB members thanked Randy Johnson for a job well done.

Director's Report – Randy Johnson

Wage and Salary Survey

- Randy met with the WDI Employee Benefits Committee to come up with new ideas for the upcoming year. This year, they will more than likely ask for an annual wage adjustment as their only request. Every four to five years, an equity study is done; the next one is coming up this spring. The findings of the study will be presented to the Personnel Committee in May and June, with any recommendation(s) brought to the JPB for approval in June.

Board Roster Review/Seat Vacancy

- At the January 10, 2019, JPB meeting, Mitch Lentz was appointed to represent the JPB at the Management Committee and WDB meetings. Due to another commitment, he is unable to represent the Board on the first Thursdays of every month. Randy asked for volunteers to serve. Rick Gnemi volunteered. **Cheryl Key moved to appoint Rick Gnemi to represent the JPB at the Management Committee and WDB meetings, Steve Underdahl seconded, and the motion of was approved.**

Other and Public Comment

- No other discussion or comment.

Next Meetings

- Thursday, May 9th and Thursday, June 13th; both at 10:00 a.m.

Dan Belshan adjourned the meeting.

Respectfully submitted,
Jill Miller
Workforce Development, Inc.