

MINUTES

**WORKFORCE DEVELOPMENT BOARD &  
CHIEF EXECUTIVE OFFICER'S BOARD  
TUESDAY, NOVEMBER 16, 2010 - 8:00 A.M. - 10:00 A.M.**

The Barry/Branch/Calhoun Workforce Development Board and CEO Board met at 8:00 a.m. on November 16, 2010 at Calhoun ISD in Marshall, Michigan. The following roll was taken:

**WDB Present**

Lynne Haley, Chair	Paul David	James House
Denise Allsberry	Jack Faulkner	Daniel Labrecque
Mark O'Connell for Dennis Bona	Beth Denbrock for Brion Ford	Nancy Macfarlane
Valerie Byrnes	Richard Frantz	Kevin Andrews for Rocky Marsh
Dwight Carattini	Barbara Frederick	Brian Shaughnessy
Robert Chojnowski	Doyle Hayes	Vickie Ward
Mark Costa	Anita Henderson	Nick Babcock for Bill Wolf

**WDB Absent**

George Bratcher	Colleen Knight	Kristin Royston
Cindy Burns	Gwain McCree	Robert Smith
Bruce Griffith	Kathy Rose	

**CEOB Present**

Julie Camp	Don Nevins	Rod Olney
Lisa Gerow		

**CEOB Absent**

Howard Gibson	Kirk Lee	Dale Swift
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**Staff**

M.J. Bruns	Mike DeBoer	Lisa Larson
George Bauer	Christie Green	Angena Morris
Lindy Bishop	Kris Jenkins	Kristi Rigelman
Joan Bujdos		

**NEW MEMBER INTRODUCTIONS**

Dr. Haley introduced the following new Board members:

- Mark Costa, Quality Spring/Togo – Branch County Private Sector
- James House, Aleris Recycling and Specification Alloys – Branch County Private Sector
- Brian Shaughnessy, AC Foundry Inc. - Calhoun County Private Sector

**INTRODUCTION OF VISITORS & GUESTS**

Dr. Grace Emley, Foundation for Behavioral Resources  
MiChelle Fowler, Michigan Works!/HRDI  
Jerry Mainstone, Goodwill Industries  
Robin McVeigh, Michigan Works/FBR  
Craig Reed, Michigan Works!/KCC Employment Services  
Will Slone, Michigan Works!/HRDI  
Christopher Walden, KCC

**EARNED INCOME TAX CREDIT PRESENTATION**

The Earned Income Tax Credit (EITC) presentation originally scheduled with Ramondo Gee, IRS Territory Manager, was canceled the day prior to the meeting. Instead, Jerry Mainstone and Nancy Macfarlane provided the Board with brief comments about the EITC and Volunteer Income Tax Assistance (VITA) sites. More information was provided in a handout. M.J. Bruns said she will forward a link to the handout as well as the list of VITA sites and other resources.

**SPECIAL ORDER OF BUSINESS**

Dr. Haley asked for a joint motion for consent agenda to approve Special Order of Business Items A, B, C, & D. She explained the usual procedure whereby one motion takes place for all action items, followed by reports and discussion, with final approval taking place after discussion.

- Item A - Approval of Agenda
- Item B – Approval of September 28, 2010 WDB/CEO Board Minutes – Exhibit A
- Item C – Approval of Treasurer’s Report – Exhibit B-1 – Expenditures of \$31,291.50 through 10/31/10; on target with total budget of \$99,498.00.
- Item D – Approval of 2010-11 Workforce Development Funding – Revised Exhibit B-2 – Adjusted budget for Program Year 2010-2011 is \$10,357,214.

**Motion was made for a consent agenda to approve the Special Order of Business Items A, B, C, & D.**

<b>Motion by:</b>	<b>Faulkner for WDB</b>	<b>Camp for CEOB</b>
<b>Supported by:</b>	<b>Carattini for WDB</b>	<b>Olney for CEOB</b>
<b>Motion carried</b>		

- Item E – WDB Election of Officers – Exhibit B-3:

President	Lynne Haley, Calhoun County Private Sector
Vice President	Doyle Hayes, Calhoun County Private Sector
Secretary	Jack Faulkner, Branch County Education
Treasurer	Vickie Ward, Barry County Private Sector
Parliamentarian	Bob Chojnowski, Calhoun County Private Sector

**Motion was made to approve the above nominations.**

**Motion by: Barbara Frederick for WDB Rod Olney for CEOB**  
**Supported by: Denise Allsberry Julie Camp for CEOB**

- Item F – Recognition of Outgoing Board Members:

Lisa Gerow, Calhoun County Chief Elected Officers Board, was presented with a certificate of recognition for her service on the Board for the 2009 and 2010 calendar years.

Also recognized, but not in attendance:

Gwain McCree, Public Assistance Sector since September 2005, member of the WDB Monitoring & Evaluation Committee and Co-chair of the MPRI Steering Team

Amy Jensen, Branch County Private Sector since November 2009.

Kirk Lee, Calhoun County Chief Elected Officers Board for the 2010 calendar year.

Staff will ensure that the above members receive their certificate of appreciation.

#### **ACTION ITEM RECOMMENDATIONS**

Dr. Haley asked for a joint motion for consent agenda to approve Agenda Action Items A, B and C (Membership Committee Report, Planning & Development Committee Report, Toda America Grant Allocation Recommendation). She noted the usual procedure whereby one motion takes place for all action items, followed by reports and discussion, with final approval taking place after discussion.

**Motion was made for a joint vote by the WDB and CEOB to approve Action Items A through C.**

**Motion by: Macfarlane for WDB Olney for CEOB**  
**Supported by: Carattini for WDB Nevins for CEOB**

#### **MEMBERSHIP COMMITTEE REPORT – REVISED EXHIBIT C**

Referring to the Revised Exhibit C, Membership Committee member Dwight Carattini reported on the recommended appointment of Steve Claywell, of IBEW Local 445 and Douglas Voshell of Battle Creek Unlimited to the Board and the appointment of Nick Babcock of Poly Green Foam, LLC as Alternate for Bill Wolf. He also noted the recommendation of Steve Claywell and Kathy Rose to the Education Advisory Group (EAG).

The Board was also referred to the plan to fill the current vacancies that include two Barry County private sector and a community-based organization vacancy, two Branch County private sector vacancies, and a public assistance vacancy.

**PLANNING & DEVELOPMENT COMMITTEE – KATHY ROSE– EXHIBIT D**

In the absence of Committee Chair Kathy Rose, M.J. Bruns reported on the following Planning & Development Committee action item recommendations:

1. Actual Food Assistance Employment & Training Program Allocations – Regarding official FAE&T allocations for FY 2011.
2. Employment Service State Redistribution Allocation – Regarding an extra allocation of funds received from DELEG for the Employment Service Program.
3. Employment Service, WIA Core and Intensive & Training RFP Design Recs. – (green handout) Seeks approval for recommended changes for Program Year 2011-13 Requests for Proposals for above noted programs.
4. Alumnus of the Year Recommendation – Seeks approval of William Pond, Calhoun JET Program, as area’s 2011 Alumnus of the Year and to recognize, at future WDB/CEOB meetings, two other nominated individuals.
5. Legacy Award Committee – Planning & Development Committee made recommendations regarding clarification of eligible nominees and updates of nomination form so that information needed regarding nominee is received. Individual selected in 2011 to be announced on February 10, 2010, and to be recognized at March WDB/COEB meeting. Board members were asked to consider serving on the Legacy Award Committee.
6. Ratification of TAA Case Management Allocations – Seeks full Board ratification for TAA case management funding to be awarded to contractors.
7. MPRI Housing RFP – Seeks approval to issue Request for Proposal (RFP) to select a provider for transitional housing for MPRI participants.

**TODA AMERICA GRANT ALLOCATION RECOMMENDATIONS (salmon handout)**

MJ Bruns reported that staff was recently advised about the availability of \$81,900 in Mega Grant state funding to provide training and other assistance to Toda America, a new company in Battle Creek scheduled to open in Spring 2011. Staff met with Toda America on November 15 to outline a training plan, which could not be scheduled until after the Planning & Development Committee Meeting. The majority of funds (\$78,000) is recommended to go to Kellogg Community College for Incumbent Worker Training, and the balance (\$7,800) to HRDI’s Intensive & Training Program for on-the-job training.

**DISCUSSION ITEMS – EXHIBITS D-1 through G**

**PLANNING & DEVELOPMENT COMMITTEE DISCUSSION – EXHIBIT D-1**

In the absence of Committee Chair Kathy Rose, M.J. Bruns reported on the following Planning & Development Committee discussion items:

### **WorkKeys & Key Train Update**

KeyTrain usage has slightly increased, with the Battle Creek Service Center having an increase of about 80 new users per month. Posters have been placed at the service centers, and partners have been encouraged to promote the Key Train remedial tutorial to Michigan Works! customers. WorkKeys and Key Train data from August and September were detailed in Exhibit D-1.

### **Albion Workforce Development Council Update**

George Bratcher arranged for the Albion Workforce Development Council to meet with the Kalamazoo Downtown Development Authority on November 1<sup>st</sup>. Representatives from the community, school system, downtown development, and governmental officials shared information about improvement projects in the Kalamazoo area that have evolved through the Kalamazoo Downtown Development Authority. The Council was advised to convene a similar group of Albion community members to create a vision and develop a plan to implement changes and improvements.

The next meeting of the Albion Workforce Development Council is scheduled for December 10, 2010 at 9:00 a.m. at the Albion Michigan Works! Service Center.

### **State Adult Learning Transformation**

The Department of Energy, Labor & Economic Growth (DELEG) is leading a statewide initiative referred to as *No Worker Left Behind: Everybody In!* to encourage the creation of regional partnerships to serve adult learners. DELEG's goals for this initiative are to help communities work better together and to educate workers more effectively. Seventeen regional areas have been established, with Barry, Branch and Calhoun counties included as three of the eight counties that make up Region 14. The other counties are Berrien, Cass, VanBuren, Kalamazoo and St. Joseph.

Since Region 14 is so large geographically, representatives of the Barry/Branch/Calhoun sub-region have agreed to hold meetings of adult learning representatives in our area to share this initiative's direction and to discuss coordination at our local level.

### **MONITORING & EVALUATION REPORT – EXHIBIT E**

Committee Chair Robert Chojnowski summarized the following monitoring reports, as presented in Exhibit E of the Board packet:

- Contract Performance Information – through 10/31/10
- Staff Contractor Monitoring Update – 9/1/10 through 10/31/10
- DELEG FY10 JET Reports – 10/1/09 through 8/31/10
- DELEG Final PY09 WIA Report – 7/1/09 through 6/30/10
- JET Field Visit Report – conducted in August 2010
- DELEG 2010 Cycle II On-Site Monitoring Report – conducted June/July 2010

- DELEG 2010 Cycle III On-Site Monitoring Visit – being conducted 11/15-11/19/10
- WIA Field Visit – being conducted 11/22-11/24/10

**JOB MARKET/EMPLOYER INVOLVEMENT COMMITTEE – EXHIBIT F**

Doyle Hayes, newly appoint Chairperson, advised that the Job Market/Employer Involvement (JM/EI) Committee met on November 9. They discussed leadership transition for the committee, following the retirement of Jim Hettinger.

Discussion also included the process for reviewing and updating the Employability Skills Inventory and Occupations in Demand documents. After allowing for input by contractors and committee members, the documents will be reviewed again by the JM/EI Committee in January. The goal is to finalize these documents in order to be on the agenda for the January Board meeting. M.J. Bruns noted that Becky Rocho has been involved with the JM/EI Committee for several years, and she expressed appreciation for Becky’s contributions.

George Bauer provided an update on the Business Services Team. The committee discussed issues they are facing with recruiting employees including the applicants testing positive for drugs.

The committee also discussed future agenda topics including entrepreneurship, the “brain drain” among young professionals and influencing the K-12 workforce pipeline.

**EDUCATION ADVISORY GROUP – EXHIBIT G**

Updates about activities of the Education Advisory Group (EAG) were provided to the Board in Exhibit G.

Kris Jenkins advised that school counselors have requested that WIA Youth participants attend the next Career Development Committee meeting to report on their activities.

She also pointed out that the Calhoun Area Career Center (CACC) would like to develop a Culinary Science Program in the evening for adults. The Environmental Science Program at CACC will be closing at the end of January. Discussions are taking place with KCC, MSU and Kellogg’s to use some of their Environmental Science equipment. Branch Area Careers Center teaches portions of the program and may also be interested in some of the equipment.

Kris advised that the next EAG meeting is scheduled for December 9, 2010, 8:30 a.m. at CISD.

**CITIZENS TIME**

No citizen comments were made.

**MEMBERS TIME**

No member comments were made.

**PRESIDENT'S TIME**

Dr. Haley noted the following committee appointments:

- Dennis Bona – Job Market/Employer Involvement Committee
- Doyle Hayes – Chair of Job Market/Employer Involvement Committee

The next WDB/CEOB Meeting is January 26, 2011 at the Regional Manufacturing Technology Center in Battle Creek.

**ADJOURNMENT**

There being no other business, the meeting was adjourned at approximately 9:30 a.m.