

MINUTES

**WORKFORCE DEVELOPMENT BOARD &  
CHIEF EXECUTIVE OFFICER'S BOARD  
TUESDAY, JANUARY 19, 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 January 19, 2010 at the Regional Manufacturing Technology Center (RMTC) in Battle Creek. The following roll was taken:

**WDB Present**

Lynne Haley, Chair	Barbara Frederick	Daniel Labrecque
Denise Allsberry	Bruce Griffith	Jerry Mainstone
Cindy Burns	G. Edward Haring	Rocky Marsh
Valerie Byrnes	Doyle Hayes	Gwain McCree
Dwight Carattini	Angela Garland, Alternate	Al Miller
Mary Chapman	for Amy Jensen	Kathy Rose
Robert Chojnowski	Colleen Knight	Bill Wolf
Paul David		

**WDB Absent**

George Bratcher	Richard Frantz	Michael McDonough
Michael Callton	Anita Henderson	Kristin Royston
Hillary Eley	James Hettinger	Robert Smith
Jack Faulkner	Bill Knapp	Paul Viar
Brion Ford	Nancy Macfarlane	Vickie Ward

**CEOB Present**

Lisa Gerow	Kirk Lee	Rod Olney
Howard Gibson	Don Nevins	Dale Swift

**CEOB Absent**

Julie Camp

**Staff**

George Bauer	Joan Bujdos	Lisa Larson
Lindy Bishop	Christie Green	Terance Lunger
M.J. Bruns	Kris Jenkins	Angena Morris

**Introduction of New Members**

Workforce Development Board Chair Lynne Haley introduced the following new members:

- Daniel Labrecque, Proprietor of Nottke's Family Fun Center, Battle Creek

- Kirk Lee, Calhoun County Board of Commissioners, replacing outgoing CEOB Member James Haadsma
- Rod Olney, Branch County Board of Commissioners, replacing outgoing CEOB Member William Chinery

**Recognition of Outgoing CEOB Member**

James Haadsma was in attendance for a portion of the meeting. He has submitted his resignation as a member of the CEOB Board due to schedule conflicts. Dr. Haley offered appreciation to him on behalf of the entire Board.

**Introduction of Visitors & Guests**

Pat Bey, Post Foods  
Tamara Crooks, Michigan Works!/KCC Employment Services  
Moreen Crum, Michigan Works!/FBR  
Laura DePompolo, KCC/RMTC  
Jeffrey Dinkins, Michigan Works!/WIA Youth Program/Battle Creek Public Schools  
MiChelle Fowler, Michigan Works!/HRDI  
Roberta Gagnon, Michigan Works!/KCC  
Jim Haadsma, Calhoun County Board of Commissioners  
Gretchen Landis, Goodwill Industries  
Robin McVeigh, Michigan Works!/FBR  
Chuck Parker, KCC  
Craig Reed, Michigan Works!/KCC Employment Services  
Kelli Scott, Calhoun County  
Will Slone, Michigan Works!/HRDI  
Jim Wick, Michigan Works!/JET

**SPECIAL ORDER OF BUSINESS**

Dr. Haley asked for a joint motion for consent agenda to approve Special Order of Business Items A through F. 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.

**Motion was made for a joint vote by the WDB and CEOB to approve Special Order of Business Items A through F.**

**Motion by: Hayes for WDB Gibson for CEOB**  
**Supported by: Marsh for WDB Swift for CEOB**  
**Motion carried.**

**APPROVAL OF REVISED AGENDA**

The Revised Agenda (handout printed on blue paper) was reviewed, which included the addition of Planning & Development Committee Items Action Items C. 10 and 11.

**APPROVAL OF NOVEMBER 17, 2009 WORKFORCE DEVELOPMENT BOARD/CEO BOARD MINUTES-EXHIBIT A**

The above meeting minutes were reviewed. No revisions were noted.

**APPROVAL OF WDB TREASURER'S REPORT, PY2009-10 WDB BUDGET AND 2008-09 CISD ANNUAL AUDIT-EXHIBITS B-1, B2 & B3**

The Treasurer's Report shown in Exhibit B-1 for the period ending December 31, 2009 was reviewed, showing expenditures in the amount of \$15,189.70. The Workforce Development Funding Allocations report, Exhibit B-2, was also reviewed, showing the current budget amount for Program Year 2009-2010 at \$11,468,962. Exhibit B-3 included pages from the 2008-2009 Annual Audit of the Calhoun ISD Workforce Development Fund in the amount of \$9,841,392. No findings or questioned costs resulted from the audit.

**ALUMNI OF THE YEAR NOMINEE RECOGNITIONS**

Michigan Works! JET Program participants Nick Easy and Scott Van Horn were given recognition by the Board for having been nominated for the 2010 Michigan Works! Association Alumni of the Year Award. Nick was nominated by the Battle Creek JET Office and Scott was nominated by the Albion JET Office. Representatives for each nominee were presented with a plaque on behalf of the Workforce Development Board to recognize their successful participation in the JET Program. Jim Wick accepted the award on behalf of Nick, and Destiny Kulikowski accepted on behalf of Scott, both of whom were unable to attend.

**PRESENTATION - NOTTKE'S FAMILY FUN CENTER & MICHIGAN WORKS! PROJECT-DAN LABRECQUE**

Board member Dan Labrecque shared information about the job fair and bowling project he conducted at Nottke's Family Fun Center in Battle Creek. Over the course of 12 weeks, unemployed individuals were given the opportunity for free bowling, networking, fun, prizes, and to meet weekly with several different employers who participated. At least 38 individuals were able to find employment as a result of the project. Tamara Crooks of the Michigan Works! KCC Employment Services Program was instrumental in contacting over 200 businesses. The success of the program has generated media attention at the local, national and international level. As a result, a number of bowling centers across the state and country are now replicating the program.

**ACTION ITEMS**

Dr. Haley asked that Agenda Action Item A, Renewal of Joint Workforce Development Agreement, be pulled for a separate motion by the Board.

**RENEWAL OF JOINT WORKFORCE DEVELOPMENT AGREEMENT - DR. TERANCE LUNGER, SUPERINTENDENT, CALHOUN ISD.-EXHIBIT C-1**

The Calhoun Intermediate School District serves as the administrative entity and sub-grant recipient under a two-year agreement with the Workforce Development Board

(WDB) and Chief Executive Officer's Board (CEOB). Dr. Terance Lunger, Superintendent of Calhoun ISD, advised that the CISD Board of Education reached consensus to renew the agreement for CISD to serve as the administrative entity and sub-grant recipient for another two year period (July 1, 2010 through June 30, 2012), pending the approval of the Workforce Development Board and the Chief Executive Officer's Board. The current Joint Workforce Development Agreement expires on June 30, 2010. The next steps would be to take the agreement to each of the three county Boards of Commissioners. Dr. Lunger thanked the Workforce Development Board members, service center staff, contract staff, and the CISD Michigan Works! staff for their contributions to the Michigan Works! delivery of services.

**Motion was made to recommend approval for Calhoun Intermediate School District to serve as the administrative entity and sub-grant recipient under another two-year agreement with the Workforce Development Board, the CISD Board and the three County Boards of Commissioners .**

**Motion by:** Miller for WDB Gibson for CEOB  
**Supported by:** Frederick for WDB Lee for CEOB  
**Motion carried**

The Board was then asked for a joint motion for consent agenda to approve Agenda Action Items B through D. Dr. Haley 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.

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

**Motion by:** Mainstone for WDB Gibson for CEOB  
**Supported by:** Rose for WDB Swift for CEOB  
**Motion carried, with Dr. Haring abstaining from the vote on Agenda Action Item C, as KCC is the funding recipient for a portion of the recommended contracts.**

**MEMBERSHIP COMMITTEE REPORT-EXHIBIT C-2**

As referenced in Exhibit C-2, Colleen Knight noted the recommendation of Angela Garland as Alternate for Branch County Board member Amy Jensen. In addition, Cindy Burns was recommended for appointment to the MPRI Steering Team. It was also noted that Calhoun County Commissioner and Chief Elected Officers Board member Jim Haadsma has resigned from the CEOB, effective December 31, 2009. The Calhoun County Administration Office has appointed Commissioner Kirk Lee to fill this vacancy.

**PLANNING & DEVELOPMENT COMMITTEE – JERRY MAINSTONE – EXHIBIT D**

Chairperson Jerry Mainstone reported that the Planning & Development Committee met on January 15, 2010 and discussed the following recommendations, as documented in Exhibit D:

1. WIA Dislocated Worker Carry-in Funding Recommendation (green handout) – draft allocation received from DELEG for \$36,881 to fund 14 additional participants. Handout reflects corrected CISD Program & Admin costs.
2. WIA Youth Carry-in Funding Recommendation – draft allocation received from DELEG in the amount of \$28,313 to fund 11 additional participants
3. Trade Adjustment Assistance Funding Recommendation – under new legislation, there is a requirement that case management services be available to participants funded through TAA. A draft allocation of \$9,578 has been received from DELEG for these services.
4. MPRI Funding Recommendation – transfer of funds between line items for the MPRI Workforce Development contract, as the original budget was based on draft allocations
5. ARRA Reemployment Service Funding Year Extension – direction was received from the State to extend funding from June 30, 2010 to September 30, 2010.
6. CY 2010 Michigan Works! System Plan – DELEG requires an annual “system” plan to document operation of the One-Stop system.
7. Additional JET Funding and Funding Transfer Request Recommendation – As a result of the overall reduction in JET funding, the Foundation for Behavioral Resources is requesting a transfer of funds from Calhoun to Barry County to offset the impact of this overall decrease. It was explained that proportionally more of the funds go to Calhoun County, and they were better prepared to absorb the decrease in funding across line items. Amounts reflect the final allocation to date for this program.
8. NWLB Carry-in Funding Recommendation – \$19,403 in General Fund/General Purpose (GF/GP) carry-in funds received from DELEG to provide services to six additional Adult Program Participants.
9. Elevate America Voucher Recommendation (gold handout) – The State of Michigan has received 71,000 vouchers from Microsoft, which will be distributed through the 25 local Michigan Works! Agencies. The Elevate America program allows the general public to access specialized e-learning programs and testing to upgrade their computer skills. The Barry/Branch/Calhoun MWA will receive 1,633 vouchers. The handout shows the types and numbers of vouchers to be distributed.

Bruce Griffith asked about the process for distribution of the vouchers and whether veterans will be given preference. M.J. Bruns explained that vouchers will be given to the Employment Service contractors, who will distribute the vouchers to the general public and to individuals referred by other contract staff

and organizations. She added that service center staff automatically inquires about veteran status for anyone who visits the center, so veterans will be made aware of the voucher program.

Ed Haring pointed out that the Microsoft training program at the KCC testing center is offered as an open-entry, open-exit basis, so there should not be an impediment for individuals who want to take advantage of the voucher program.

10. WIA Incentive Award Recommendation (grey handout) – DELEG has issued a draft policy which awards the Barry/Branch/Calhoun MWA with \$34,248 for exemplary WIA program performance in PY08. It was recommended that \$3,402 be used for the Incumbent Worker Program to offset administrative costs incurred after the program year began, and the balance of \$30,846 be used for the WIA Adult Program to serve 12 additional participants.
11. Michigan Skills Alliances Recommendation (cherry handout) – Our MWA is currently working with several other MWAs on forming an Advanced Manufacturing Regional Skills Alliance and a Battery Manufacturing Sectoral Skills Alliance in order to convene businesses, Michigan Works! partners, educators, and other entities for activities such as labor market research, strategic planning and peer-to-peer learning.

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

In Jin Hettinger’s absence, Ed Haring reviewed the revised 2010 Occupations in Demand document and the 2010 Entry Employability Skills document, as recommended for approval by the Job Market/Employer Involvement (JM/EI) Committee. He also referred the Board to the November 12 JM/EI Meeting Minutes. In addition, Dr. Haring acknowledged Becky Rocho’s work in researching and assembling data for the documents and providing support to the committee.

**DISCUSSION ITEMS**

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

**Youth Work Experience Funding Meeting Report**

A group of service providers and funders has met, and will continue meeting, to discuss options for providing meaningful work experience for youth who may not qualify for WIA Youth services.

**WorkKeys Update–(cream handout)**

The Board was referred to the handout for information on the upcoming Branch County WorkKeys Conference, as well as a progress report on WorkKeys and KeyTrain usage by contractors within the tri-county area.

**ARRA Reemployment Services Grant Update–(lavender handout)**

Referring to the handout, Mainstone explained that the ARRA Reemployment Services Grant approved by the Board in July 2009 is intended to provide workshops geared toward “white collar” workers, to obtain and implement Employability Skills curriculum, hire staff to provide workshops, and to procure computers and equipment needed to support these services.

**MONITORING & EVALUATION COMMITTEE REPORT–BOB CHOJNOWSKI**  
**-EXHIBIT F**

Monitoring & Evaluation Committee Chair Robert Chojnowski summarized the following reports, as presented in Exhibit F of the Board packet:

1. Contract Performance Information. A handout was provided on tan paper showing a Business Services report.
2. Staff Contractor Monitoring Update
3. DELEG FY10 JET Report – Our MWA was ranked 14<sup>th</sup> out of 25 MWAs in overall employment rate. Our MWA’s rate was 28.7%.
4. DELEG 2009 Cycle III On-Site Final Monitoring Report – A report from DELEG in November 2009 listed a few items requiring corrective action. Staff submitted a corrective action response to DELEG and was advised in December that no further corrective action was required.
5. DELEG 2010 Cycle I On-Site Monitoring – DELEG will conduct on-site monitoring in February 2010 regarding topics including allowable cost, audit resolution, budgeting systems and financial reporting.
6. Final PY08 WIA Performance Standards Report – In a Performance Standards Report issued by DELEG covering the period June 1, 2008 through June 30, 2009, our MWA officially met or exceeded all of the Youth, Adult and Dislocated Worker standards for the year.
7. WIA First Quarter Performance Standards Report – The DELEG first quarter Performance Standards Report for the period ending September 30, 2009 showed that our MWA met or exceeded all but two of the youth, adult and dislocated worker standards for this quarter. Staff is working with contractors on data entry and other issues to improve performance in the next quarter.
8. FY09 Year-End Mystery Shopper Report – Table in Exhibit F showed high ratings for job seeker and employer phone contacts as well as job seeker on-site visits. All centers in our MWA were listed among those that showed improvements. Battle Creek and Hastings were listed as

centers that had multiple outstanding overall ratings during the past five years.

**EDUCATION ADVISORY GROUP–KRIS JENKINS–EXHIBIT G**

Kris Jenkins, Career and Technical Education (CTE) Director at the Calhoun Area Career Center, provided an update on the following EAG activities detailed in Exhibit G:

- Regional Professional Development for teachers in Calhoun, Barry and Branch counties took place on January 18. The agenda included a presentation on employability skills by Board member Kathy Rose from the Kellogg Company.
- The Aviation Program is in a collaborative interview process with CACC, WMU and KCC to hire an instructor. Tenth grade visits are coming up the first week of February for over 100 students in Calhoun County who have expressed an interest in the Aviation Program. It was noted that Board member Paul David from Duncan Aviation has partnered with KCC to help with recruitment and provide information to students.
- There is a movement throughout the area to make the NCRC part of the technical skill assessment. Much work is going on at the state level to move this forward.
- Construction bids at CACC are in the works. Over 100 contractors took part in a recent bidders conference. At the end of January bids will open for the \$3 million improvement project.

**CITIZEN'S TIME**

n/a

**MEMBERS TIME**

n/a

**PRESIDENTS TIME**

**Committee Appointment**

- Cindy Burns – Planning & Development Committee.

**Elaine Furu Baker Legacy Award Nominations**

Dr. Haley directed Board members to the salmon colored handout for information about the Elaine Furu-Baker Legacy award. Nominations are due by January 20. The award winner will be announced on February 10. Recognition will take place at the March 16 Board Meeting.

**Next Meeting**

The next Workforce Development/CEO Board Meeting is set for March 16, 2010 at Olivet College.

**ADJOURNMENT**

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