

**MINUTES
WORKFORCE DEVELOPMENT BOARD &
CHIEF EXECUTIVE OFFICER'S BOARD
WEDNESDAY, MAY 25, 2011 - 8:00 A.M. - 10:30 A.M.**

The Barry/Branch/Calhoun Workforce Development Board and CEO Board met at 8:00 a.m. on May 25, 2011 at the RMTTC (Regional Manufacturing Technology Center) in Battle Creek, Michigan. The following roll was taken:

WDB Present

Lynne Haley, Chair	Steve Claywell	Nancy Macfarlane
Omar Alston	Paul David	Kathy Rose
Barry Benson	Barbara Frederick	Kristin Royston
Dennis Bona	Doyle Hayes	Brian Shaughnessy
Adam Butters	Anita Henderson	Robert Smith
Valerie Byrnes	James House	Douglas Voshell
Mary Chapman	Colleen Knight	Vickie Ward
Robert Chojnowski	Jeffrey Lord	Bill Wolf

WDB Absent

George Bratcher	Beth Denbrock	Daniel Labrecque
Cindy Burns	Jack Faulkner	Rocky Marsh
Dwight Carattini	Richard Frantz	

CEOB Present

Mark Behnke	Linda Fronczak	Don Nevins
Julie Camp	Howard Gibson	

CEOB Absent

Art Kale	Rod Olney	
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Staff

M.J. Bruns	Christie Green	Lisa Larson
Kristi Rigelman	Lindy Hoffman	Angena Morris

NEW MEMBER INTRODUCTIONS

Dr. Haley introduced the following new Board members:

- Barry Benson, WDB, Bronson Precision Products, Branch County Private Sector
- Jeffrey Lord, WDB, Middleville Tool & Die Company, Barry County Private Sector

INTRODUCTION OF VISITORS & GUESTS

Lisa Gerow, Planning Committee
Karen Doubleday, DHS

MiChelle Fowler, Michigan Works!/HRDI
Will Slone, Michigan Works!/HRDI
Robin McVeigh, Michigan Works!/FBR
Moreen Crum, Michigan Works!/FBR
Val Eavey, Michigan Works!/BISD
Donna Lipp, Michigan Works!/BISD
Vicci Marson, Michigan Works!/ADAPT
Robyn Hansen, Michigan Works!/ADAPT
Jessica Miner, Michigan Works/ADAPT
Jerry Mainstone, Michigan Works!/Goodwill Industries
Mike Hoffner, Branch ISD

SPECIAL ORDER OF BUSINESS

Dr. Haley asked for a motion from the Workforce Development Board for consent agenda to approve Special Order of Business Items A through 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. She also explained that due to the need for some members to leave early, all of the action items would be moved prior to the presentation.

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

Motion by: Macfarlane for WDB Behnke for CEOB
Supported by: Rose for WDB Camp for CEOB

- Item A - Approval of Revised Agenda
- Item B – Approval of March 23, 2011 WDB/CEO Board Minutes – Exhibit A
- Item C – Approval of Treasurer’s Report – Exhibit B-1 Expenditures of \$79,703.40 through 4/30/11 are on target with total budget of \$99,498.00.
- Item D – Approval of 2010-11 Workforce Development Funding in the amount of \$11,135,598 – Exhibit B-2

RECOGNITION

Although Jack Faulkner was unable to be present, Dr. Haley recognized him for 10 years of service as Jack has made the decision to step down from the Board at this time. The staff will see that he receives the certificate in appreciation for his service on the Board since January of 2001.

ACTION ITEM RECOMMENDATIONS

Dr. Haley asked for a motion for consent agenda to approve Agenda Action Items A through E (Membership Committee Report, Planning & Development Committee Report, Monitoring & Evaluation Committee, PY10 Adult Excess Carry-in & Funding Transfer Request, and FY11 JET Deobligation). 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 E.

Motion by: Macfarlane for WDB Fronczak for CEOB
Supported by: Frederick for WDB Gibson for CEOB

MEMBERSHIP COMMITTEE REPORT – EXHIBIT C

Membership Committee Chair Colleen Knight noted the recommendations of Brian Kerspilo, Elizabeth Van Dussen, and Kendra Spanjer to the Workforce Development Board and Anne Kluwe as an alternate for Kendra Spanjer to the WDB. They also made the recommendation for the entire WDB serve as the Employment Service Representative. Recommendations were also made for Jackie Hampton and Mary Chapman to be appointed to the MPRI Steering Team.

Knight also noted two new vacancies – a Branch private sector vacancy and an education representative vacancy – and the plan to fill these vacancies.

Knight provided recommendations which were also included in the Membership Committee exhibit regarding the joint meeting of the Membership and Planning & Development Committees during which they discussed Board meeting survey results. She also referred Board members to the handout on yellow paper which provides information and meeting dates for the Planning and Development Committee and the Monitoring and Evaluation Committee. Members of the Board, particularly new members, were encouraged to visit both committees during the year in order to gain a better understanding of the programs and services which the Board oversees.

PLANNING & DEVELOPMENT COMMITTEE – KATHY ROSE– EXHIBIT D

Committee Chair Kathy Rose referred the Board to Exhibit D for the following Planning & Development Committee recommendations:

1. Fidelity Bonding Program of Michigan – the committee recommends supporting local administration of this program.
2. MPRI Workforce Development RFP – the committee recommends the delay in release of this RFP until July 2011 awaiting finalization of MDOC service and cost parameters.
3. WIA ARRA Administrative Funds Transfer – the committee recommends approval for the transfer of \$12,000 of administrative funds to WIA Core Services – Calhoun County (KCC).
4. FY 2011 Transfer of JET Funds – the committee recommends approval for the transfer of \$50,000 from Calhoun County to Barry County.
5. Estimated PY 2011 Program Allocations – MJ Bruns discussed a revised exhibit on blue paper, which provided *draft* allocations received from the State for WIA Core, Adult & Dislocated Worker and Employment Service Programs. Due to the

uncertainty of the WIA funding, staff recommends allocating 1st quarter funding only until such time as allocations for the remainder of the program year are more certain. It was also noted that no information has been received to date on Incumbent Worker Training funding.

6. Challenge of Excellence Award Nominees – the following nominees were recommended:
 - Ralph Loeschner Outstanding Service Award – Dr. Lynne Haley, Board Chair
 - Impact Award – Helen Miller, Career Manager, Michigan Works!-HRDI
 - Volunteer of the Year – Kathy Rose & George Bratcher, Board members
 - Employer of the Year – Kellogg Company (Kathy Rose) & Toda America Inc. (Tamara Hendricks & Robert White)
7. Ratification of Executive Board Approvals – these included only releasing the Law Enforcement Services portion of the MPRI Community Involvement RFP and awarding the PY11-13 ES & WIA Core Services contracts for Branch and Calhoun counties to Summit Pointe.
8. Strategic Planning Recommendation – the Planning & Development Committee recommends full Board support to plan a strategic planning session and the use of unrestricted funds to secure a facilitator to lead the session.

MONITORING AND EVALUATION COMMITTEE – ROBERT CHOJNOWSKI – EXHIBIT E

The committee conducted interviews with representatives from the PY10 Incumbent Worker Training Program and the three PY10 WIA Youth Programs. It was determined that all four contractors are addressing areas for improvement in meeting goals and are engaging the assistance of Michigan Works! staff to respond to those issues. The Monitoring and Evaluation Committee recommends approval of all contracts for second-year funding.

PY 2010 ADULT EXCESS CARRY-IN & FUNDING TRANSFER RECOMMENDATIONS – MJ BRUNS – HANDOUT

MJ referred to the handout for a detailed outline of funding change recommendations resulting from an allocation of \$4,180 in excess carry-in as well as requests from contractors to transfer funds from Dislocated Worker to Adult to better meet the needs of eligible customers. Staff recommends approval of contract and plan changes and excess carry-in funding allocations.

FY 2011 JET DEOBLIGATION – MJ BRUNS – HANDOUT

MJ referred to the handout that detailed the recommended deobligation of \$53,701 from Calhoun County and \$8,280 from CISD Program and Admin costs, for a total deobligation of \$61,981 from the FY 2011 JET budget. Staff noted that this deobligation resulted from a discrepancy in departmental budgets at the state level. Staff further noted that the Calhoun County JET program budget was better able to absorb this decrease due to anticipated unspent funds in an assessment line item.

Board members questioned the allocation of funds across the counties and some discussion was held on this. Staff will add this agenda item to the next Planning & Development Committee meeting agenda for further discussion.

MONITORING AND EVALUATION COMMITTEE – ROBERT CHOJNOWSKI – EXHIBIT E

Committee Chair Robert Chojnowski directed the Board to Exhibit E of the Board packet for a summary of the following monitoring reports:

1. Contract Performance Information – through April 2011
2. Staff Contractor Monitoring Update – March & April 2011
3. DELEG FY11 JET Reports – through Feb. 2011
4. DELEG 2011 Cycle I On-Site Monitoring Report
5. DELEG 2011 Cycle II On-Site Monitoring Visit
6. DELEG Second Quarter Mystery Shopper Report

YOUTH PRESENTATION

The Board was provided with an overview of the Michigan Works! Youth Programs by Jerry Mainstone of Goodwill Industries (Calhoun County Program), Valerie Eavey of Barry ISD (Barry County Program) and Vicci Marson of ADAPT, Inc. (Branch County Program). Items covered in the presentation included the program objectives, eligibility requirements, services provided, outcome measures, challenges, points to ponder and featured one of many youth success stories.

Discussion was held on outcomes and data tracking and staff agreed to send to the Board detailed information about the data currently being tracked. They also will survey other Michigan Works! areas for input on how they deal with disengaged participants. Discussion was also held regarding the efforts to reauthorize the Workforce Investment Act legislation. Staff will continue to discuss recommended changes with contractors and submit those to the Michigan Works! Association and others for consideration.

JOB MARKET/EMPLOYER INVOLVEMENT COMMITTEE REPORT – DOYLE HAYES

Committee Chair Doyle Hayes shared highlights of the Toda America Grand Opening Celebration that was held yesterday in Battle Creek. It was noted that Michigan Works! was thanked by one speaker for their assistance in recruiting the initial associates for this new company.

EDUCATION ADVISORY GROUP – EXHIBIT F

Mike Hoffner shared about recent funding cuts and their impact on programs. Some of the programs can be sustained while others will need to be cut.

He also shared about new program offered at CACC. It is a 9th grade CTE Academy for at-risk youth in the 2011-12 school year. This program will be a career exploration program and will allow students to earn one English credit, ½ PE credit, ½ Health credit and one CTE elective credit.

The second half of the CACC renovation will be finished by September 1, with most of the classrooms and the four wings of the building under construction this summer.

PLANNING & DEVELOPMENT COMMITTEE DISCUSSION – EXHIBIT D-1

Food Assistance Employment & Training Program Update

Word has been received from WDASOM that the program was reinstated with the following changes: 1) funding is limited to \$2,000 per participant, 2) administrative costs are limited to 10%, and 3) statewide enrollment to be increased by 2.5% by end of fiscal year. DHS has agreed to increase their referrals to the MWAs to help meet this last change.

State Reorganization

Gov. Snyder’s Executive Orders are now official. The department’s new name is the Department of Licensing and Regulatory Affairs and Steven Hilfinger is the new director. The agency, Workforce Development Agency, State of Michigan (WDASOM) was also formed as a result of the Orders. Elliot Forsyth was named as the director of this agency.

Federal Funding Update

We continue to await any official funding information from the WDASOM regarding funding for the next program year which begins July 1, 2011. The final FY2011 Continuing Resolution that was passed only addresses the first quarter of the July 1 to June 30 funding year and even those funding amounts are subject to change once the FY 2012 budget is passed. As of this date, *draft* funding amounts have been received for some programs; otherwise, estimated figures are being used.

Family Economic Security Project Survey

This provides information regarding an upcoming business survey that will be conducted by representatives of this project. Employers are encouraged to participate.

WorkKeys & KeyTrain Update

Progress report was provided regarding WorkKeys and KeyTrain usage among contractors throughout all three counties for February and March 2011.

CITIZENS TIME

Jerry Mainstone discussed the impact the higher graduation standards may have on youth obtaining their diploma and how employers need to be educated on possible changes to their minimum hiring requirements.

MEMBERS TIME

Upon a request from Doyle Hayes, Will Slone shared the employers that the Business Services Team is currently working with.

PRESIDENT'S TIME

Dr. Haley appointed Adam Butters to the Job Market/Employer Involvement Committee.

Dr. Haley announced the need to fill the secretary board position previously held by Jack Faulkner and asked the Membership Committee to assist with this.

Members were referred to the information that was contained in the Board packet regarding disaster relief efforts for the storm victims in the southern US, as well as in Japan. She referred members to the box outside the meeting room door if anyone brought items to contribute.

Dr. Haley referred members to the handout regarding the Staff Appreciation events in June and July.

She also referred to the handout on goldenrod paper containing information about the Annual Michigan Works! Conference and asked staff to send out the website link to the detailed agenda once it is available.

The next WDB/CEOB Meeting is July 27, 2011 at the Calhoun Intermediate School District, Marshall MI.

ADJOURNMENT

There being no other business, the meeting was adjourned at approximately 10:30 a.m.