

MINUTES

**WORKFORCE DEVELOPMENT BOARD &  
CHIEF EXECUTIVE OFFICER'S BOARD  
TUESDAY, SEPTEMBER 28, 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 September 28, 2010 at Calhoun ISD in Marshall, Michigan. The following roll was taken:

**WDB Present**

Lynne Haley, Chair	Paul David	Amy Jensen
Denise Allsberry	Jack Faulkner	Colleen Knight
Dennis Bona	Beth Denbrock	Gwain McCree
George Bratcher	for Brion Ford	Al Miller
Cindy Burns	Bruce Griffith	Kristin Royston
Dwight Carattini	Cheryl Peters for Doyle Hayes	Robert Smith
Mary Chapman	Barbara Frederick	Vickie Ward
Robert Chojnowski		

**WDB Absent**

Valerie Byrnes	Anita Henderson	Nancy Macfarlane
Michael Callton	James Hettinger	Rocky Marsh
Hillary Eley	Gary Klein	Kathy Rose
Richard Frantz	Daniel Labrecque	Bill Wolf

**CEOB Present**

Julie Camp	Kirk Lee	Dale Swift
Lisa Gerow	Rod Olney	

**CEOB Absent**

Howard Gibson	Don Nevins
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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:

- Amy Jensen. Human Resources Director, Community Health Center of Branch County
- Dennis Bona, President, Kellogg Community College

**INTRODUCTION OF VISITORS & GUESTS**

MiChelle Fowler, Michigan Works!/HRDI  
Roberta Gagnon, Michigan Works!/KCC Workforce Solutions  
Mike Hoffner, Branch Area Careers Center/EAG Chair  
Vicci Marson, Adapt, Inc./Branch County Youth Program  
Jerry Mainstone, Goodwill Industries  
Colin McCaleb, KCC  
Robin McVeigh, Michigan Works/FBR  
Craig Reed, Michigan Works!/KCC Employment Services  
Will Slone, Michigan Works!/HRDI  
Ashley Thomson, KPEP/MPRI  
Jim Wick, Michigan Works!/JET Program

**SPECIAL ORDER OF BUSINESS**

Dr. Haley asked for a joint motion 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.

- Item A - Approval of Agenda
- Item B – Approval of July 20, 2010 WDB/CEO Board Minutes – Exhibit A
- Item C – Approval of Treasurer’s Report – Exhibit B-1
- Item D – Approval of 2010-11 Workforce Development Funding – Exhibit B-2

**Motion was made for a consent agenda to approve the Special Order of Business Items A through D.**

**Motion by:** Carattini for WDB                      Camp for CEOB  
**Supported by:** Bona for WDB                      Swift for CEOB  
**Motion carried**

**ELECTION OF VICE CHAIR – EXHIBIT B-3**

Upon the recommendation of the Membership Committee, and by unanimous approval of the Board, Doyle Hayes was elected to fill the vacancy as WDB Vice Chair, which was previously held by Jerry Mainstone.

**Motion was made to approve the recommendation of Doyle Hayes as Vice Chair of the Workforce Development Board.**

**Motion by:                   Royston for WDB                   Lee for CEOB**  
**Supported by:               Faulkner for WDB               Olney for CEOB**  
**Motion carried**

**RECOGNITIONS**

Outgoing Board member Allyn Miller was presented with a plaque and recognized for his service on the Board since November 2001 representing the Education and Private Sectors, as well as his membership with the Education Advisory Group.

Also recognized, but not in attendance, were the following outgoing Board members:

- James Hettinger, for representing the Economic Development Sector since November of 1994 and serving as Chair of the WDB Job Market/Employer Involvement Committee
- Hillary Eley, for representing the Branch County Private Sector since January of 2005 and serving as a member of the WDB Job Market/Employer Involvement Committee
- Michael Callton, for representing the Barry County Private Sector since September of 2007 and serving as a member of the Job Market/Employer Involvement Committee

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

M.J. Bruns also offered recognition to all of the current Board members for their continued work and valuable contributions as representatives of the Workforce Development/CEO Board.

**ALBION ACADEMY PRESENTATION – COLIN McCaleb, ROBERTA GAGNON & JIM WICK**

A presentation was given by Colin McCaleb and Roberta Gagnon of KCC and Jim Wick of Michigan Works!/JET Program regarding the Albion Career Academy. This 12-14 week program provides access to higher education for those who might not otherwise have an opportunity. The Albion Career Academy is designed to increase basic skills for adults to become successful in the workforce by obtaining a GED and participating in one of four vocational programs developed for Michigan Works! JET (Jobs, Education and Training) participants by KCC’s Workforce Solutions staff. The Board was provided with a handout that included full details on the Albion Career Academy presentation.

**ACTION ITEM RECOMMENDATIONS**

Dr. Haley asked for a joint motion for consent agenda to approve Agenda Action Items A through D, which included Exhibits C, D, D-1 and E. 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 D.**

**Motion by:**                    **Bratcher for WDB**                    **Swift for CEOB**  
**Supported by:**                **Royston or WDB**                    **Lee for CEOB**

**MEMBERSHIP COMMITTEE REPORT – EXHIBIT C**

Referring to Exhibit C, Membership Committee Chair Colleen Knight reported on the recommended appointment of Mark Costa of Quality Spring/Togo, James House of Aleris Recycling and Specification Alloys, and Brian Shaughnessy of AC Foundry, Inc., to the Board and the appointment of Cheryl Peters of Generation E Institute as Alternate for Doyle Hayes. She also noted the recommendation of Chuck Parker and Cindy Smith to the Education Advisory Group (EAG) and Linda Beemer as EAG Alternate for Mike Hoffner. She pointed out the vacancies on the Board created by the resignations of Mike Callton, Hillary Eley, Al Miller, Gary Klein, and Jim Hettinger, as well as the plan to fill these vacancies.

Knight also noted the list included in Exhibit C showing members with terms expiring in September who wish to renew their membership. These include: Denise Allsberry, Valerie Byrnes, Barbara Frederick, Doyle Hayes, Colleen Knight, Kristin Royston and Vickie Ward.

**PLANNING & DEVELOPMENT COMMITTEE – EXHIBIT D**

In the absence of Chairperson Kathy Rose, the following Planning & Development Committee recommendations, as detailed in Exhibit D, were provided by Kristin Royston and Vickie Ward.

1. JET GF/GP Timeline Extension
2. ARRA ES Reemployment Services Timeline Extension
3. Annual Planning Schedule
4. Final One-Stop Funding Allocation
5. FY 2011 Estimated Program Allocation Recommendations (Amounts as of 10/1/10 noted in revised Exhibit D – green handout)
6. PY 2010 Funding Carry-in Allocation Recommendations
7. Additional NCRC Funding
8. State Adjustment Grant Allocations
9. OJT NEG Funding Allocations
10. Waiver Request for Funds Transfer
11. Michigan Registered Apprenticeship Pilot (MRAP)
12. Ratification of Healthcare RSA IWT Grant Request
13. Ratification of JET & FAE&T Fund Transfer
14. Ratification of MPRI Life Skills Contract Award Recommendation

**COMPREHENSIVE ADULT/DISLOCATED WORKER AND YOUTH PLAN – EXHIBIT D-1 (salmon handout)**

Staff recommended approval of the updates to the Comprehensive Adult, Dislocated Worker and Youth Plan to continue with the same customer flow and programs at the Michigan Works! Service Centers and for continuation of the consortium of One Stop Partner agencies as the designated One Stop Operator. The Comprehensive Plan provides a detailed description of how the coordination of mandated programs in Michigan Works! Service Centers will be achieved.

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

Committee Chair Robert Chojnowski reported that the Monitoring & Evaluation Committee met jointly with the Planning & Development Committee on September 10, 2010 to discuss performance outcomes included in the various contracts and to determine whether changes should be made. The Board was referred to Exhibit E of the Board Book for the detailed recommendations.

**DISCUSSION ITEMS**

**PLANNING & DEVELOPMENT COMMITTEE DISCUSSION – EXHIBIT D-2**

**WorkKeys & Key Train Update**

Barry, Branch and Calhoun Counties continue to administer WorkKeys assessments and offer Key Train remediation software to customers. WorkKeys and Key Train data from June and July were detailed in Exhibit D-2.

**Ad Hoc Fund Development Committee**

The first meeting of the Ad Hoc Fund Development Committee was held at CISD on September 9, 2010. The committee is exploring alternative sources of funding and developing strategies to address current and anticipated resource gaps. They also prioritized funding needs and discussed potential sources of funding. Next steps include a grant application to obtain assistance with marketing/communication tools and conducting further research on specific potential sources of funding. The committee also discussed establishment of funds at local community foundations and expansion of the Ad Hoc Fund Development Committee.

**MONITORING & EVALUATION REPORT – EXHIBIT E-1**

Robert Chojnowski summarized the following monitoring reports, as presented in Exhibit E-1 of the Board packet:

- Contract Performance Information
- Staff Contractor Monitoring Update
- DELEG FY10 JET Reports
- DELEG WIA 4<sup>th</sup> Quarter Performance Report

- DELEG FY10 3<sup>rd</sup> Quarter Trade Act Report
- Third Quarter Mystery Shopper Report
- JET Field Visit
- DELEG 2010 Cycle II On-Site Monitoring Report

**JOB MARKET/EMPLOYER INVOLVEMENT COMMITTEE**

No report. M.J. Bruns advised that a meeting of this committee will be scheduled in the near future to re-group and to appoint a new Chair to replace Jim Hettinger.

**EDUCATION ADVISORY GROUP – EXHIBIT F**

Mike Hoffner, EAG Chair, provided the following EAG updates:

- Career and Technical Education (CTE) Exit Surveys are completed and results were shared at the EAG meeting.
- Upcoming events include the KCC Counselor Breakfast, as well as College Night sessions in Branch, Barry and Calhoun County in September, October and November.
- Added Cost Funding that CTE programs receive from the state were discussed at the EAG meeting and will continue to be discussed throughout the year to learn more about the impact on funding from changes at the state level.
- Students at Branch Area Careers Center made significant gains in their WorkKeys scores due to the work at the center around WorkKeys testing and the Career Readiness Certificate.

The next EAG meeting is scheduled for December 9, 2010, 8:30 a.m. at CISD.

**CITIZENS TIME**

George Bauer expressed appreciation to Beth Denbrock for allowing two members of the Business Services Team the opportunity to spend time at Denso learning about their specific employment needs.

**MEMBERS TIME**

Cindy Burns commented that the Labor Day cards that staff mailed out to area businesses and contractors are a great marketing tool for Michigan Works!

Bruce Griffith, Colleen Knight and Lynne Haley shared positive comments about their experiences at the recent Michigan Works! Association Conference held in Traverse City. Colleen noted that the conference provides an opportunity to learn more about the programs that are overseen by the Board, to network, attend workshops, and to hear some dynamic speakers.

M.J. Bruns wanted the Board to be aware of the following additional information from the conference:

- Dr. Haley was renamed to the Michigan Works! Association Board.
- Elaine Furu-Baker was recognized as one of ten “Champions of Workforce Development” who have made significant contributions to workforce development.
- State Representative Kate Segal was selected as one of two legislators from the state to receive the Legislator of the Year award. The Board submitted a nomination for her to be considered for this award.
- Bruce Griffith and Kathy Rose participated in separate NASCAR “pit crew” teams and experienced the type of precision training required by NASCAR crews and the implications of teamwork on race outcomes. Kathy Rose’s team achieved the best time (27 seconds) of all the teams that participated during the conference.
- The presenters at today’s meeting also presented at the conference on the Albion Career Academy.
- Craig Reed and Chuck Newman of the Michigan Works!/KCC Employment Services Program presented a workshop on Educational Dynamics for Re-employment Services (EDRS).
- Jeannette Tomlin, also from the Michigan Works!/KCC Employment Services Program, was asked to be present in a workshop on Trade programming.
- Julie Ann LaRochelle, who works closely with DELEG and the Michigan Works! JET Program in Battle Creek, was asked to be present during a workshop regarding the JET program.

**PRESIDENT’S TIME**

Dr. Haley asked that the Membership Committee serve as a nominating committee to assist in slate of officers for WDB officer elections at the November meeting.

The next WDB/CEOB Meeting is September 28, 2010 at Calhoun ISD in Marshall. Dr. Haley also pointed out the meeting schedule for 2011, which is included in the Board Book.

**ADJOURNMENT**

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