

MINUTES

WORKFORCE DEVELOPMENT BOARD & CHIEF EXECUTIVE OFFICER'S BOARD TUESDAY, NOVEMBER 18, 2008 - 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 18, 2008, at the Calhoun Intermediate School District. The following roll was taken:

WDB Present

Lynne Haley, Chair	David George	Colleen Knight
George Bratcher	Bruce Griffith	Jerry Mainstone
Valerie Byrnes	Doyle Hayes	Gwain McCree
Mary Chapman	Anita Henderson	Al Miller
Nancy Davis	Cheryl Beard for	Kathy Rose
Hillary Eley	James Hettinger	Kristin Royston
Jack Faulkner	Andrew Karr	Robert Smith
Barbara Frederick	Bill Knapp	Paul Viar

WDB Absent

Denise Allsberry	Daniel Greffe	Vickie Ward
Michael Callton	G. Edward Haring	Bill Wolf
Robert Chojnowski	Michael McDonough	Don Yarzebinski
Richard Frantz		

CEOB Present

Betty Arnquist	Michael Rae
Jase Bolger	Dale Swift
William Chinery	

CEOB Absent

Howard Gibson
Don Nevins

Staff

George Bauer	Joan Bujdos	Angena Morris
M.J. Bruns	Lisa Larson	Christel Owen
Lindy Bishop		

Introduction of New Member

Dr. Haley introduced new Board members Robert Smith, of Michigan Rehabilitation Services/DLEG, and Paul Viar of Douglas Autotech Corporation.

Introduction of New Staff Member:

Christel Owen introduced Angena Morris, who will assume the position as Finance Coordinator upon Christel's retirement at the end of December. Angena most recently held the position of Finance/LEA Services Coordinator in the Finance/Human Services Department at CISD, where she has been employed for the past nine years.

Guests Present

Jerome Colwell, Barry County DHS
MiChelle Fowler, Michigan Works!/HRDI
Roberta Gagnon, KCC
Robin McVeigh, Michigan Works!/Foundation for Behavioral Resources
Nicho Sanchez, Michigan Works!/Foundation for Behavioral Resources
Will Slone, Michigan Works!/HRDI
Curtis Warren, Michigan Works!/KCC Employment Services

APPROVAL OF AGENDA

The Agenda was reviewed.

Motion to approve the agenda

Motion by:	Bratcher for WDB	Rae for CEOB
Supported by:	Karr for WDB	Swift for CEOB
Motion carried		

APPROVAL OF SEPTEMBER 16, 2008 WORKFORCE DEVELOPMENT BOARD/CEO BOARD MEETING MINUTES – EXHIBIT A-1

The September 16, 2008 Workforce Development Board/CEO Board meeting minutes were reviewed.

Motion to approve the September 16, 2008 WDB/CEOB meeting minutes as published

Motion by:	Rose for WDB	Swift CEOB
Supported by:	Hayes for WDB	Rae for CEOB
Motion carried		

APPROVAL OF WDB TREASURER'S REPORT – EXHIBIT B-1

Christel Owen reviewed the Treasurer's Report shown in Exhibit B-1 for the period ending October 31, 2008, noting that expenditures in the amount of \$14,250.80 are at 37% of the overall budget.

PY2008 WORKFORCE DEVELOPMENT BOARD FUNDING LIST – EXHIBIT B-2

Christel Owen reviewed the Workforce Development Funding in the amount of \$9,535,824, stating that the budget includes carry-in funding and final allocations for the JET (Jobs, Education & Training) Program, GF/GP (General Funds/General Purpose) funds, and the National Emergency Grant for dislocated worker training.

A combined motion was made to approve the WDB Treasurer's Report and WDB Budget update as published.

Motion by: Frederick for WDB Rae for CEOB
Supported by: Knapp for WDB Swift for CEOB
Motion carried

WDB ELECTION OF OFFICERS

Colleen Knight referred the Board to the blue handout showing the proposed ballot of officers for the 2008 WDB Executive Board, as follows:

President: Lynne Haley (Calhoun County Private Sector)
Vice President: Jerry Mainstone (Calhoun County Private Sector)
Secretary: Jack Faulkner (Branch County Private Sector)
Treasurer: Vickie Ward (Barry County Private Sector)
Parliamentarian: James Hettinger (Calhoun County Economic Development)

With no other nominations coming before the Board, the above officers received unanimous approval by the Board.

Motion to approve the recommended Workforce Development Board Officers

Motion by: Knapp for WDB
Supported by: Bratcher for WDB

CEOB MEMBER RECOGNITION

Lynne Haley presented a certificate of recognition to outgoing CEOB member Betty Arnquist, who has chosen not to seek re-election to the Calhoun County Board of Commissioners. Arnquist served on the CEO Board since March 2007. Jase Bolger was also recognized for his service as a Calhoun County CEOB member since March 2005. Mr. Bolger was recently elected to the State House of Representatives for the 63rd District and will no longer be participating on the Board as County Commissioner.

ACTION ITEMS

Dr. Haley asked for a joint motion for consent agenda to approve Action Items A and B, which included the Membership Committee and the Planning & Development Committee recommendations. 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 Action Recommendations in Agenda Items A & B.

Motion by: Eley for WDB Swift for CEOB
Supported by: Rose for WDB Rae for CEOB

MEMBERSHIP COMMITTEE REPORT – COLLEEN KNIGHT – REVISED EXHIBIT C

Membership Committee Chair Colleen Knight referred the Board to Revised Exhibit C regarding the following recommendations to the Board:

Name	Company	Sector
Rocky Marsh	Local 3G	Org. Labor/At Large
Nancy Macfarlane	Community Action	Community-Based Org./Calhoun County
Michelle Williamson	Community Action	Alternate for Nancy Macfarlane
Paul David	Duncan Aviation	Private Sector/Calhoun County
Dwight Carattini	Post Foods, LLC	Private Sector Calhoun County

She also noted the following nominations for appointment to the Education Advisory Group (EAG):

Pam Laubengayer	Bratcher & Assoc.	Non-WDB Employer
Jeff Jennette	Barry ISD	ISD
David Wright	Century Bank & Trust	Non-WDB Employer

M.J. Bruns explained that there is currently only one opening in the Private Sector, for which Paul David has been nominated. She added that Dan Greffe of Union Pump recently submitted his resignation, and therefore Dwight Carattini will be presented for Private Sector nomination at the next Board meeting.

Knight also referred the Board to the Plan to Refill Vacancies, which was included in revised Exhibit C.

PLANNING & DEVELOPMENT COMMITTEE – JERRY MAINSTONE – EXHIBIT D

Chairperson Jerry Mainstone advised that the Planning & Development Committee met on November 7 at the Calhoun ISD. Committee members Kathy Rose, Colleen Knight and Kristin Royston reviewed the following recommendations as documented in Exhibit D:

PY08 WIA Core Services Contracts Revision Recommendation

Rose referred the Board to the tables in Exhibit D regarding budget revisions recommended to utilize carry-in funding for the Workforce Investment Act (WIA) Core Service Contracts.

Barry ISD PY08 WIA Adult and Dislocated Worker Funding Transfer Recommendation

Rose explained the recommendation for the transfer of \$25,000 from the WIA Dislocated Worker budget to the WIA Adult Program budget in order to better meet the needs of the eligible customers, particularly those seeking classroom training in Barry County. She referred to the tables in Exhibit D showing the requested changes to the WIA Adult and Dislocated Worker Program budgets.

Program Design Recommendations for Employment Services, WIA Core Services and WIA Intensive & Training Programs

Colleen Knight advised that RFP packages are scheduled to be released in January for the above-titled programs in order to select contractor(s) for the two-year period beginning July 1, 2009. She pointed out the changes or additions to the RFP packages, shown on pages 2 and 3 of Exhibit D, noting that most of the recommendations focus on the areas of improved services to employers, orientation and training of sub-contract staff, management and upkeep of the Michigan Works! Service Centers, and the addition of information regarding funding, initiatives or program responsibilities that are new since the last RFP. Knight stated that one of the additions is the availability of KeyTrain Career Skills soft skills training software in each service center, which can be used by the general public to improve their work readiness skills. A handout describing KeyTrain Career Skills software was provided for the Board's review.

FY 09 Jobs, Education & Training Program Contract/Plan Revision

Knight also reviewed the table in Exhibit D showing the actual allocations for the FY09 Jobs, Education & Training Program, showing an increase of \$109,635 from the estimated contract/plan approved by the Board in September.

FY08 Michigan Prisoner ReEntry Initiative (MRPI) Final Budget Adjustment Recommendation

Kristin Royston reviewed the final revisions to the FY08 MPRI budget, noting that adjustments were needed to allocate increased resources to some line items, particularly for Housing, based on increased expenditures through the end of the fiscal year on September 30, 2008.

Alumnus of the Year Nomination

Royston reported that the Planning Committee reviewed three nominations from Michigan Works! subcontract staff for Michigan Works! Alumnus of the Year. After discussion, the committee recommended Diedra Hosek, a nominee from the Calhoun County WIA Adult Intensive & Training Program, to represent our Michigan Works! Area as Alumnus of the Year. Ms. Hosek and her employer, Tenneco Automotive, will be recognized at the upcoming State Alumni Celebration in Lansing. The committee also recommended that all of the nominees be recognized at events in their respective counties and that local legislators should be invited to attend these events.

No Worker Left Behind Funding Recommendation

Royston advised that staff received \$45,181 from the Department of Labor & Economic Growth (DLEG) as our MWA's share of the first allocation of the State's General Fund/General Purpose funding appropriated to support the Governor's No Worker Left Behind training initiative. Approval was recommended to distribute these funds to our WIA Intensive & Training Program operators in Barry, Branch and Calhoun counties and to cover CISD administrative costs for program operation.

DISCUSSION ITEMS

PLANNING & DEVELOPMENT COMMITTEE DISCUSSION

Committee members Bill Knapp and Jerry Mainstone reported on the following discussion items:

Community Employment Readiness Forum

Bill Knapp advised on staff's plan to hold a collaborative event to foster dialog among businesses, educators, service providers, and community members regarding issues of the gap between the skill of our area's workforce and those required to meet the needs of business and industry. A full-day Community Employment Readiness Forum is planned for February 27, 2009 at the McCamly Plaza Hotel in Battle Creek. Action steps will be developed by participants of the forum as strategies to address gaps. Follow-up discussion will take place at a later date to review the effectiveness of activities implemented. Staff advised that Board members will receive invitations to the event in the near future.

Mobile Training Unit Update

Knapp reported that details for the proposed mobile training classroom were discussed by the Planning Committee, including possible funding for training through the State's Green Jobs Initiative and a USDOL Community Based Job Training Grant. He said the committee was advised that Board member Ed Haring, President of Kellogg Community College, is interested in convening an ad hoc committee to continue working on this project. Interested Board members were invited to contact staff.

Dropout Prevention Leadership Summit

Jerry Mainstone reported that Dr. Haley, M.J. Bruns, Lisa Larson and other CISD staff were among those who participated in the Dropout Prevention Leadership Summit held in Lansing in October. The purpose of the event was to assess our community needs and assets and to develop action steps to address the dropout issue. He noted that Becky Rocho from the CISD will be heading a local group to convene additional community members to work out a plan for our area. Board members interested in participating in the local group were invited to contact staff.

WorkKeys Update

Mainstone reviewed data on the number of WorkKeys assessments administered in our Michigan Works! programs and the numbers earning a bronze, silver or gold Career Readiness Certificate. Staff shared data related to usage of the KeyTrain remediation software, which helps customers work at their own pace to improve academic and work skills. Mainstone stated that the Planning Committee recommended that the benefits of WorkKeys and KeyTrain resources be marketed to Board members and local employers.

Business Involvement Update

Mainstone reported that staff discussed the increased business involvement taking place with local employers, including United Solar Ovonic, FireKeepers Casino, Paragon, Advanced Special Tools and Daisy Manufacturing. The Business Services Team is also assisting the Kalamazoo Michigan Works! office with recruitment for 160 potential jobs for Graphics Packaging in the next two years.

Additional Comments from Board Members

Bruce Griffith advised that there was an incorrect designation of a DLEG division in the discussion item on the Mobile Training Unit. It is the Bureau of Workforce Transformation.

Jerry Mainstone suggested to staff that in regard to the simplified summary of plans recently developed, that staff also consider identifying whether the various programs relate to job seekers or business customers. Staff agreed with this recommendation and will revise the document to identify the components of each program in relation to job seekers and employers.

Bill Knapp stated, for the record, that he believes efforts need to be intensified to open opportunities for certain groups of the workforce by matching them with available jobs, without regard to age, gender, weight, etc.

MONITORING & EVALUATION REPORT – ROBERT CHOJNOWSKI - EXHIBIT E

Committee member Jack Faulkner summarized the following Monitoring & Evaluation Reports, as presented in Exhibit E:

- Contract Performance Reports
- Department of Labor & Economic Growth (DLEG) FY08 Jobs, Education & Training (JET) Report
- DLEG 2008 Cycle II On-Site Monitoring Visit
- DLEG 2008 Cycle III On-Site Monitoring Visit

EDUCATION ADVISORY GROUP – MIKE HOFFNER & KRIS JENKINS – EXHIBIT F

Dr. Haley advised that neither Kris nor Mike were available to present at today's meeting; however their report is Exhibit F in the Board packet.

JOB MARKET/EMPLOYER INVOLVEMENT COMMITTEE – JIM HETTINGER

Cheryl Beard, Alternate for Jim Hettinger, advised that there was no report from the Job Market/Employer Involvement Committee, since they have not met recently.

CITIZENS' TIME

No citizen comments were given.

MEMBERS' TIME

Jack Faulkner asked if there are any positive things going on in Battle Creek. Cheryl Beard reported that United Solar Ovonic recently started construction of their new facility on Clark Rd. She stated that our Michigan Works! staff met with Michigan Works! staff in Greenville regarding the type of staffing needs and training programs that will be required at the new plant in Battle Creek. Also Laura DePompolo of RMTTC is developing a syllabus for training programs at the RMTTC to mirror those used by the Greenville plant in order that we have properly trained staff available when the plant is ready for operation. She noted that there are several other projects on the radar screen at this time.

Al Miller thanked staff for including the program updates in Exhibit G to provide a background on what is happening with various projects.

Jerry Mainstone stated that he has hired a caseworker for BC CAREERS who will be training with Robin McVeigh at the Foundation for Behavioral Resources. Also, Calhoun County DHS is hiring a caseworker soon to begin work on the program.

Jerry stated that he attended the first annual Poverty Summit last week and learned that Calhoun, Barry, Branch, Kalamazoo, St. Joseph, Cass, Van Buren counties are part of the Region 6 consortium that is working on a 100-day plan for reducing poverty in this area of the state.

PRESIDENT'S TIME

Dr. Haley noted that Battle Creek Public Schools has some construction projects in the works. Kempf Funeral Home is in the process of building a new funeral home on U.S. 27 North in Marshall. She noted that we must be ready with properly trained staff for the new positions and relationships have been established with new entrepreneurs coming to this area.

Dr. Haley reported that in January 2009, in order to save on mailing costs, staff will begin posting the Board Book package on the Michigan Works!/CISD website for Board member review. Hard copies of the Board packages will be available at each meeting

Committee Appointments

Dr. Haley asked new Board members Paul Viar and Robert Smith to notify staff about their interest in serving on one of the sub-committees.

Award for Christel Owen

Christel Owen, who is retiring from CISD at the end of the year, was presented with a plaque on behalf of her fellow Michigan Works!/CISD staff members for her services as Finance Coordinator.

Next Board Meeting

Dr. Haley advised that the next Board meeting is set for January 20, 2009 at the Regional Manufacturing Technology Center (RMTC) in Battle Creek.

ADJOURNMENT

There being no other business, the meeting was adjourned at approximately 9:45 a.m.