

**MINUTES**

**WORKFORCE DEVELOPMENT BOARD &  
CHIEF EXECUTIVE OFFICER'S BOARD  
TUESDAY, JANUARY 20, 2009 - 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 20, 2009 at the Regional Manufacturing Technology Center in Battle Creek. The following roll was taken:

**WDB Present**

Lynne Haley, Chair	Bruce Griffith	Rocky Marsh
Denise Allsberry	G. Edward Haring	Gwain McCree
Valerie Byrnes	Anita Henderson	Michael McDonough
Robert Chojnowski	James Hettinger	Al Miller
Paul David	Colleen Knight	John Fiore for Robert Smith
Hillary Eley	Nancy Macfarlane	Vickie Ward
Richard Frantz	Jerry Mainstone	Bill Wolf
Barbara Frederick		

**WDB Absent**

George Bratcher	David George	Kathy Rose
Michael Callton	Doyle Hayes	Kristin Royston
Mary Chapman	Andrew Karr	Paul Viar
Nancy Davis	Bill Knapp	Don Yarzebinski
Jack Faulkner		

**CEOB Present**

William Chinery	Don Nevins
Howard Gibson	Dale Swift

**CEOB Absent**

Calhoun County  
Commissioners were not yet  
appointed

**Staff**

George Bauer	Joan Bujdos	Angena Morris
M.J. Bruns	Kris Jenkins	Becky Rocho
Lindy Bishop	Lisa Larson	

**Introduction of New Member**

Dr. Haley introduced the following new Board members:

- Paul David, Duncan Aviation
- Nancy Macfarlane, Community Action
- Rocky Marsh, Local 3G

**Guests Present**

Laura DePompolo, KCC-RMTC  
 MiChelle Fowler, Michigan Works!/HRDI  
 Roberta Gagnon, KCC  
 Mike Hoffner, Branch ISD  
 Larry Loviska, Branch ISD  
 Robin McVeigh, Michigan Works!/Foundation for Behavioral Resources  
 Suzan Moore, Michigan Works!/KCC Employment Services  
 Kristi Rigelman, Michigan Works!/Battle Creek Public Schools  
 Will Slone, Michigan Works!/HRDI  
 Curtis Warren, Michigan Works!/KCC Employment Services  
 Jim Wick, Michigan Works!/JET

**APPROVAL OF AGENDA**

The Agenda was reviewed.

**Motion to approve the agenda**

<b>Motion by:</b>	<b>Hettinger for WDB</b>	<b>Gibson for CEOB</b>
<b>Supported by:</b>	<b>Frantz for WDB</b>	<b>Nevins for CEOB</b>
<b>Motion carried</b>		

**APPROVAL OF NOVEMBER 18, 2008 WORKFORCE DEVELOPMENT BOARD/CEO BOARD MEETING MINUTES – EXHIBIT A-1**

The November 18, 2008 Workforce Development Board/CEO Board meeting minutes were reviewed.

**Motion to approve the November 18, 2008 WDB/CEOB meeting minutes as published**

<b>Motion by:</b>	<b>Frantz for WDB</b>	<b>Nevins for CEOB</b>
<b>Supported by:</b>	<b>Mainstone for WDB</b>	<b>Gibson for CEOB</b>
<b>Motion carried</b>		

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

Vickie Ward reviewed the Treasurer's Report shown in Exhibit B-1 for the period ending December 31, 2008, noting that expenditures in the amount of \$18,735.14 are at 49% of the overall budget. She noted that estimates show the budget expenditures will be fully expended by June 30, 2009.

**PY2008 WORKFORCE DEVELOPMENT BOARD FUNDING LIST – EXHIBIT B-2**

Angena Morris reviewed the Workforce Development Funding Allocations reported through December 31, 2008 in the amount of \$9,557,318. A date error was noted in the GF/GP – No Worker Left Behind line item, indicating that the period covered should read 10/1/08 – 9/30/09. The correction was noted for the record by staff.

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

**Motion by:**                    **Haring for WDB**                    **Nevins for CEOB**  
**Supported by:**            **Miller for WDB**                    **Swift for CEOB**  
**Motion carried**

### **2007-08 ANNUAL AUDIT OF CALHOUN ISD - EXHIBIT B-3**

Angena Morris referred the Board to Exhibit B-3, a handout detailing results from an audit of Workforce Development Department Funds and results from the Auditor's report regarding internal control, financial reporting, compliance, etc. The report indicated no findings or questioned costs.

### **ALUMNI OF THE YEAR NOMINEE RECOGNITION**

M.J. Bruns advised that Rhonda Phillips, who was to be recognized by the Board for her recommendation as one of the Alumni of the Year nominees, was not able to attend the Board meeting due to her job commitment at a new place of employment. Jim Wick of the Michigan Works! JET Program accepted the award from Dr. Haley on behalf of Ms. Phillips.

### **KCC WORKFORCE DEVELOPMENT TRAINING UPDATE**

Laura DePompolo, Director of KCC's Regional Manufacturing Technology Center (RMTC), provided the Board with an overview of the RMTC and elaborated on the training programs offered there, as well as the changes the Center is undergoing in response to business needs. The Board also received a copy of the KCC 2008-09 Industrial Trades Schedule. Roberta Gagnon, Director of KCC's Workforce Solutions Division, reviewed the Incumbent Worker Training grant, which provides area employers with funds for customized on-site training.

### **ACTION ITEMS**

Dr. Haley asked for a joint motion for consent agenda to approve Agenda Action Items B, C and D. Agenda Item A (Revised Workforce Development Bylaws) was tabled due to lack of a voting quorum.) 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 Recommendations in Agenda Items B, C & D.**

**Motion by:**                    **Ward for WDB**                    **Gibson for CEOB**  
**Supported by:**            **Frederick for WDB**                    **Nevins for CEOB**

**Motion carried, with Dr. Haring abstaining from the vote on Agenda Action Items B, C & D, as KCC is the funding recipient for a portion of the recommended contracts.**

**REVISED WORKFORCE DEVELOPMENT BOARD BYLAWS – EXHIBIT C-1**

Dr. Haley advised that this action item will be tabled until March due to insufficient membership representation. However, she did explain the rationale for the revision to the Bylaws. She advised the Board of an amendment in February 2008 to Michigan's Nonprofit Corporation Act (the Act) that permits various notices and communications through electronic transmissions. Among other provisions, the Act now allows member meetings to be conducted solely by means of remote communication, allows member voting by means of remote communication, and allows member action to be taken without a meeting if all of the members entitled to vote on the proposed action consent to it in writing. It was pointed out that the amendments to the Act are consistent with those found in the Business Corporation Act that governs for-profit corporations and generally reflect the way in which corporations function in today's electronic age. Dr. Haley noted that the amendment would not in any way diminish the authority of the Board as a whole, as any action taken by the Executive Board would require ratification by the full Board; however, this bylaw change would allow the Executive Board the flexibility to take action sooner on the Board's behalf.

**MEMBERSHIP COMMITTEE REPORT – COLLEEN KNIGHT – EXHIBIT C-2**

Membership Committee Chair Colleen Knight referred the Board to Exhibit C-2 regarding the recommendation of Dwight Carattini of Post Foods, LLC to the Board. She noted that Mr. Carattini represents the Private Sector for Calhoun County, replacing Dan Greffe.

Knight asked Membership Committee members present to meet briefly for discussion following the Board meeting.

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

Chairperson Jerry Mainstone advised that the Planning & Development Committee met on January 9<sup>th</sup> at the Calhoun ISD. He, along with committee members Vickie Ward and Barbara Frederick reviewed the following recommendations as documented in Exhibit D:

**PY08 KCC WIA Core Services Contracts Revision Recommendation**

Ward advised that due to the increase in job seeker traffic and the additional staff, supply and other costs associated with this increase in services, staff has recommended the addition of \$37,500 in funds to the Kellogg Community College Workforce Investment Act (WIA) Core Services budgets in Branch and Calhoun counties. The Board reviewed the table included in Exhibit D showing the distribution of funds by county. Staff noted that Barry ISD staff did not indicate a need for additional Core Services funding at this time. The Planning Committee suggested that staff, contractors and interested Board

members meet to discuss strategies to deal with the increased number of customers in our Centers.

### **NWLB GF/GP Contract Revision Recommendations**

Ward informed the Board of two proposals being submitted for a portion of the FY 2009 General Fund/General Purpose funding that has been appropriated to support the Governor's No Worker Left Behind Initiative. As described in the Exhibit D of the Board packet, one proposal in the amount of \$197,204 is to be used to replace current WIA Adult and Dislocated Worker training funds so the formula funds can then be re-budgeted to contractors in order to provide the recruitment, screening and other "upfront" services, as well as on-the-job training anticipated to help United Solar Ovonic in recruiting highly skilled workers. Another proposal for \$47,550 is to be used for 22 individuals on Barry ISD's Adult and Dislocated Worker Program wait list to enroll in training.

Staff explained that a third funding opportunity is being provided to reward MWAs that enroll individuals into longer-term training leading to an associate's degree or higher with additional GF/GP funding to train more NWLB eligible individuals. The total reward for this funding opportunity is \$150,000; however, the funding award is based on funding availability and number of requests from MWA's across the state as of January 16, 2009.

### **NWLB GF/GP Website Improvement Award Recommendation**

Ward advised that the Michigan Department of Energy, Labor and Economic Growth (DELEG) has issued Incentive Award funding in the amount of \$5,000 for website improvement related to No Worker Left Behind (NWLB). The Board was referred to Exhibit D regarding specific website improvements that must be demonstrated in order to qualify for a reward. Staff has estimated that it will cost approximately \$500 to improve the website and recommended that the remaining \$4,500 be added to the Barry ISD Program Year 2008 WIA Adult budget for participant training.

### **PY2009 Employment Services, WIA Core Services and WIA Intensive & Training Programs RFP & Plan Recommendations**

Barbara Frederick informed the Board that staff will soon release Request for Proposal (RFP) packages for the Wagner Peyser Employment Services Program and the Workforce Investment Act (WIA) Core and Intensive & Training Programs in order to select the contractor(s) for the two-year period beginning July 1, 2009. The Board reviewed the detailed information regarding these three RFPs, as well as the Request for Proposal schedule, which contains a corrected date for the Bidders Conferences to be held.

### **CY09 Michigan Works! System Plan**

Frederick advised the Board of DELEG's required "system" plan to document applicable assurances, certifications, stipulations and operating procedures for programs funded through the Bureau of Workforce Transformation. In addition, DELEG requires an annual update of structured operations of the One-Stop Service Centers. Staff proposed continuing the structure for the One-Stop operation, through December 31, 2009, with a Board of Directors made up of partners who agree to use the One-Stop Center as the

primary approach to service delivery and commit to integration of services, staff and funding. The partners function under the guidance of the Workforce Board and Calhoun ISD, as administrative entity, and include the Employment Service contractor, Workforce Investment Act contractor, and the JET contractor. Calhoun ISD participates on the board in an advisory capacity.

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

Committee Chair Jim Hettinger advised that the Job Market/Employer Involvement (JM/EI) Committee met on January 6<sup>th</sup> at Calhoun ISD to discuss the following agenda items:

#### **2009 Entry Level Employability Skills**

Hettinger advised the Board that this document is used by Michigan Works! staff and contractors to measure accountability as they design training programs. The sources used to determine the revisions include the DELEG CTE (Career and Technical Education) Regulations and the DELEG Labor Market Information document. He said the committee discussed revisions mainly under the categories of Teamwork Skills, including active listening, helpfulness, reconciliation/resolution, self-assessment, management of financial, human and material resources. Minor changes were also noted under the categories of Academic Skills and Technical Skills. In addition, the committee approved attaching specific graphical information that can help the Workforce Development Board, Contractors and others understand the impact of education, training and skill development on employee's future earning potential. The graphs include information relating to Occupational Growth by Required Education/Training, Unemployment Rate by Educational Attainment, and Average Hourly Wages by Skill Level. The committee stressed "transference or adaptability of skills" which is currently noted under Personal Management Skills.

#### **2009 Occupational Skills/Demand Areas Document & Funding Waiver Application**

The Occupational Skills/Demand Areas document is revised annually based on the percentage of growth in a particular occupation as well as the number of jobs available. Hettinger noted that staff reviews DELEG Labor Market Information (LMI) as the source for the recommended revisions. The Occupational Skills/Demand Area document is used by Michigan Works! contractors to determine the highest number of jobs in demand, the fastest growing occupations, and the high-skill/high-wage occupations.

Hettinger pointed out that casino jobs will be classified by the LMI as government employment in the future, and this document continues to represent them as part of the Forestry/Fishing and Gaming data. He stated that Becky Rocho shared an article with the committee related to the growth in job creation and business expansion in the agri-business sector during 2008. It was noted that, while declining overall in the MWA, Barry County is experiencing an increase in this sector.

Hettinger also explained that our MWA doesn't currently have a process for a contractor to request training expenditures in a sector not supported by the Occupations in Demand document. He said the JM/EI Committee discussed possible resolutions to ensure that growing sectors could be supported for education and training, despite what the current

LMI information conveyed. The Committee ultimately supported making a recommendation for the Board to approve a waiver opportunity for contractors to use funding allocations on a case-by-case basis for specific and emerging training, as supported by an employer(s) and allow for more control by staff. The Committee asked Becky to research best practice in the area and make a recommendation for such a waiver policy. The Waiver Application Recommendation was included in Exhibit E for the Board's review.

## **DISCUSSION ITEMS**

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

Committee Chair Jerry Mainstone reported on the following discussion items:

#### **MPRI Update**

The Planning & Development Committee reviewed program highlights for the Michigan Prisoner Initiative (MPRI), as well as upcoming changes in 2009 that include an expansion of the parolee populations to be served and a tighter organizational structure for the program.

#### **Department Interns**

Staff advised the committee that two Albion College student interns will begin internships in January. One intern will be involved with the Michigan Prisoner ReEntry Program and will focus on the barriers faced by these individuals as they re-enter the community. The second intern will work on a project to either develop or refine the customer feedback systems for job seekers and employers.

#### **Community Employment Readiness Forum**

Staff updated the committee about the Community Employment Readiness Forum scheduled for February 27, 2009 at McCamly Plaza Hotel in Battle Creek. The Forum's purpose is to discuss and develop action strategies around the issue of workforce readiness. Those invited to attend from the tri-county area include businesses, educators, service providers and community members. Attendees will be involved in group work to develop strategies and action plans to improve the preparation of workforce. There will be active follow-up on the action plans developed for at least 120 days following the event.

#### **Youth Career Day**

Mainstone noted that the committee was advised that the Barry, Branch and Calhoun WIA Youth contractors are participating in the development of a Youth Career Day in which approximately 50 Workforce Investment Act (WIA) youth participants from all three counties will be in attendance. The agenda will include a keynote speaker in the morning and a break-out session in the afternoon, with a focus on healthcare occupations, alternative energy, employment expectations and a workshop on job hunting and career changes.

### **Marketing Ad Hoc Committee**

Mainstone advised that the Michigan Works! Team is in the process of reviewing the Barry, Branch and Calhoun Michigan Works! marketing plan and budget for the upcoming year. An Ad Hoc Marketing Committee made up of Workforce Development Board members has been formed and will start meeting on January 28th to review the current marketing plan.

### **WorkKeys Update**

The Planning Committee reviewed reports from November and December 2008 regarding the number of individuals who received Career Readiness Certificates (CRCs) through the WorkKeys skills assessment. They also reviewed a report showing the number of KeyTrain remediation hours logged by students at our four Michigan Works! Service Centers. Becky Rocho added that the State Aid Act for schools changed policy so that the Michigan Merit Exam now includes these three WorkKeys assessments, so students who successfully complete all three assessments could apply for the Career Readiness Certificate. It was also noted that it would be advantageous for employers in our region to request the CRC from job applicants.

### **Business Involvement Update**

The final Planning Committee discussion item was an update of employer involvements since November by the Business Service Team or Partner Agency staff. Recruitment efforts have been established with staff at United Solar Ovonic and the FireKeepers Casino in Battle Creek. A handout was provided to the Board regarding job opportunities at the Casino. The potentially high staff turnover at the Casino was discussed and Board members suggested that the Business Service Team may want to analyze this for possible improvements. It was also reported that staff is working with a company interested in buying Marshall Brass and potentially recruiting 20 to 30 workers. In addition, staff reported conducting worker orientations in early January for dislocated workers from Decker Manufacturing.

## **MONITORING & EVALUATION REPORT – ROBERT CHOJNOWSKI - EXHIBIT F**

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

- Contract Performance Reports
- Final FY 2008 JET State Report
- FY 2009 JET State Report
- DLEG 2008 Cycle III On-Site Monitoring Resolution
- DELEG 2009 Cycle I On-Site Monitoring Visit
- Final PY 2007 WIA Performance Standards Report
- PY 2008 First Quarter WIA Performance Standards Report
- FY 2008 Fourth Quarter Mystery Shopper Report

**EDUCATION ADVISORY GROUP – EXHIBIT G**

Kris Jenkins, CTE (Career Technical Education) Director, referred the Board to Exhibit G for an update on current EAG activities. She highlighted a few items from the report. The first item included a joint professional development day that was held January 19<sup>th</sup> at the Branch Area Careers Center, which provided teachers with the opportunity to collaborate on curriculum development and state initiatives. She also noted that discussion was held at the last EAG meeting regarding a hiring fair geared toward for seniors in high school. She said the EAG would like to pursue this idea if the Workforce Development Board thinks there is enough interest from employers to hire high school seniors. Positive comments were noted from Board members, including recommendations to target high school seniors or graduates who are entering the workforce, involving building and trades employers, promoting technical training, providing exposure to aviation jobs, and allowing compensation for training prior to being hired. The Board also cautioned that this initiative should not deter these students from pursuing post-secondary education. Also, they stressed that if it's a job fair there need to be jobs available. The Board was advised to email Kris Jenkins or M.J. Bruns with any other recommendations related to this matter.

Jenkins also noted that the Branch Area Careers Center will host a Health Career Summit on April 16<sup>th</sup> at the Dearth Center in Coldwater. Also, area teachers and counselors will be attending the Michigan Careers Conference from February 8-10.

**CITIZENS' TIME**

George Bauer brought the Board's attention to a handout provided by staff regarding a conference on Automotive Diversification, which will be held at Grand Valley State University on February 18<sup>th</sup>.

**MEMBERS' TIME**

Dr. Haley asked for comments from members about staff's attempt to place Board materials on the CISD website. Positive comments were noted, including the savings on postage and paper costs, as well as the environmental matter of reduced paper use.

**PRESIDENT'S TIME****Committee Appointments**

Dr. Haley asked the new Board members present to notify staff about their interest in serving on one of the sub-committees.

**Next Board Meeting**

The next Board meeting is scheduled for March 17, 2009 at the Calhoun ISD.

**ADJOURNMENT**

There being no other business, the meeting was adjourned at approximately 9:55 a.m.