

MINUTES

**WORKFORCE DEVELOPMENT BOARD &
CHIEF EXECUTIVE OFFICER'S BOARD
TUESDAY, MARCH 16, 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 March 16, 2010 at Olivet College, Olivet, Michigan. The following roll was taken:

WDB Present

Lynne Haley, Chair	G. Edward Haring	Kevin Anderson
George Bratcher	Doyle Hayes	for Rocky Marsh
Michael Callton	James Hettinger	Terrie Brownell
Robert Chojnowski	Angela Garland for Amy Jensen	for Gwain McCree
Paul David	Colleen Knight	Al Miller
Jack Faulkner	Daniel Labrecque	Robert Smith
Beth Denbrock	Nancy Macfarlane	Vickie Ward
for Brion Ford	Jerry Mainstone	Bill Wolf
Barbara Frederick		
Bruce Griffith		

WDB Absent

Denise Allsberry	Richard Frantz	Kathy Rose
Cindy Burns	Anita Henderson	Kristin Royston
Valerie Byrnes	Bill Knapp	
Dwight Carattini	Michael McDonough	
Mary Chapman		
Hillary Eley		

CEOB Present

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

Staff

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

Welcome by Olivet College

Dr. Donald Tuski, President of Olivet College, provide a brief welcome and comments about some of the academic programs offered by the college, including the Insurance Program and Criminal Justice Program. He also talked about some of the new buildings on campus, including the new Visual Arts building that was financed by the college's endowment program, and the Cutler Event Center., as well as the newly renovated C.S. Mott Academic Center and the Ruth Rawlings Mott Auditorium.

Introduction of Visitors & Guests

Dennis Beson, New Edge Technology
Harry Bonner, Substance Abuse Preventions Services and Council for Labor & Economic Growth
Moreen Crum, Michigan Works!/FBR
Valerie Eavey, Michigan Works!/Barry ISD
Roberta Gagnon, Michigan Works!/KCC
Jim Haadsma, Calhoun County Board of Commissioners
John Hendler, Marshall Ad-Visor
Mike Hoffner, Branch ISD
Gretchen Landis, Goodwill Industries
Robin McVeigh, Michigan Works!/FBR
Amanda Morgan, Michigan Works!/FBR
Craig Reed, Michigan Works!/KCC Employment Services
Will Slone, Michigan Works!/HRDI
Kim Squires, Goodwill Industries

SPECIAL ORDER OF BUSINESS

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

Motion by:	Callton for WDB	Lee for CEOB
Supported by:	Haring for WDB	Swift for CEOB

Motion carried.

APPROVAL OF AGENDA

The Agenda was reviewed, with no additions noted.

APPROVAL OF JANUARY 19, 2010 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– EXHIBITS B-1 & B2

Vickie Ward reviewed the Treasurer’s Report shown in Exhibit B-1 for the period ending February 28, 2010, showing expenditures in the amount of \$22,179.40. Angena Morris reviewed the Workforce Development Funding Allocations report, Exhibit B2, noting that the current budget amount for Program Year 2009-2010 is \$13,052.64.

ELAINE FURU-BAKER FLYNN LEGACY AWARD WINNER RECOGNITION

Harry Bonner was honored as the recipient of the 2010 Elaine Furu-Baker Flynn Legacy Award. The award has been established in memory of Elaine Furu-Baker Flynn to recognize individuals with a connection to the Barry/Branch/Calhoun Michigan Works! system who perform “above and beyond” or in an extraordinary fashion and whose dedication to the Michigan Works! system is remarkable. Mr. Bonner was recognized for his dedication to and positive impact on the lives of youth and their families, as well as his role in strengthening our area’s communities.

PRESENTATION – ESSENTIAL WORK SKILLS CURRICULUM – DENNIS BESON, NEW EDGE TECHNOLOGY

A PowerPoint overview was presented by Dennis Beson of New Edge Technology regarding the Essential Work Skills (EWS) Certificate Course and how the curriculum can be a tool for customer service and work place training to help bridge the gap between job seekers and employers. He reviewed the EWS curriculum and certification process, as well as the benefits of the certificate course to Business Services representatives, job seekers, program staff and employers. M.J. Bruns explained that funding was recently provided for Dennis to train subcontract staff in our area, and we are now in the process of working with contract staff to roll out the EWS training to Michigan Works! customers. She also noted that a database will be developed to track information and evaluate the effectiveness of this training.

ACTION ITEMS

Dr. Haley asked for a joint motion for consent agenda to approve Agenda Action Items A and B (Membership Committee Report and Planning & Development Committee Report). 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 Items A and B.

Motion by: Hayes for WDB Swift for CEOB
Supported by: Hettinger or WDB Gibson for CEOB

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

MEMBERSHIP COMMITTEE REPORT – EXHIBIT C

Committee Chair Colleen Knight reported on the recommendation of Beth Denbrock of DENSO Manufacturing as WDB Second Alternate for Brion Ford and the recommendation of Suzanne Devyak of the Kellogg Company for appointment to the Education Advisory Group. She also advised that Paul Viar, Branch County Private Sector, has resigned from the Board and pointed out the plan for filling this vacancy by the May 2010 Board meeting.

PLANNING & DEVELOPMENT COMMITTEE – JERRY MAINSTONE – EXHIBIT D

Chairperson Jerry Mainstone reported that the Planning & Development Committee met on March 12, 2010 to discuss the following recommendations:

1. Additional JET Funding Recommendation in the amount of \$549,321 from the Michigan Department of Energy, Labor and Economic Growth (DELEG)
2. TAA Capacity Building grant from DELEG for \$1,500 to provide capacity building and professional activities for Michigan Works! Agencies, staff, and provider agency staff
3. WDB-Recognized Credential Recommendations for the Microsoft Business Certification Exam and the Michigan Employability Skills Completion of Training Certificate as locally recognized credentials for purposes of WIA statutory performance measures
4. Intensive & Training Funds Transfer Recommendation – transfer of funds from the WIA Dislocated Worker budget to the WIA Adult Program budget in order to better meet the needs of eligible customers, particularly those seeking classroom training.
5. 2010 Summer Youth Employment Program RFP Recommendation – Staff has requested initiation of a Request for Proposal process to expedite the selection of bidders in the event of funding for a summer youth employment program. It was pointed out that contracts will be awarded only if funding becomes available.
6. Contract Award Recommendations – WIA Youth & Incumbent Worker Training:
 - KCC – Barry/Branch/Calhoun Incumbent Worker Training
 - ADAPT, Inc. – Branch County WIA Youth
 - Barry ISD – Barry County WIA Youth
 - Goodwill Industries – Calhoun County WIA Youth
7. Welfare-to-Work RFP Recommendations – RFP packages to be issued mid-May to solicit proposals for Jobs, Education and Training (JET) and Food Assistance Employment & Training (FAE&T) contracts to be operated in FY11 & FY12.

DISCUSSION ITEMS

PLANNING & DEVELOPMENT COMMITTEE DISCUSSION – JERRY MAINSTONE

1. WorkKeys Update – summarizes the WorkKeys testing, NCRC levels achieved and KeyTrain usage in the MWA for January 2010. Also reported on the NCRC Kick-off event at the Branch Area Careers Center on February 23.
2. Albion Forum – planned for April 27, 2010 at KCC Eastern Academic Center in Albion
3. Elevate America Voucher Distribution Update – Information has been disseminated about availability of the free vouchers through the Michigan Works! Service Centers, including emails, postings at libraries and chambers of commerce, and notification of area school superintendents. Included a chart showing numbers and types of vouchers available and distributed thus far.

4. Reemployment Service Grant Update – update regarding training activities and workshops provided through this grant.

MONITORING & EVALUATION COMMITTEE REPORT – BOB CHOJNOWSKI – EXHIBIT E

Committee Chair Robert Chojnowski summarized the following reports, as presented in Exhibit E of the Board packet:

1. Contract Performance Information - Al Miller asked for an explanation about why the WIA Adult Services enrollment numbers are higher than the Classroom Training and On-the-Job Training figures shown on page 2 of Exhibit E. Val Eavey and Will Slone explained that some enrollees are evaluated and determined to not be appropriate for training or may already have skills in another area. Also, they could be in a holding pattern for the evaluation process or are entered on the MIS as waiting for training between semesters.
2. Staff Contractor Monitoring Update
3. DELEG FY10 JET Report - At \$4,477, our MWA ranked 2nd in the state for Cost per Employment in the December report.
4. DELEG 2010 Cycle I On-Site Monitoring Visit – Report not yet received from DELEG as a result of this monitoring visit.
5. WIA Second Quarter Performance Standards Report – Our MWA met or exceeded all but three 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 next quarter.
6. FY10 First Quarter Mystery Shopper Report - Job Seeker phone call to Battle Creek Service Center in November 2009 handled by Dianah Wells-Wilson earned a rating of 8 out of 10, with 10 being the highest. Employer phone call to Hastings Service Center in January 2010 handled by “Cindy” earned 9 out of 10 possible. (Hastings staff reported there is no staff by that name.)

It was noted that the next meeting of the Monitoring & Evaluation Committee is scheduled for April 23, 2010.

JOB MARKET/EMPLOYER INVOLVEMENT COMMITTEE – JIM HETTINGER

No report – Committee has not met recently.

EDUCATION ADVISORY GROUP – KRIS JENKINS – EXHIBIT F

Mike Hoffner, EAG Chair, provided an update on the following EAG activities detailed in Exhibit F:

- Preliminary allocations for Career & Technical Education (CTE) shows an increase in Perkins funding from \$462,384 to \$486,236 and a decrease in Tech Prep from \$113,386 to \$112,433.
- BACC hosted a presentation in February on how employers can incorporate National Career Readiness Certification into the hiring and screening process.

Guests from Fort Wayne who attended the presentation shared how the NCRC process was implemented by their local employers.

- Mike shared concerns with the Board about the Michigan Merit Curriculum Algebra II graduation requirements and what he feels is the need for a more flexible interpretation to allow credit to be granted in CTE courses. Considerable discussion took place among the Board members about these standards. Hoffner stated he will provide staff with more information on requirements to share with Board members.

CITIZENS TIME

Gretchen Landis expressed her appreciation to the Board for awarding Goodwill the Calhoun County WIA Youth Program contract. She also introduced Kim Squires, the newly hired Vice President of Workforce Development at Goodwill. Gretchen will be leaving Goodwill in April to care for her new baby, and Kim will assume responsibilities for the grant.

MEMBERS TIME

Jack Faulkner gave a testimonial to the training services and opportunities provided by Michigan Works! He spoke of a recent conversation with a lab technician at the Community Health Center in Coldwater who received training through Michigan Works! HRDI and Baker College after losing his automotive manufacturing job of 27 years. This individual is Kevin Kolassa, our area's recipient of the Michigan Works! Association's 2010 Alumni of the Year Award.

PRESIDENT'S TIME

- A. The Board was referred to information in Exhibit G of the about CLEG Boards of Excellence Stakeholder Meetings.
- B. Next WDB/CEOB Meeting: May 18, 2010 – will likely be held at Community Health Center's Conference Center in Coldwater.
- C. Dr. Haley announced that Bill Knapp is very ill and is currently at the Cleveland Clinic. M.J. Bruns advised she would send a card to Bill on behalf of the Board and also provide a mailing address for those interested in sending their own wishes. (It was later learned that Mr. Knapp passed away at the Cleveland Clinic on the day of the Board Meeting—May 18th.)

ADJOURNMENT

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