

**MINUTES**

**WORKFORCE DEVELOPMENT BOARD &  
CHIEF EXECUTIVE OFFICER'S BOARD  
TUESDAY, MARCH 17, 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 March 17, 2009 at the Calhoun Intermediate School District in Marshall. The following roll was taken:

**WDB Present**

Lynne Haley, Chair	Bruce Griffith	Jerry Mainstone
George Bratcher	G. Edward Haring	Al Miller
Michael Callton	Wendy Heppe for	Kathy Rose
Dwight Carattini	Doyle Hayes	Kristin Royston
Mary Chapman	James Hettinger	Robert Smith
Paul David	Andrew Karr	Paul Viar
Nancy Davis	Colleen Knight	Vickie Ward
Hillary Eley	Nancy Macfarlane	Bill Wolf
Richard Frantz		

**WDB Absent**

Denise Allsberry	Barbara Frederick	Rocky Marsh
Valerie Byrnes	David George	Gwain McCree
Robert Chojnowski	Anita Henderson	Michael McDonough
Jack Faulkner	Bill Knapp	Don Yarzebinski

**CEOB Present**

Julie Camp	Lisa Gerow	Don Nevins
William Chinery	Howard Gibson	Dale Swift

**CEOB Absent**

Jim Haadsma

**Staff**

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

**Introduction of New Members**

Dr. Haley introduced the following new Board members:

- Julie Camp – Calhoun County Board of Commissioners
- Lisa Gerow – Calhoun County Board of Commissioners
- Dwight Carattini – Post Foods, L.L.C.

**Introduction of Visitors & Guests**

Karen Anderson, MI Works! Association  
Tim Booms, KCC  
Jerome Colwell, Barry-Eaton DHS  
Moreen Crum, MI Works!/FBR  
Shaun Culp, Branch-Hillsdale DHS  
Luann Dunsford, MI Works! Association  
Roberta Gagnon, KCC  
Amy Graham, MI Works!/Barry ISD  
Mike Hoffner, Branch ISD  
Malorie Kersten, MW! Association  
Melissa Lafferty, MI Works!/HRDI  
Donna Lipp, MI Works!/Barry ISD  
Larry Loviska, Branch ISD  
Norman Peterson, MI Works!/FBR  
Craig Reed, MI Works!/KCC-ES  
Charles Rose, MI Works!/FBR/MPRI  
Will Slone, Michigan Works!/HRDI  
Thomas Spratley, MI Works!/Albion  
Jim Wick, Michigan Works!/JET

**CEOB ELECTION OF OFFICERS**

Bill Chinery entertained a motion to defer Agenda Item IV. E. CEOB Election of Officers, to a separate meeting of the Chief Elected Officers directly after the Board meeting.

**Motion by:** Nevins  
**Supported by:** Swift  
**Motion carried**

**APPROVAL OF REVISED AGENDA**

The Revised Agenda was reviewed.

**Motion to approve the revised agenda**

**Motion by:** Hettinger for WDB                      Swift for CEOB  
**Supported by:** Bratcher for WDB                      Camp for CEOB  
**Motion carried**

**APPROVAL OF JANUARY 20, 2009 WORKFORCE DEVELOPMENT**

**BOARD/CEO BOARD MEETING MINUTES – EXHIBIT A**

The January 20, 2009 Workforce Development Board/CEO Board meeting minutes were reviewed.

**Motion to approve the January 20, 2009 WDB/CEOB meeting minutes as published**

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

**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 February 28, 2009. She noted that expenditures in the amount of \$23,426.17 are on target at 61% of the overall budget.

**Motion was made to approve the WDB Treasurer’s Report as published.**

**Motion by: Macfarlane for WDB**

**Supported by: Miller for WDB**

**Motion carried**

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

Angena Morris reviewed the Workforce Development Funding Allocations reported through February 28, 2009 in the amount of \$10,132.404, which includes some recently received excess WIA carry-in funds and additional GF/GP funding.

**Motion was made to approve the WDB Funding update as published.**

**Motion by: Karr for WDB Camp for CEOB**

**Supported by: Rose for WDB Gibson for CEOB**

**Motion carried**

**EDUCATION ADVISORY GROUP (EAG) – KRIS JENKINS, CTE DIRECTOR, CALHOUN ISD**

Kris Jenkins, Director of Career & Technical Education at Calhoun ISD, provided the Board with an overview of the Education Advisory Group (EAG) for the Barry-Branch-Calhoun area and how it relates to the Workforce Development Board. She stated that the role of the EAG is to improve the skills of the workforce through Career Development curriculum. A handout was shared that described the composition of the 2008/09 Tri-County EAG membership. Approximately 30 people sit on the EAG committee, which is chaired by Mike Hoffner, Director of the Branch Area Careers Center. Jenkins also shared an organizational chart showing how the EAG and the Career Development programs are structured within the Workforce Development Board and Michigan Works! legislation in Barry, Branch and Calhoun counties. The EAG meets quarterly to discuss topics including WIA (Workforce Investment Act) Youth Program opportunities, Tech Prep/Perkins grants, Career & Technology issues, employer updates, Labor Market statistics and upcoming events.

**ACTION ITEMS**

Dr. Haley asked for a joint motion for consent agenda to approve Agenda Action Items A, B, and C. 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 & C.**

**Motion by: Bratcher for WDB Gibson for CEOB**  
**Supported by: Mainstone for WDB Swift for CEOB**  
**Motion carried, with Dr. Haring abstaining from the vote on Agenda Action Item C, as KCC is the funding recipient for a portion of the recommended contracts.**

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

After confirming the 2/3 attendance quorum necessary for action on the by law revisions, M.J. Bruns reviewed the following proposed revisions to the Workforce Development Board Bylaws, as presented in Exhibit C-1:

**Amendment to Article IV, Section 4.02: Powers and Duties of the Executive Board of Directors**

“Executive Board meetings may be conducted solely by means of remote communication, voting may occur by means of remote communication and Executive Board action may be taken without a meeting if all of the members entitled to vote on the proposed action consent to it in writing.”

**Amendment to Article II, Section 2:01: Purpose of the Corporation – Applicable to the Full Board**

“K. To appoint the members to the Michigan Prisoner Reentry (MPRI) Steering Team that will serve as an advisory team invested with the responsibilities and authority to design the Comprehensive Prisoner ReEntry Plan and monitor its implementation in the Barry, Branch and Calhoun County area.”

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

Colleen Knight, Membership Committee Chair, reported that the Membership Committee held a conference call meeting on February 5, 2009 and reviewed the Bylaw language regarding Board Membership Alternates and Committee Membership. She referred the Board to Exhibit C-2 and pointed out the following additional Bylaw revision recommendations:

**Amendment to Article III, Section 3:01: Members of the Corporation**

“D. PIC/WDB members personally shall attend PIC/WDB meetings when at all possible, but in those isolated cases where attendance or participation is impossible, members may designate **up to two other persons** who hold leadership and/or decision-making positions in the sector and type of business/organization that the official member represents. Said designee(s) must be nominated by an appropriate agency and must be appointed as alternate by the Chief Elected Officials, per the official policy of the Department of **Energy, Labor & Economic Growth**. The official alternate **in attendance at the meeting** will be counted for the purpose of determining the presence at a quorum at corporation meetings and shall have the power to vote on the behalf of the member he/she represents, with the exception of member/officer removal actions.”

**Amendment to Article III, Section 3:01: Members of the Corporation**

“M. Former board members, prospective Board members or other community members may be designated as non-voting members and may be involved as non-voting advisory members on the corporation’s standing committees.”

**Amendment to Article VII – Committees**

“D. Membership Committee: The Membership Committee is responsible for seeking out and recommending the appointment of new Workforce Development board members. The committee also assists with Board member orientation and ongoing member training.”

**Motion was made to take a roll-call vote to accept the proposed revisions to the Workforce Development board’s bylaws.**

**Motion by:                 Hettinger for WDB**

**Supported by:            Haring for WDB**

**Motion carried, with all voting in support of the recommendations.**

Colleen Knight also directed the Board to other items discussed by the Membership Committee as well as the nomination of Patricia Bey of Post Foods, LLC, to serve as Alternate-Private Sector/Calhoun County for Dwight Carattini and the appointment of Dan Luciani to the Education Advisory Group.

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

Chairperson Jerry Mainstone advised that the Planning & Development Committee met on March 13<sup>th</sup> at the Calhoun Area Career Center. He, along with committee members Colleen Knight, Kristin Royston and Kathy Rose, reviewed the following recommendations as documented in Exhibit D:

**Program Years 2009-10 Employment Service, WIA Core Service and Intensive and Training Services Contract Interviews and Recommendations**

Knight reported that the following bidders for the PY 2009-10 Employment Service, WIA Core Services and Intensive & Training Service Programs were interviewed by the Planning & Development Committee:

- Barry ISD - Employment Service
- Barry ISD - WIA Core Service
- Barry ISD - WIA Intensive & Training Services
- KCC - Employment Service
- KCC - WIA Core Services
- HRDI - WIA Intensive & Training Services

She reviewed a handout showing a description of each of these programs and the budget amounts and points scored through the evaluation process for each of the bidders’ proposals. The Planning Committee recommended approval for contracts to be awarded to all bidders.

**Stimulus Funding Summer Youth Program RFP**

Knight discussed the details of a Summer Youth Program Request for Proposal process to solicit proposals for a Federal Stimulus- funded summer youth employment program to be operated this summer and the summer of 2010. She explained that the main purpose of the funding is to create summer employment opportunities for youth and apply the main performance standard of work readiness skills to the summer employment as the appropriate measure for that activity. One difference between this program's eligibility requirements and the regular W.I.A. Youth Program is that the eligible age of the youth has increased to age 24.

Knight explained that because of the need to award program contracts as soon as possible, the Committee is recommending that there be a shortened timeframe for bidders to return their proposals, that there be a special meeting of the Planning & Development Committee on April 24<sup>th</sup> to interview bidder finalists and formulate recommendations, and that the Executive Board be allowed to approve the recommendations of the Planning Committee prior to the next regular full Board meeting in May.

Jerome Colwell of the Barry County DHS asked whether Foster Care youth may be referrals to Michigan Works! to participate. Lisa Larson said she will provide information on the referral process as soon as possible.

Jim Hettinger suggested that information about the Youth Stimulus Proposal be posted on various Internet sites that are viewed by youth, such as My Space.

**No Worker Left Behind GF/GP Contract Revision Recommendations**

Knight explained that after the January meeting of the Workforce Development Board our Michigan Works! Area received notice that we were to receive only a portion of the General Fund/General Purpose funding for which we applied in December to address the list of individuals all set to begin training, but unable to do so without additional funding. Staff requested and received approval from the Executive Board to apply again for funds in the amount of \$139,742, which was available on a first come-first serve basis through DELEG for NWLB training. This time our MWA was granted the full amount of GF/GP funds requested.

Knight referred Board members to a table in the Planning Committee report showing the recommended allocation of this funding to the contractors and for CISD Administrative costs. She said the Committee recommended full Board ratification of the Executive Board's approval for the request for additional funding as well as the funding allocations to contractors as detailed in the report.

**WIA Adult, Dislocated Worker & Youth Carry-in Funding Plan and Contract Revision Recommendations**

Knight explained that our MWA received notice of carry-in WIA Adult, Dislocated Worker and Youth funding. She referred members to the three tables in the Planning Committee Report showing the recommended allocation of this funding the WIA Intensive & Training Services and WIA Youth Programs.

**Michigan Works! Service Center Operations Carry-in Funding Recommendation**

Royston advised that notification was received regarding an additional allocation of \$8,503 to operate our Michigan Works! One-Stop Service Centers. A handout was provided to show the recommendations for use of these funds including relocation of the automatic door counter and door opener at the Hastings Service Center, paying the portion not covered by insurance for the Service Center sign that was damaged by wind in Coldwater, and to cover the estimated cost to reconfigure the phone system at the Coldwater Service Center.

**WIA Incentive Funding Plan and Contract Revision Recommendations**

Royston advised that our area has received an incentive grant of \$44,026 based on exemplary program performance in PY2007. The Committee recommended the allocation of \$38,626 of this funding to the Kellogg Community College Incumbent Worker Training Program budget. Royston referred Board members to a handout showing a revised allocation of this Incumbent Worker training for Calhoun County, where the demand is greatest.

Royston advised that the remaining \$5,400 of this Incentive Grant is recommended to be allocated to the Barry County W.I.A. Core Services budget for the purpose of hiring a temporary half-time person for the remainder of this program year in order to help accommodate the increased volume of customers experienced by the Barry County Service Center.

**No Worker Left Behind Excess Carry-in Funding Plan and Contract Revision Recommendations**

Royston advised that \$18,815 in excess carry-in funding for the Dislocated Worker Program has been received for the purpose of funding nine additional participants for No Worker Left Behind training. The recommended funding breakout is \$3,763 each in Barry and Branch Counties in order to serve two additional participants each and \$11,289 in Calhoun County to serve five additional participants.

**FY2009 JET Plan & Contract Revision Recommendations**

Royston reported that the Department of Energy, Labor & Economic Growth (DELEG) has issued a draft allocation of an additional \$341,681 in funds to our JET (Jobs, Education and Training) Program. In addition, a draft allocation of \$47,384 was issued for customer work participation incentive payments. The purpose of these funds is to provide \$50 payments to JET recipients who meet their federal work participation requirements for three consecutive calendar months. Royston reported that the Committee recommends the distribution of these funds to the JET Program as detailed in the Planning Report table.

**National Career Readiness Certificate Credential Recommendation**

Royston reported that the committee discussed the recommendation that the National Career Readiness Certificate be approved by the Board as a recognized credential under the current WIA statutory adult, dislocated worker and youth performance measures used by the state. She explained that the Committee supports this recommendation and cited

that a number of our participants are earning the certificate, and this would help our area to better achieve the performance standards.

### **MI NCRC Plan and Contract Revision Recommendations**

Rose reported that with Michigan's adoption of the National Career Readiness Certificate, DELEG has *drafted* additional instruction regarding WorkKeys testing, issuance of the certificates, marketing to employers, academic remediation and employability skills training. Rose advised that the policy may change once it is finalized; however, the Committee recommends full Board support of the *draft* allocation of the \$42,216 in funding through June 30, 2009 as follows.

- \$14,802 for marketing the NCRC to employers by the WIA Intensive and Training program
- \$14,802 to be used by the WIA Core Services program in the Resource Room for Key Train
- \$12,612 of Employment Services funds for Work Keys testing and NCRC

Jerry Mainstone explained that WorkKeys is an assessment that enables individuals to earn a bronze, silver or gold certificate, based on their skill levels. He added that Key Train is remedial software that can be used to improve skill levels in order to earn a higher level of certification. Employers could then use job profiles to match skill levels with various job descriptions.

Mainstone stated that Lisa Larson will be providing information and a generic password for Planning Committee members interested in reviewing the Internet demo for Key Train and Career Skills. The committee will follow up with more discussion at their next meeting on May 8th. Plans are to provide more information at the Board meeting on May 19th.

Dr. Haring suggested that Board members be given an opportunity to take the WorkKeys assessments as an activity at a future Job Market Employer Involvement Committee meeting to get a better understanding of the skill levels.

### **Mileage Reimbursement Rate Change Recommendation**

Rose reported that our area's current supportive service policy includes the rates for mileage reimbursement to participants attending classroom training. This amount of reimbursement per participant is calculated on a daily rate according to their round-trip mileage to attend classes. She advised the Committee recommends full Board approval of the recommendation to increase the current reimbursement rate for 0-15 miles per day from \$2.50 per day to \$3.00 per day because of the contractor desire to issue gas cards, which necessitates the reimbursements calculating to full dollar amounts.

### **Community Based Job Training Grant Letter of Support**

Rose reported that Kellogg Community College submitted a Community Based Job Training Grant late last year to the U.S. Department of Labor that, if funded, would train more people to meet the demand for highly qualified manufacturing workers. A letter of support on behalf of the Board was provided to KCC by Dr. Haley in February to meet the USDOL deadlines for reviewing grant proposals. KCC recently received notification

that they were not awarded this grant; however, the committee recommended Board approval of the letter of recommendation.

### **MPRI Budget Revision Recommendation**

Rose reported that the Committee recommends full Board support of the proposed budget adjustments recommended by the Michigan Prisoner Re-Entry Initiative (MPRI) Steering Team on March 10, 2009 to transfer \$2,000 from the Family Support Services line item and increase by \$1,000 each the Health Care and Entitlement Program line items. She explained that these adjustments are based on current fiscal year expenditures.

### **Innovation in Training Delivery Grant**

Rose explained that the final action item was added after the Board book was posted; therefore, she referred members to a handout regarding a letter of support on behalf of the Board for Kellogg Community College's application for a General Fund/General Purpose (GF/GP) Innovation in Training Delivery grant. This funding would allow KCC to acquire medical simulation manikins that would be used to replace some of the nursing students' clinical time with scenarios in a simulated lab at KCC. The freed time would allow KCC to increase the number of students in the nursing program by 40 per year, thus helping to address the anticipated nursing shortage in our region.

## **DISCUSSION ITEMS**

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

Committee Chair Jerry Mainstone reported on the following discussion items:

#### **No Worker Left Behind Adult Learning Grant Update**

Mainstone advised that Michigan Works! is partnering with KCC to increase the number of adult learners with the basic skills necessary to participate in No Worker Left Behind funded post-secondary education and training programs. This Adult Education enhancement project, for which KCC has received funding, plans to provide open entry, modularized, accelerated work-based adult education and career planning services to 100 adults in the greater Battle Creek region, in addition to basic computer literacy and soft skills training classes.

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

Mainstone reported that 89 individuals representing businesses, education, service providers and other community members attended the Forum in Battle Creek on February 27<sup>th</sup>. Among the attendees were many Workforce Development Board and Chief Elected Officers Board members. He explained that survey feedback, individual action plans and other information generated from the Forum are still being tabulated and will be distributed as soon as possible. Staff will be actively following up with participants at least through the end of June. Additional meetings and other activities that may occur will be based on survey feedback, action plans and recommendations from the Forum Planning Group and Board members.

### **Youth Career Day Update**

Mainstone reported that the other event held last month was the first annual Youth Career Day, which was attended by approximately 40 youth from all three counties. The event featured a motivational speaker and breakout sessions on employer expectations, career exploration and career opportunities in the areas of healthcare and “Green Jobs.” Speakers included Board member Kathy Rose. This will be an annual event that will be incorporated into the summer program in the future.

### **No Worker Left Behind Process & Participant Flow**

Mainstone explained that the final discussion item, which was added the day of the meeting, related to process and participant flow for the No Worker Left Behind initiative and other programs and services. Committee members discussed the experience of a prospective participant and proposed potential recommendations to help alleviate some roadblocks experienced by this person. It was recommended that staff meet with contractors to make adjustments that can be made at the local level and then to request of the Board any activities that require Board action. This item will be placed on the May Planning Committee agenda for further discussion.

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

Mary Chapman summarized the Monitoring & Evaluation Committee report, as presented in Exhibit E:

- Contract Performance Reports
- DELEG 2009 Cycle I On-Site Monitoring Visit Resolution
- FY 2009 JET State Report
- PY 2008 Second Quarter WIA Performance Standards Report
- FY 2009 First Quarter Trade Act Report
- FY2009 First Quarter Mystery Shopper Report & Awards

Chapman explained that ratings for two Mystery Shopper Job Seeker Phone Calls and three Mystery Shopper Job Seeker On-Site Visits were received. From these five contacts, four staff members were scored a “10” and one of the four was listed as an “outstanding” contact for the quarter. Missy Lafferty, Career Manager/Education Facilitator for Michigan Works!-HRDI, provided “outstanding” service for a physically-challenged job seeker during an On-Site Mystery Shopper visit at the Coldwater Michigan Works! Service Center. Charles Rose, Career Developer for the Michigan Prisoner Re-Entry Initiative (MPRI), provided excellent service for a job seeker during an On-Site Mystery Shopper visit at the Battle Creek Service Center. The third excellent Mystery Shopper Job Seeker On-Site Visit was provided by Amy Graham at the Hastings Service Center. The final great service was provided by Donna Lipp during a Mystery Shopper Job Seeker Phone Call to the Hastings Service Center. These individuals were presented with certificates on behalf of the Board in recognition of their service.

The Mystery Shopper report also listed those service centers in the state that mentioned or provided information on the No Worker Left Behind initiative during the call or visit. All Barry-Branch-Calhoun service centers were included on that list for this report.

**JOB MARKET/EMPLOYER INVOLVEMENT COMMITTEE – JIM HETTINGER**

Jim Hettinger stated that the Job Market/Employer Involvement Committee (JM/EI) has not met recently. He stated there needs to be better information regarding linking employers and job seekers and asked that this topic be added as an agenda item for the next JM/EI Committee meeting.

**EDUCATION ADVISORY GROUP – EXHIBIT F**

Mike Hoffner, Director of the Branch Area Career Center and EAG Chair, referred the Board to Exhibit F for an update on current EAG and Career/Technical Education Activities. Highlights from the EAG Report included a decrease in Perkins funding from \$480,209 to \$462,384; however, Tech Prep allocations increased from \$108,049 to \$113,386. A Statewide Career and Technical Education Showcase will take place on March 24<sup>th</sup> at the State Capitol to educate state legislators about the many opportunities offered by Career and Technical Education. The Michigan Careers Conference held from February 8-10 was attended by about 30 people from our area. Three of the attendees presented at the Career Development Committee, and CACC's Graphic Communication Technology program received one of two awards presented for Excellence in Practice.

**CITIZENS' TIME**

Will Slone expressed appreciation on behalf of HRDI for the Board's approval of the WIA Intensive & Training Services contract.

Luann Dunsford, CEO of the Michigan Works! Association, stated her appreciation for being able to attend the Board meeting and that she was pleased to see such a strong level of community engagement by Board members, also the use of flowcharts to improve customer service at Michigan Works! Service Centers and the recognition of staff who received Mystery Shopper awards.

**MEMBERS' TIME**

Bruce Griffith - Asked about progress towards accomplishing the strategies that were identified in a meeting to address the increased traffic flow at the centers. M.J. Bruns advised on improvements that have been made or are in process, some of these, like the new phone system in Coldwater and additional part-time staff in Hastings, being improvements that the Board approved at today's meeting. She said a part-time greeter is now working at the Battle Creek Center and flowcharts for customers are being finalized for all of the centers. Bruns added that additional space will be available soon at the Battle Creek office due to the Parole Office relocating to the Toeller Building, so staff will be looking at modifications to improve operations at that center. Recently State Representative Kate Segal, some of her staff members and Unemployment Insurance Agency staff visited the Battle Creek Service Center for a day and helped by providing assistance to customers who were having difficulty accessing the Unemployment Agency

or otherwise needed help to receive their Unemployment benefits. Bruns said she would send a full report to Board members about these changes.

Nancy Macfarlane – Community Action will soon receive \$7 million in economic stimulus funds to be spent by September 30, 2010. Contracts will be issued to bidders to weatherize approximately 860 eligible homes. This will involve short-term employment opportunities, which will be in compliance with the Davis/Bacon Act wage requirements. Also, Head Start is hiring 10 to 15 staff members for four additional classrooms.

Dr. Haring - thanked the Board for submitting two letters of support for KCC's two recent grant requests. Although the Community Based Job Training Grant was not approved, he noted that KCC is working with Andy Levin of DELEG and other state officials for alternate funding sources.

Colleen Knight – Asked that she be contacted if Board members have suggested improvements for the Board meetings.

Richard Frantz - noted that on-line assessments tests are an issue for many people who do not have computer skills or access to computers, and we need to address ways to better assist these individuals.

Jerry Mainstone – advised that several organizations that are providing free income tax assistance. He said a complete list is available through 211 or youearnedit.org. The organizations in Calhoun County include Community Action (Franklin Center), Miller College, Burnham Brook (Area Agency on Aging Region 3B), BC CAREERS, Calhoun County Senior Services (Marshall), and Albion College in Calhoun County. In Branch County - Community Action (Coldwater) and Community Unlimited (Union City).

**PRESIDENT'S TIME**

**Committee Appointments**

The following committee appointments were announced:

Nancy Davis	Membership Committee
Nancy Macfarlane	Planning & Development Committee
Rocky Marsh	Job Market/Employer Involvement Committee
Robert Smith	Planning & Development Committee
Paul David	Job Market/Employer Involvement Committee
Dwight Carattini	Membership Committee
Paul Viar	Membership Committee

**Next Board Meeting**

The next Board meeting is scheduled for May 19, 2009 at the Branch Michigan Works! Service Center, 210 Vista Drive, Coldwater, MI.

**ADJOURNMENT**

There being no other business, the meeting was adjourned at approximately 10:00 a.m.