

MINUTES

**WORKFORCE DEVELOPMENT BOARD &
CHIEF EXECUTIVE OFFICER'S BOARD
TUESDAY, JULY 21, 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 July 21, 2009 at Pennock Hospital in Hastings. The following roll was taken:

WDB Present

Lynne Haley, Chair	Jack Faulkner	Gwain McCree
Denise Allsberry	Bruce Griffith	Al Miller
Valerie Byrnes	Doyle Hayes	Kristin Royston
Michael Callton	Anita Henderson	Robert Smith
Dwight Carattini	Michelle Williamson for	Paul Viar
Mary Chapman	Nancy Macfarlane	Vickie Ward
Robert Chojnowski	Jerry Mainstone	

WDB Absent

George Bratcher	G. Edward Haring	Michael McDonough
Paul David	James Hettinger	Kathy Rose
Hillary Eley	Bill Knapp	Bill Wolf
Richard Frantz	Colleen Knight	
Barbara Frederick	Rocky Marsh	

CEOB Present

Lisa Gerow	Don Nevins	Dale Swift
Howard Gibson		

CEOB Absent

Julie Camp	William Chinery	Jim Haadsma
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Staff

George Bauer	Mike DeBoer	Angena Morris
M.J. Bruns	Christie Green	Kristi Rigelman
Joan Bujdos	Lisa Larson	

Introduction of Visitors & Guests

Lyndsey Carpenter, Michigan Works!/Barry ISD
Moreen Crum, Michigan Works!/FBR
Valerie Eavey, Michigan Works!/Barry ISD
Emily Gary, Michigan Works!/ Barry ISD
Any Graham, Michigan Works!/Barry ISD
Phil Harry, Branch County DHS
Mike Hoffner, Branch ISD
Kevin Johns, Michigan Works!/HRDI
Bernie P. Kramer, Michigan Comm. for the Blind, Grand Rapids

Gretchen Landis, Goodwill Industries
Mike Larson, Michigan Works! Jobseeker
Donna Lipp, Michigan Works!/Barry ISD
Pearl McNutt, Michigan Works!/KCC-ES
Robin McVeigh, Michigan Works!/FBR
Joanna Plummer, Michigan Works!/Barry ISD
Craig Reed, MI Works!/KCC-ES
Will Slone, Michigan Works!/HRDI

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:	Mainstone for WDB	Nevins for CEOB
Supported by:	Hayes for WDB	Gibson for CEOB
Motion carried.		

APPROVAL OF REVISED AGENDA

The Revised Agenda was reviewed, with no additions noted.

APPROVAL OF MAY 19, 2009 WORKFORCE DEVELOPMENT BOARD/CEO BOARD –EXHIBIT A

The May 19, 2009 Workforce Development Board/CEO Board Meeting Minutes were reviewed. No revisions were noted.

APPROVAL OF WDB TREASURER'S REPORT AND PROPOSED PY2009 WDB BUDGET –EXHIBITS B-1 & B2

Vickie Ward reviewed the Treasurer's Report shown in Exhibit B-1 for the period ending April 30, 2009. Expenditures in the amount of \$34,421.23 are on target at 89% of the overall budget. She also reviewed the Proposed Budget for Program Year 2009 in the amount of \$38,920.

2009 WORKFORCE DEVELOPMENT FUNDING –EXHIBIT B-3

Angena Morris reviewed the 2009 Workforce Development Funding Allocations report in the amount of \$13,393,435. She stated there was a reduction of General Funds/General Purpose (GF/GP) No Worker Left Behind funding as well as \$17,000 in additional WIA No Worker Left Behind carry-in funds. At the last Board meeting she was asked to specify the amount of State and Federal funds that comprise the budget. She indicated that Federal funding is slightly more than \$12 million, and State funding is just over \$1 million.

RECOGNITONS

The following individuals were provided with plaques and given recognition on behalf of the Board:

- Joanna Plummer – 2009 Michigan Works! Alumni of the Year Nominee from Barry County WIA Youth Program
- Pearlie McNutt – IMPACT Award Nominee for Michigan Works! Service Center Front Line Staff, Michigan Works!-KCC Employment Services
- Emily Gingrich – IMPACT Award Nominee for Michigan Works! Service Center Front Line Staff, Michigan Works!-Barry ISD
- Emily Gingrich – Employer Phone Call Mystery Shopper Award

JOB SEEKER & BUSINESS CUSTOMER FEEDBACK

Kristi Rigelman provided handouts for the Board with information about the No Worker Left Behind (NWLB) program in Barry, Branch and Calhoun Counties, as well as a Customer Flow Chart of services provided at the Michigan Works! Battle Creek Service Center.

Kristi introduced guests Amy Graham of Barry County and Mike Larsen of Branch County, who briefly shared with the Board the process that took place during their job seeking and training experience with Michigan Works! They both indicated they were provided with orientations, evaluations, resources, career coaching and training options to help determine an appropriate career choice. They stated they were pleased with the assistance and opportunities that were available through the Michigan Works! system.

George Bauer, Kevin Johns and Will Slone updated the Board on some of the services provided by the Michigan Works! Business Services Team for Tenneco in Marshall and EPI in Battle Creek. They shared a copy of a letter from both companies acknowledging their appreciation for the services received from Michigan Works!

George also discussed the Executive Pulse database that is being used for tracking employer contacts in each county. He said they have stepped up their efforts in recruiting businesses to the area and keeping current businesses here. They are also working closely with staffing agencies to get positions filled.

ACTION ITEMS

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

Motion by:	Hayes for WDB	Swift for CEOB
Supported by:	Smith for WDB	Gibson for CEOB
Motion carried.		

A quorum of CEOB membership was not present during the vote on Action Items; therefore, M.J. Bruns contacted Don Nevins to verify his approval on these items.

MEMBERSHIP COMMITTEE REPORT–EXHIBIT C

Referring to Exhibit C, Jack Faulkner provided the Membership Committee Report on behalf of Colleen Knight. He noted that the Membership Committee met on June 5 and reviewed further suggestions received from the Board regarding improvements to the orientation manual and ways to improve Board meetings. He said the committee also discussed the current Board composition and how the Membership Committee can become more involved with seeking nominees for Board openings.

Mr. Faulkner reviewed the nominations of Brion Ford of Denso to fill the vacant Private Sector opening in Calhoun County and John Huisinga, also of Denso, as an alternate for Brion Ford. In addition, the Board was referred to the chart in Exhibit C for the plan to refill vacancies. It was noted that Andy Karr has resigned from the Board due to his new position with Goodwill Industries, and Nancy Davis has resigned due to job restrictions that limited her participation on the Board. In addition, the Branch County Private Sector vacancy due to David George’s resignation remains open.

Mr. Faulkner also reviewed the list of WDB members with terms expiring in September 2009 and urged members to remain on the Board.

PLANNING & DEVELOPMENT COMMITTEE – JERRY MAINSTONE – EXHIBIT D

Chairperson Jerry Mainstone advised that the Planning & Development Committee met on July 17 to discuss the recommendations documented in Exhibit D. Mainstone, along with fellow Committee member Robert Smith, highlighted the following items:

MPRI Workforce Development Contract & Branch County Work Readiness Contract Award Recommendations

The Board was advised that the Planning Committee interviewed bidders from KPEP for the Michigan Prisoner ReEntry Initiative Workforce Development Program and from Goodwill Industries for the Branch County Work Readiness Program for the two years beginning October 1, 2009. The Committee recommended that KPEP be awarded the contract to operate the MPRI Workforce Development Program in Barry and Calhoun Counties and that Goodwill Industries be awarded the Work Readiness contract for Branch County. Staff advised that no proposals were submitted to operate the MPRI Workforce Development Program in Branch County, so the Planning Committee recommended re-releasing the RFP for Branch County only. ADAPT, Inc. submitted a Branch County Work Readiness proposal, but later withdrew from further consideration in the RFP process.

Food Assistance Employment & Training Funds Transfer

The Planning & Development Committee recommended Board approval to transfer \$450 in supportive service funding from Barry and Branch Counties to Calhoun County to cover the increased need for these services in Calhoun County. Details of the transfer were provided in Exhibit D.

JET GF/GP Rescission

The Board was advised of proposed contract revisions for the Jobs, Education & Training (JET) Training Program that were recommended as a result of the rescission of \$131,453 in State General Fund/General Purpose funding. The Committee recommended full Board approval of this budget revision.

ARRA Reemployment Services Plan

The Planning Committee recommended Board approval regarding a proposal for \$197,450 in Recovery Act Employment Service funding to provide intensive, individualized services to “white-collar” Unemployment Insurance claimants to assist with their reentry into employment. The proposed services in this plan include work readiness training and other workshops and services specially designed for this job seeker population. Details about this proposal were included in Exhibit D of the Board Book.

MI NCRC Plan and Contract Award Recommendations

Details were reviewed for the Committee’s recommendation for funding related to the State’s final policy for statewide implementation of WorkKeys testing, National Career Readiness Certificates, employability skills training and the employer engagement and outreach activities. The Board was advised that this recommendation is a revision of recommendations the Board approved in March, because this final policy includes increased funding, different timelines, and a number of changes to the policy requirements. The recommendation also includes the allocation of the funds to contractors and for CISD administrative costs, which were pointed out in the tables of Exhibit D. Board members also received a handout regarding “Frequently Asked Questions” and a website address for further information.

MPRI Fiduciary Re-Application

The Committee recommended full Board support for the Calhoun ISD to re-apply to serve as the fiduciary for the Barry/Branch/Calhoun Michigan Prisoner ReEntry Program. The Request for Proposals has just been released by the State to select the fiduciary organizations for this program for the next three years. The Committee noted that the Calhoun ISD has proven that it has the expertise to function as the fiduciary for the grant funds.

One-Stop Funding Recommendation

The Planning & Development Committee recommended approval for this year’s *draft* funding for the operation of our Michigan Works! One-Stop Service Centers. The list of proposed expenditures and the breakout per Center were provided in Exhibit D.

Capacity Building Grant

The Board was advised about the recommendation for approval of this year’s Capacity Building Grant, which is funding provided to the Michigan Works! Association to continue to offer a variety of conferences, training sessions and other activities for the Michigan Works! Agencies, their staff, and provider agency staff. The grant amount per Michigan Works! Agency is \$24,000.

RFP Process Recommendations

The Board was apprised of a number of recommended modifications to the Request for Proposal process, which were detailed in a handout. These changes were discussed by Planning Committee members at their May 8th meeting and during a separate meeting held on June 30th with staff and some Planning Committee members. The Committee also discussed the limited number of bidders for each RFP and the poor quality of the proposals received. It was recommended that an Ad Hoc RFP Committee be formed to consider suggestions to increase the quantity and quality of the program proposals we receive. Board members were asked to contact staff if they were interested in serving on this ad hoc committee.

System for Setting Goals Re: Service to Individual Communities

The Board was referred to Exhibit D regarding a proposed system for setting individual community goals for serving youth through the Barry, Branch and Calhoun County WIA Youth Programs. The Committee thought the outlined system was a good start, but asked staff to incorporate other factors, such as drop-out rates, homeless levels and other barriers for youth eligibility for the program, and to bring this back to the next meeting. The Committee also discussed developing and adopting such a system for other programs once a system for the youth program is finalized.

Memorial Award for Elaine

The Committee reported that they continued discussion about implementing an annual award in memory of Elaine Furu-Baker for presentation to a person connected to our local Michigan Works! system. No final recommendations were presented at this time, and the Board was asked for input, with further discussion to be held at the September 4th Planning & Development Committee meeting.

NWLB GF/GP Rescission

The Board was advised about another funding rescission, this one for \$36,614 in No Worker Left Behind funds. Details of this reduction in funds were pointed out in a table in Exhibit D. It was noted that the Department of Labor & Economic Growth (DELEG) plans to replace this lost funding with other funds; however, the specifics are not known at this time.

MPRI Budget Revision

The final action item was added after the Board book was posted. The Board was referred to a handout on salmon paper regarding an MPRI budget revision to allow five MPRI parolees to participate, as a pilot, in a Career Academy customized training program coordinated by KCC's Workforce Solutions Department. It was noted that this is the same pilot program that currently has a cohort of JET participants in the Albion area. The Committee recommended full Board support for this budget revision.

MONITORING AND EVALUATION COMMITTEE RECOMMENDATIONS
EXHIBIT E

Chairperson Robert Chojnowski reported that the Monitoring and Evaluation Committee met on June 12th to review and evaluate the performance of the first year MPRI Life Skills Training; Jobs, Education & Training; Food Assistance Employment & Training; and Work Readiness contracts and to develop recommendations for extending the contracts into the second year. He referred the Board to Exhibit E for the complete minutes. Chojnowski, along with fellow Committee members Gwain McCree and Mary Chapman, highlighted the following items:

KPEP's MPRI Life Skills Training Contract

The Monitoring & Evaluation Committee met with Andy Jerue of KPEP to review the MPRI Life Skills Training Contract. It was reported that KPEP had trained 76% of the planned number of parolees, with little over half of the program year completed at the time of the meeting. KPEP's participant success rate is currently 70% and is attributed in part to the communication among KPEP, MPRI and parole staff in setting criteria and providing resource services for parolees.

The Committee recommended Board approval of the second year of the MPRI Life Skills Training Contract.

Foundation for Behavioral Resources–Jobs, Education & Training (JET) Program

The Committee also met with JET staff to discuss their performance. The program's Entered Employment rate was reported at 30% at the time of the meeting, which is average for the state. JET staff indicated they continue to stress education, training and/or community service to improve the skills of participants. The goal is for them to become employed and self-sufficient. The Committee also learned about a new pilot program that just started in Albion that has 37 JET participants enrolled in employability, customer service/communication, computer and technical training, and GED certification.

The Committee recommended Board approval of the second-year funds for this contract.

Foundation for Behavioral Resources – Food Assistance Employment & Training Program

The Board was advised that staff from the Foundation for Behavioral Resources (FBR) were also interviewed by the Committee in regard to the Food Assistance Employment & Training Program. JET staff indicated they have struggled somewhat with this program's population, who are often transient, homeless and undereducated. A new employment counselor has been hired in the Battle Creek office, where most of the participants are. Referrals have been weak for this program, but FBR staff are working to reach their placement goal by September 30 through increased community outreach.

The Monitoring Committee recommended Board approval of the second year for this contract.

Goodwill Industries of Central Michigan’s Heartland–Work Readiness Contracts

The Committee interviewed Gretchen Landis and Kendra Gibbs from Goodwill, as well as a former Work Readiness Program participant who is now employed full time with Habitat for Humanity. He reported that the soft skills training he received in the program improved his self-confidence and assertiveness, which helped him in becoming employed. Goodwill staff reported that placements and work experience opportunities have been difficult in the current job market, but they continue to collaborate with local organizations and employers. Their current placement rate is 66.67% in Barry County and 45% in Calhoun County.

The Monitoring Committee recommended Board approval of the second-year funding for this contract.

DISCUSSION ITEMS

PLANNING & DEVELOPMENT COMMITTEE DISCUSSION – EXHIBIT D-2 - JERRY MAINSTONE

Youth Programs Update

The first discussion item concerned an update on the Recovery Act Summer Youth Employment Programs. Jerry Mainstone referred the Board to detailed information contained in the Board Exhibit D-2. He noted that all contractors are doing well. Board members were invited to visit with some of the 247 youth that are working at various worksites this summer to learn more about the program.

Customer Flow Meetings Update

The Board was updated on improvements being made to address the service to customers in our centers. He referred to a list is contained in Exhibit D-2 for highlights of these improvement efforts, which included such things as updating the physical layouts, phone systems, written information being provided to customers, and training all contractor staff so they better understand the entire local system of programs. The Committee suggested that an evaluation piece needs to be incorporated into this improvement process to ensure that the changes are having the desired results.

No Worker Left Behind Meeting Update

The final discussion item was a summary of a meeting of No Worker Left Behind staff. This meeting featured a DELEG staff presenting on best practices of this initiative across the state, as well as representatives discussing the *FastTrac NewVenture* entrepreneurship training program. It was further noted that this training program and three other local entrepreneurship training programs will be featured presenters at the Entrepreneurship Training Forum at the Calhoun ISD on July 29, 2009. Board members were invited to attend this event.

**MONITORING & EVALUATION COMMITTEE REPORT–BOB CHOJNOWSKI
–EXHIBIT E-1**

Monitoring & Evaluation Committee Chair Robert Chojnowski summarized the following reports, as presented in Exhibit E-1:

1. Contract Performance Spreadsheets
2. DELEG 2009 Cycle II On-Site Monitoring Visit
3. FY 2009 JET State Reports
4. FY 2009 Second Quarter TAA Report
5. DELEG Welfare Reform Field Visit

JOB MARKET EMPLOYER INVOLVEMENT COMMITTEE–EXHIBIT F

M.J. Bruns reported that the Job Market/Employer Involvement Committee met on May 27, 2009 and discussed the following items:

Revisions to the Occupational Skills/Demand Area Document

Staff referred the Board to Exhibit F for recommended revisions to the Occupational Skills/Demand Area Document. Significantly, the Committee is interested in getting additional input from a broader sector of employers in developing the document and adding another step to make sure the document is representative of our area's occupations in demand. It was recommended that the Tool & Die occupation be added to the document.

Career Readiness Certificates

The Board was advised that staff plans to hold a meeting to discuss formulation of a proposal to increase awareness of employers and educators about the Career Readiness Certificate (CRC). The proposal would address purpose, target audience, benefit/cost to employer, job seeker, school officials and parents, and a marketing tool. The anticipated timeline for the proposal is September-October 2009.

Job Market/Employer Involvement Committee Structure

M.J. Bruns reported that the Committee discussed strategies to increase employer involvement on the Job Market/Employer Involvement Committee, ways to better connect with the broader employer community, and possible development of regular structured meeting dates. She referred the Board to Exhibit F for further details.

Community Employment Readiness Forum Follow-up

M.J. Bruns indicated that an Action Plan summary was developed in response to those who attended the forum. She said Michigan Works! staff is in the process of adding a work readiness component to all programs to develop and increase job readiness skills among program participants. Dr. Haring has advised that KCC could assist in developing such a curriculum.

EDUCATION ADVISORY GROUP–MIKE HOFFNER–EXHIBIT G

Education Advisory Group (EAG) Chair Mike Hoffner provided an update on EAG activities, which were detailed in Exhibit G. He noted that the Office of Career and Technical Education is hosting a CTE Teachers Academy on August 4 & 5 to assist teachers in learning to deliver the standards for the 12 segments required to be taught in all CTE programs.

Mike also pointed out that a major change has been made to the way that Added Cost will be determined for each CTE program. In the past, Added Cost was determined by student enrollment for the current year. Now, Added Cost will be determined by the previous year's student enrollment, which will help schools know the amount they will be receiving in advance for budgeting purposes.

Mike added that the Career and Technical Education Exit Surveys are completed and will be shared at the next Board meeting.

CITIZEN'S TIME

Gretchen Landis of Goodwill Industries thanked the Board for approval of the Work Readiness Program second-year funding.

MEMBERS TIME

n/a

PRESIDENT'S TIME

Committee Appointments

Dr. Haley advised that Valerie Byrnes has expressed her intention to serve on the Job Market/Employer Involvement Committee. Mike Callton is in the process of determining which committee he would like join.

Next Meeting

The next Workforce Development/CEO Board Meeting is set for September 22, 2009 at Calhoun ISD.

ADJOURNMENT

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