Exhibit A

MINUTES

WORKFORCE DEVELOPMENT BOARD & CHIEF EXECUTIVE OFFICER'S BOARD TUESDAY, SEPTEMBER 22, 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 September 22, 2009 at Calhoun ISD in Marshall. The following roll was taken:

WDB Present

Lynne Haley, Chair
Denise Allsberry
George Bratcher
Mary Chapman
Robert Chojnowski
Paul David
Jack Faulkner
Brion Ford
Richard Frantz
Bruce Griffith
G. Edward Haring
Anita Henderson
Doug Voshell for James Hettinger
Nancy Macfarlane
Jerry Mainstone
Scott Wilson for Rocky Marsh
Al Miller
Kathy Rose
Robert Smith

WDB Absent

Valerie Byrnes
Michael Callton
Dwight Carattini
Hillary Eley
Barbara Frederick
Doyle Hayes
Bill Knapp
Colleen Knight
Gwain McCree
Michael McDonough
Kristin Royston
Paul Viar
Vickie Ward
Bill Wolf

CEOB Present

Julie Camp
William Chinery
Dale Swift

CEOB Absent

Lisa Gerow
Howard Gibson
Jim Haadsma
Don Nevins

Staff

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

Introduction of New Member

Chair Haley introduced new member Brion Ford, who is Section Leader for Training & Development at Denso Manufacturing and is representing Calhoun County, Private Sector.

Introduction of Visitors & Guests
Moreen Crum, Foundation for Behavioral Resources
Jeffrey Dinkins, Battle Creek Public Schools
Grace Emley, Foundation for Behavioral Resources
MiChelle Fowler, Michigan Works!/HRDI
Kendra Gibbs, Goodwill Industries
Mike Hoffner, Branch ISD
Robin McVeigh, Michigan Works!/FBR
Craig Reed, MI Works!/KCC-ES
Will Slone, Michigan Works!/HRDI

SPECIAL ORDER OF BUSINESS

Dr. Haley asked for a motion for consent agenda to approve Special Order of Business Items A through D. 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 vote by the WDB to approve Special Order of Business Items A through D.

Motion by: **Al Miller for WDB**
Supported by: **George Bratcher for WDB**
Motion carried, with Dr. Haring abstaining from the vote, as KCC is the funding recipient for a portion of the recommended contracts.

A quorum of CEOB membership was not present during the vote on the Special Order of Business. Therefore, M.J. Bruns will hold a teleconference with CEOB members who were not in attendance to verify approval on these items.

APPROVAL OF AGENDA
The Agenda was reviewed, with no additions noted.

APPROVAL OF JULY 17, 2009 WORKFORCE DEVELOPMENT BOARD/CEO BOARD MINUTES – EXHIBIT A
The July 17, 2009 Workforce Development Board/CEO Board Meeting Minutes were reviewed. No revisions were noted.

APPROVAL OF WDB TREASURER'S REPORT AND PY2009 WFD BUDGET – EXHIBITS B-1 & B2
Angena Morris reviewed the Treasurer's Report shown in Exhibit B-1 for the period ending August 31, 2009. She advised that expenditures listed in the amount of $38,920 are on target at 100% of the overall budget. She also brought to the Board's attention the revised format for the 2009 Workforce Development Funding Allocations report, which include a column for reporting budget adjustments. The current budget amount for Program Year 2009-2010 is $12,320.284.

RECOGNITON

Kendra Gibbs, Program Manager for the Michigan Works! Work Readiness Program at Goodwill Industries, was recognized by the Board as one of four nominees for the 2009 IMPACT Award for outstanding frontline staff. Kendra was provided with a certificate on behalf of the Board for her achievement.

HIGHLIGHTS OF 2009 SUMMER YOUTH EMPLOYMENT PROGRAM – LISA LARSON

A Power Point and slide presentation highlighting the 2009 Summer Youth Employment Program was provided for Board members by Lisa Larson. The Board also received a handout detailing Summer Youth Program enrollment figures and worksites for Barry, Branch and Calhoun Counties. Lisa pointed out that the Summer Youth Employment Program is funded by the American Recovery and Reinvestment Act (ARRA) of 2009.

ACTION ITEMS

Dr. Haley asked for a motion for consent agenda to approve 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 vote by the WDB to approve Action Items A, B, and C.
Motion by: Mainstone for WDB
Supported by: Bratcher for WDB
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.

A quorum of CEOB membership was not present during the vote on Action Items. Therefore, M.J. Bruns will hold a teleconference with CEOB members who were not in attendance to verify approval on these items.

MEMBERSHIP COMMITTEE REPORT – EXHIBIT C

Jack Faulkner provided the Membership Committee Report on behalf of Colleen Knight. He referred the Board to the Membership Committee Meeting Minutes of August 14, 2009, as detailed in Exhibit C of the Board Book, as well as recommended appointments to the WDB, a list of term reappointments to the WDB, and staff's plan to refill current WDB vacancies. A revision to Exhibit C was provided as a handout, which showed the following recommendations for appointment to the Board:

- Doyle Hayes, dHayes Group LLC - Private Sector/Calhoun County
- Jodi Eldred, Talent Trax Staffing LLC - Alternate for Doyle Hayes
- Dan Labrecque, Nottke's Family Fun Center - Private Sector/Calhoun County
- Cindy Burns, Canteen Services, Inc. – Private Sector/Branch County
- B. Scott Wilson, BCTGM Local 3-G - Second Alternate for Rocky Marsh
- Doug Voshell, Battle Creek Unlimited, Inc. – Second Alternate for Jim Hettinger

PLANNING & DEVELOPMENT COMMITTEE – JERRY MAINSTONE – EXHIBIT D

Chairperson Jerry Mainstone reported that the Planning & Development Committee met on September 4, 2009 and discussed the following recommendations documented in Exhibit D:

Branch MPRI WFD Contract Award Recommendations

KPEP was recommended as the contractor for the Branch County Michigan Prisoner ReEntry (MPRI) Workforce Development Program, with a budget of $37,142 per year for two years beginning October 1, 2009.

Updated PY09 Allocations, Carry-in Funds & Contract Modifications

Tables on Pages 1-4 of Exhibit D, as well as an additional handout on green paper, summarized the final DELEG PY09 allocations and carry-in funding for Intensive & Training, Incumbent Worker Training, Core Services, Youth and Wagner-Peyser Employment Service programs, including ARRA, NEG and One-Stop funding.

Annual Planning Schedule

The committee recommended full Board approval of the Annual Planning Schedule shown in Exhibit D, which lists Board and committee meetings and the Request for Proposals schedule for the next year.

FY10 Welfare Reform Program Contract Recommendations

The tables on Pages 10 and 11 of Exhibit D indicate the estimated budgets of the FY2010 JET Program, Food Assistance Employment & Training Program, and Work Readiness Program. Final allocations have not been received from DELEG.

FY10 MPRI Contract Recommendations

Estimated budgets for the FY2010 MPRI contract were provided in Exhibit D. Final allocations have not been received from the Michigan Department of Corrections.

ARRA Reemployment Services Plan Grant Update & Contract Recommendations

The committee recommended approval of budget allocations for the American Recovery & Reinvestment Act (ARRA) Reemployment Services contract. This grant is intended to provide customized services to address the needs of the jobseeker population, with an emphasis on white-collar workers. The total grant is for $197,450. Allocations per contractor/county were detailed on Page 13 of Exhibit D.

Replacement Funds Allocations - WIA Intensive & Training Program

It was recommended that the Board approve replacement allocations for the rescinded State General Fund/General Purpose No Worker Left Behind funds in the amount of $36,614, as detailed on Page 14 of Exhibit D.

Additional Funds Application

Staff has been involved in meetings and discussions regarding potential funding opportunities to address No Worker Left Behind training needs in our area. The committee recommended approval of staff involvements related to securing additional funding.

JET Program Funds Transfer Request & NCRC Funds Allocation

Board approval was recommended for the transfer of funds between counties in the JET Program and the transfer of CISD administrative funds to the JET Program to cover costs for the National Career Readiness Certificates. Details of the new proposed JET budget of $3,426,180 were explained on Page 15 of Exhibit D.

System for Setting Goals Regarding Service to Individual Communities

The CISD Workforce Development Team proposed a further revised system, outlined in Exhibit D, for setting enrollment goals within each community for the WIA Youth Program. As this program serves low-income youth with barriers to employment, this system's formula for calculating minimum enrollment goals incorporates Free/Reduced Lunch count and Drop-out rate per school district. It was recommended that this baseline system be used in future RFPs and that current youth contractors begin using the system as a guide for enrollments. It was also recommended that percentages be used to show goals per community and that the goals for the Battle Creek community reflect a composite goal for all schools in that community, while still reporting the numbers served for each school.

Memorial Award for Elaine

In previous meetings, the committee has discussed implementation of an annual award or scholarship in memory of Elaine Furu-Baker for presentation to an individual connected to Michigan Works! The committee recommended formation of an ad hoc committee to determine details of this award process. Jerry Mainstone asked for volunteers for this committee.

RECOMMENDATION TO EXTEND SUMMER YOUTH EMPLOYMENT CONTRACTS – M.J. BRUNS – EXHIBIT D-1

Referring to Exhibit D-1 (blue handout), M.J. Bruns explained that this action item was not considered by the Planning & Development Committee due to updated Summer Youth Employment Program expenditure information being received from contractors after the September 4 Planning & Development Committee Meeting. She reported that despite best efforts by contractors to be able to expend 100% of the funds by September 30, all three contractors reported that a portion of these funds would be unexpended. Contractors have indicated they would have the capacity to provide work experience opportunities and to fully expend contract allocations by the end of the calendar year. Bruns also explained that it was not until after the contracts began that a waiver from USDOL was approved to serve 18-24 year old out of school youth beyond September 30th. Board approval was recommended for extension of the three Summer Youth Employment Program contracts to serve 18-24 year old out of school youth through December 31, 2009.

DISCUSSION ITEMS

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

Occupations in Demand Document

The Planning & Development Committee discussed how the Occupations in Demand document can be revised to be more reflective of area needs and more user-friendly for business and job-seeker customers. Dr. Haring stated there needs to be more employer representation on the Job Market/Employer Involvement Committee to address issues related to employment and training.

ARRA Apprenticeship Program

In an effort to expand Registered Apprenticeships as a means to meet current and emerging industry needs, the Michigan Registered Apprenticeship Pilot (MRAP), through Workforce Investment Act American Recovery and Reinvestment Act (ARRA) funds, will be providing funding to employers or Joint Apprenticeship Training Committees, who will sponsor new apprentices registered with the U.S. Department of Labor. Detailed information was provided on Page 5, Exhibit D-2, of the Board Book.

WorkKeys & NCRS Roll-Out Update

Updates have taken place since the Workforce Development Board approved the incorporation of WorkKeys and MI NCRC funding into the WIA Intensive & Training, Core Services and Employment Services contracts for Barry, Branch and Calhoun Counties. Further information was outlined on Page 6 of Exhibit D-2.

Summer Youth Employment Program Update

As of August 31, 2009, all three counties have met their enrollment goals for younger and older youth, and all worksites have been monitored by CISD staff. Detailed information about enrollment and worksite placements was outlined on pages 7-9 of Exhibit D-2.

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

Monitoring & Evaluation Committee Chair Robert Chojnowski directed members to a handout on lavender paper entitled *Amended Exhibit E-1, Sept. 2009 MPRI Career Assessment Data.* Chojnowski explained that this was the only information that was changed from what was contained in the following reports in Exhibit E of the Board Book:

1. Contract Performance Spreadsheets
2. Additional Contract Performance Information
3. DELEG FY09 JET State Report
4. DELEG 2009 Cycle II On-Site Monitoring Report
5. DELEG 2009 Cycle III On-Site Monitoring Visit
6. PY08 Fourth Quarter WIA Performance Standards Report
7. FY09 Third Quarter Trade Act Report

Board members had no other questions or comments regarding these reports.

JOB MARKET EMPLOYER INVOLVEMENT COMMITTEE – JIM HETTINGER

This committee plans to meet in the near future.

EDUCATION ADVISORY GROUP – MIKE HOFFNER – EXHIBIT F

Mike Hoffner, Education Advisory Group (EAG) Chair, of the Branch Area Careers Center, and Kris Jenkins, Career and Technical Education Director at the Calhoun Area Career Center, provided an update on EAG activities detailed in Exhibit F, including results from the Career and Technical Education Exit Surveys and the MI Navigator System.

Mike pointed out that a Calhoun County business representative is needed on the EAG Board.

CITIZEN'S TIME

No comments were made.

MEMBER'S TIME

Jack Faulkner noted that Al Miller has been elected to the Michigan Association of School Boards.

George Bratcher commended Michigan Works! CISD staff for responding to comments and suggestions made by Board members with recent changes in presentation of Board Book materials, agenda, and committee reporting format.

Dr. Haring announced that Dr. Haley scored a hole-in-one at a recent golf fundraiser.

Bruce Griffith expressed thanks to staff and the Michigan Works! Association for the opportunity to attend the recent Michigan Works! Annual Conference in Mt. Pleasant. He said he was touched by the opening ceremony dedication, during which the family of a fallen hero was presented with his portrait in honor of his service to our country. Griffith was also impressed with Lead Star keynote speakers and former Marines, Angie Morgan and Courtney Lynch. He also attended a workshop conducted by veterans, which included a live radio question-and-answer session about veterans programs.

PRESIDENT'S TIME

Committee Appointment

- Mike Callton – Job Market/Employer Involvement Committee

Dr. Haley requested that Colleen Knight by advised about adding information to the November meeting agenda regarding nomination of next year's Board officers. [Post-meeting note: It was later determined that since the election of Board officers occurred in 2008 and the officers serve two-year terms, this would not need to occur again until 2010.]

The Board was referred to the handout showing the schedule and locations of upcoming Board meetings. Haley asked members to consider whether, when the next schedule is completed, the Board continues to desire to hold the meetings around the three-county area or to hold them all in a geographically central location, such as the Calhoun ISD.

Next Meeting

The next Workforce Development/CEO Board Meeting is set for November 17, 2009 at Calhoun ISD.

ADJOURNMENT

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