

MARCH 2010 PLANNING AND DEVELOPMENT COMMITTEE REPORT
ACTION ITEMS

The Planning & Development Committee will meet at 12:00 p.m. on Friday, March 12th, at the Calhoun ISD. The committee will consider the following action items. Board members may request copies of the documents and back-up information.

Additional JET Funding Recommendation

SUMMARY: The following table indicates an additional JET allocation from the Michigan Department of Energy, Labor and Economic Growth which results in increased funds. Staff will request that the Planning & Development Committee recommends approval of the JET program additional funds at the full Workforce Development Board meeting on March 16th.

ADDITIONAL INFORMATION:

Additional JET Funds Recommended Allocations:

County	Current Budget/ Participants to Be Served	Additional Funds/ Participants to Be Served	Revised Budget/ Participants to Be Served
Barry County/FBR	\$295,070/ 477	\$48,341/ 78	\$343,411/ 555
Branch County/FBR	\$456,713/ 738	\$87,012/ 141	\$543,725/ 879
Calhoun County/FBR	\$1,785,510/ 2885	\$348,049/ 563	\$2,133,559/ 3448
Contract Totals	\$2,537,293/ 4,100	\$483,402/ 782	\$3,020,695/ 4,882
CISD Administrative Funds	\$331,179	\$65,919	\$397,098
Totals	\$2,868,472/ 4,100	\$549,321/ 782	\$3,417,793/ 4,882

TAA Capacity Building Funding Recommendation

SUMMARY: The Department of Energy, Labor & Economic Growth has identified \$37,000 in statewide funding to flow to the Michigan Works! Association in order for them to provide a variety of conferences, training sessions and other activities for capacity building and professional development of the Michigan Works! Agencies, their staff, and provider agency

staff related to the Trade Adjustment Assistance (TAA) Program. These funds are granted to the Michigan Works! Agencies (MWAs), which then collectively support the Association's activities. The grant amount per MWA is \$1,500.

Staff will request that the Planning & Development Committee recommends approval of the TAA Capacity Building funding recommendation to the full Board at the March 16th meeting.

ADDITIONAL INFORMATION: This PY 2009 funding will be utilized for, but will not be limited to, training, meeting local program goals, and ongoing system development.

A maximum of 2% of the funding is allowable for CISD administrative costs. Therefore, \$30 will be held back for administration and the remaining \$1,470 will be used by the Michigan Works! Association for training costs.

WDB Recognized Credential Recommendations

SUMMARY: The Workforce Development Board has the ability to approve credentials locally which our area deems appropriate and valuable for successful completion of training services that are designed to equip individuals to enter, retain, or advance to better employment. These credentials may then be recognized for the attainment of a credential under the current Workforce Investment Act statutory adult, dislocated worker, and youth performance measures that the state uses to measure performance.

Staff will request that the Planning & Development Committee recommends approval of the Microsoft Business Certification Exam and the Michigan Employability Skills Completion of Training Certificate (earned through Essential Work Skills and/or KeyTrain employability skills modules) as locally recognized credentials for purposes of WIA statutory performance measures to the full Board at the March 16th meeting.

ADDITIONAL INFORMATION:

Microsoft Business Certification Exam:

The Microsoft Business Certification program consists of two credentials:

- Microsoft Certified Application Specialist (MCAS)
- Microsoft Office Specialist (MOS)

This certification helps the customer to demonstrate expertise in accomplishing essential job tasks across multiple applications (Microsoft Word, Outlook, PowerPoint, Excel and/or Access). These certifications are recognized widely by many industries as evidence of proficiency in the

designated application. As a result, the individual may be granted preference in hiring over someone who does not possess such certification.

Essential Work Skills and KeyTrain: Individuals who complete employability skills training that complies with state standards will receive a completion of training certificate from the local Michigan Works! Agency (Statewide policy). Employability skills, according to the State, represent essential work habits, behaviors, and attitudes required in today's workplace. These include skill development in areas such as effective communication, teamwork, diversity, conflict resolution, problem solving, and critical thinking.

Both the classroom and computer-based models are available in our area. The Department of Energy, Labor and Economic Growth requires approved curriculum containing all 12 skill standard elements to be available to all customers completing the M-NCRC in all Michigan Works! Areas.

Both programs provide the 12 skill standard elements necessary for a customer to obtain a Michigan Employability Skills Completion of Training Certificate. This is the certificate which is earned when a person has completed the MI National Career Readiness Certificate (M-NCRC) and the work skills curriculum outlined herein.

Essential Work Skills is a *classroom based curriculum* which provides an interactive setting in which people have the opportunity to learn the above skills. Upon successful completion of the class, each person who has completed the M-NCRC receives a Michigan Employability Skills Completion of Training Certificate. If they have also successfully participated in role plays, and other interactive portions of the class they may also receive the Essential Work Skills Certificate offered in our MWA.

KeyTrain is a *computer-based system* which provides modules that address the 12 required skill standards. Upon successful satisfactory completion of all required modules, individuals, who have also completed the M-NCRC, receive a Michigan Employability Skills Completion of Training Certificate.

Intensive & Training Funds Transfer Recommendation

SUMMARY: Barry ISD and HRDI are requesting transfers of funds from the WIA Dislocated Worker budget to the WIA Adult Program budget in order to better meet the needs of the eligible customers, particularly those seeking classroom training, in Barry, Branch and Calhoun counties. This transfer affects both the formula funds and American Recovery and Reinvestment Act (ARRA) budgets for each county/contractor. Staff will request that the Planning & Development Committee

recommends approval of the contract and plan changes detailed below to the full Workforce Development Board at the March 16th meeting.

ADDITIONAL INFORMATION:

W.I.A. Dislocated Worker Program

CONTRACT/ COUNTY	FUNDING SOURCE	CURRENT BUDGET/ PARTICIPANTS	TRANSFER/ PARTS.	REVISED BUDGET/ PARTICIPANTS
Barry ISD/ Barry Co.	Formula	\$175,484 / 76	(\$15,000) / (6)	\$160,484 / 70
	ARRA	\$165,472 / 72	(\$20,000) / (9)	\$145,472 / 63
HRDI/ Branch Co.	Formula	\$175,484 / 70	(\$29,864) / (12)	\$145,620 / 58
	ARRA	\$157,386 / 63	\$0	\$157,386 / 63
HRDI/ Calhoun Co.	Formula	\$526,454 / 211	(\$104,067) / (42)	422,387 / 169
	ARRA	\$467,711 / 188	\$0	\$467,711 / 188
Total Contracts/ Participants	Formula	\$877,422 / 357	(\$148,931) / (60)	\$728,491 / 297
	ARRA	\$790,569 / 323	(\$20,000) / (9)	\$770,569 / 314

W.I.A. Adult Program

CONTRACT/ COUNTY	FUNDING SOURCE	CURRENT BUDGET/ PARTICIPANTS	TRANSFER/ PARTS.	REVISED BUDGET/ PARTICIPANTS
Barry ISD/ Barry Co.	Formula	\$164,334 / 78	\$15,000 / 7	\$179,334 / 85
	ARRA	\$71,219 / 34	\$20,000 / 10	\$91,219 / 44
HRDI/ Branch Co.	Formula	\$164,334 / 65	\$29,864 / 12	\$194,198 / 77
	ARRA	\$74,107 / 30	\$0	\$74,107 / 30
HRDI/ Calhoun Co.	Formula	\$493,004 / 198	\$104,067 / 42	\$597,071 / 240
	ARRA	\$223,194 / 90	\$0	\$223,194 / 90
Total Contracts/ Participants	Formula	\$821,672 / 341	\$148,931 / 61	\$970,603 / 402
	ARRA	\$368,520 / 154	\$20,000 / 10	\$388,520 / 164

2010 Summer Youth Employment Program RFP Recommendation

SUMMARY: There is a possibility that the state of Michigan will be receiving funding again this year for a summer youth employment program. The predictions as to whether or not this will occur seem to change on a daily basis. Due to the amount of time necessary to conduct the RFP process and the time needed by the selected bidders to gear up for the summer, staff is recommending that the Planning & Development Committee makes a recommendation to the full Board to initiate a Request for Proposals at this time **with the stipulation that contracts will be awarded only if funding becomes available.**

ADDITIONAL INFORMATION: Staff will assume the same level of funding as last year and the same program stipulations, unless more definitive information is learned prior to the release of the RFP. Thus, the program’s purpose will be to create paid summer employment opportunities for youth and incorporate activities to help improve the participants’ work readiness skills including a means to measure this achievement. The eligibility for youth will be the same as the year-round WIA Youth Program (low-income with a barrier), except that youth may be ages 14 through 24. Staff intends to make the RFP as simple, yet complete, as possible and will incorporate requirements about worksite orientations and other stipulations that were obtained from feedback from the 2009 program.

Following are proposed key dates in the RFP process that will be presented to the committee:

DATE	RFP ACTIVITY
3/17/2010	Staff issues the Summer Youth Employment Program RFP Notice of Availability to Potential Bidders.
3/19/2010	Staff emails Summer Youth Employment Program RFP packages to potential bidders who requested the package.
3/24/2010	Staff conducts Mandatory RFP Bidder’s Conference for Summer Youth Employment Program at a location TBD.
3/26/2010	Pre-Bid Notices are Due from Intended Bidders for by 3:30 p.m.
3/29/2010	Emailed Questions from prospective bidders are Due by 5:00 p.m.
4/1/2010	Staff will email Q&A from Bidders Conference and emailed questions to all who submitted Pre-Bid notices and attended Bidders Conference

DATE	RFP ACTIVITY
4/9/2010	Completed Summer Youth Employment Program RFP Proposals are due at the Calhoun ISD by noon
4/9/2010-4/16/2010	Staff completes Technical/Compliance Review of Summer Youth Employment Program proposals
4/16/2010	Proposal Review Panel and Staff Meet - afternoon (at location TBD)
4/16/10 - 4/23/10	Proposal Review Panel evaluates proposals
4/23/2010	Proposal Review Panel meets to discuss reviews and to develop a group score and recommendations for finalists
4/28/2010	Proposal Review Panel interviews finalists for Summer Youth Employment Program – morning – at CISD
4/28/2010	Special meeting of Planning & Development Committee to discuss recommendations from Proposal Review Panel (at location TBD)
4/29/2010	Staff Requests Executive Board Approval via email.
5/3/2010	Selected contractors start planning activities.
5/18/2010	Full Board ratifies Executive Board approval.

Contract Award Recommendations – WIA Youth & Incumbent Worker Training

SUMMARY: Staff received the following proposals in response to the WIA Youth and Incumbent Worker Training Program Request for Proposal (RFP) process that was implemented in January.

Program - County(s)	Bidder
Incumbent Worker Training - Barry-Branch-Calhoun	Kellogg Community College Workforce Solutions
WIA Youth – Barry County	Barry ISD
WIA Youth – Branch County	ADAPT, Inc.
WIA Youth – Branch County	Foundation for Behavioral Resources
WIA Youth – Calhoun County	Battle Creek Public Schools
WIA Youth – Calhoun County	Foundation for Behavioral Resources
WIA Youth – Calhoun County	Goodwill Industries
WIA Youth – Calhoun County	Michigan HRDI

Staff has completed a technical/compliance review of the proposals and has passed those meeting the minimal requirements on to the Review Panel, which is comprised of members of the Planning & Development Committee. This Review Panel is evaluating the proposals and will meet on March 8th to select the finalists that will be interviewed by the Review Panel the morning of March 12th. The Review Panel will then make contract award recommendations to the full Planning & Development Committee the afternoon of March 12th. The Planning & Development Committee will make final contract award recommendations to the full Board on March 16th. The timeline for these programs is the two year period of time beginning July 1, 2010.

Welfare-to-Work RFP Recommendations

SUMMARY: The Jobs, Education and Training (JET) Program and Food Assistance Employment and Training (FAE&T) Program Request for Proposal (RFP) packages will be issued in mid-May to solicit proposals for the contracts to be operated in FY11 and FY12.

Welfare-to-Work Forums were held in Barry, Branch and Calhoun counties in February and March of 2010 to obtain community input, to identify activities/agencies currently in place to serve low-income individuals, to determine gaps in service delivery, to develop recommendations for new program design, and to develop recommendations for new

partnerships and linkages. These meetings were attended by individuals representing various organizations serving low-income individuals in Barry, Branch and Calhoun counties.

Staff will request that the Planning & Development Committee recommends full Board approval of the recommendations for change to the Welfare-to-Work program RFPs.

ADDITIONAL INFORMATION: After reviewing the input received at the forums, the CISD WFD Team has developed the following recommendations for change in the JET and FAE&T Program design.

- **Require** a financial literacy class for JET participants. There is currently a six week optional class. This may need to be shortened if the activity is required for all participants.
- JET/FAE&T staff will obtain training and a password to utilize the HMIS database. This database is used specifically in Barry County by several other agencies that serve low-income individuals. Information on this database would provide the JET/FAE&T program operator with information about what other services in the county that JET/FAE&T participants have used. Information could also be entered on the HMIS database by JET/FAE&T staff. It is also recommended that JET/FAE&T staff explore the use of this database in Branch and Calhoun counties.
- Identify partners in each county that offer GED preparation services and/or administer the GED assessment. Potentially partner with the local libraries to have an individual administer the GED test in this central location. It was reported that approximately more than half of the JET customers do not have a diploma or GED. Currently this activity does not count toward the federal participation rate; however, DELEG and DHS are working together on changes they would like to see in the Federal TANF reauthorization. One of the top three changes is to have GED/high school completion count toward the federal participation rate. It will be important for the JET program operator to be prepared if this change occurs. This information will also be essential in serving FAE&T participants since this activity is allowable in their program.
- Partner with non-profit agencies to create community service worksites for JET and FAE&T participants. Partner with for-profit businesses and educate them so that they understand the obligation for work experiences, on-the-job trainings, and subsidized employment activities for JET participants.