

MINUTES
WORKFORCE DEVELOPMENT BOARD &
CHIEF EXECUTIVE OFFICER'S BOARD
WEDNESDAY, JULY 27, 2011 - 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 27, 2011 at the Calhoun Intermediate School District office in Marshall, Michigan. The following roll was taken:

WDB Present

Lynne Haley, Chair	Beth Denbrock	Scott Wilson for
Omar Alston	Richard Frantz	Rocky Marsh
Barry Benson	Barbara Frederick	Kristin Royston
Dennis Bona	Cheryl Peters for	Brian Shaughnessy
Adam Butters	Doyle Hayes	Robert Smith
Valerie Byrnes	Brian Kerspilo	Kendra Spanjer
Dwight Carattini	Colleen Knight	Elizabeth Van Dussen
Robert Chojnowski	Michelle Williamson for	Douglas Voshell
Steve Claywell	Nancy Macfarlane	Vickie Ward
Paul David		Bill Wolf

WDB Absent

George Bratcher	James House	Jeffrey Lord
Anita Henderson	Daniel Labrecque	Kathy Rose

CEOB Present

Julie Camp	Howard Gibson	Don Nevins
Linda Fronczak	Art Kale	Rod Olney

CEOB Absent

Mark Behnke

Michigan Works! &
Calhoun ISD Staff Present

M.J. Bruns	Christie Green	Angena Morris
George Bauer	Lindy Hoffman	Kristi Rigelman
Joan Bujdos	Kris Jenkins	Becky Rocho
Mike DeBoer	Lisa Larson	

NEW MEMBER INTRODUCTIONS

Dr. Haley introduced the following new Board members:

- Brian Kerspilo, SIA Insurance Agency, Branch County Private Sector
- Kendra Spanjer, Barry County DHS, Public Assistance - At-Large
- Liz Van Dussen, Bradford White, Barry County Private Sector

On behalf of the Board, Doug Voshell presented Becky Rocho, Calhoun ISD's Assistant Superintendent of General Services/Legislation, with a gift in recognition of her dedication and past involvement with activities of the Workforce Development Board, particularly as facilitator of the Job Market Employer Involvement Committee.

INTRODUCTION OF VISITORS & GUESTS

Bruce Camburn, Michigan Works!/Summit Pointe
Amanda Carpenter, Post Foods
Moreen Crum, Michigan Works!/FBR
Tina Eaton, FBR, Michigan Works!/Barry County JET Program
Val Eavey, Michigan Works!/BISD
MiChelle Fowler, Michigan Works!/HRDI
Mike Hoffner, Branch Area Careers Center
Kevin Johns, Michigan Works!/HRDI
Melissa Lafferty, Michigan Works!/HRDI
Helen S. Miller, Michigan Works!/HRDI
Dawn Nichols, Michigan Works!/Summit Pointe
Will Slone, Michigan Works!/HRDI
Vicci Marson, Michigan Works!/ADAPT
Vicki Vink, Michigan Works!/Summit Pointe

SPECIAL ORDER OF BUSINESS

Dr. Haley asked for a 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:	Knight for WDB	Gibson for CEOB
Supported by:	Carattini for WDB	Fronczak for CEOB

- Item A - Approval of Revised Agenda (revised to include discussion and recommendation for JET Supportive Services allocations)
- Item B – Approval of May 25, 2011 WDB/CEO Board Minutes – Exhibit A
- Item C – Approval of Treasurer’s Report – Exhibit B-1 Expenditures of \$95,733.98 through 6/30/11, on target with total PY2010 budget of \$99,498.00
- Item D – Approval of 2010-11 Workforce Development Funding in the amount of \$11,078,797 – Exhibit B-2
- Item E – Approval of Proposed PY2011 Board Budget of \$99,498

RECOGNITIONS

- Dwight Carattini, who is resigning from the Board due to realignment of his position with Post Foods, was presented with a plaque and recognized for his contributions to the Board since January 2009 and for his participation on the Membership Committee.
- Mary Chapman (who was not in attendance) has also resigned from the Board after six years of service due to accepting a new position, was also recognized. Staff will ensure that her plaque is delivered to her.

The following individuals were recognized for being nominated from our MWA for the following Challenge of Excellence Awards, which were submitted to the Michigan Works! Association Board:

- Helen Miller, Career Manager for Michigan Works! HRDI - Impact Award Nominee (in attendance to receive certificate)
- Kathy Rose & George Bratcher, Board members – Co-nominees for Volunteer of the Year Award
- Kellogg Company (Kathy Rose) – Employer of the Year Co-nominee (Scott Wilson accepted the certificate to provide to Kathy)
- Toda America - Employer of the Year Co-nominee
- Lynne Haley, Board Chair - Ralph Loeschner Outstanding Service Award Nominee (in attendance to receive certificate)

BUSINESS SERVICES TEAM PRESENTATION

The following individuals provided the Board with a presentation about the process and activities of the Michigan Works! Business Services Team: George Bauer, Will Slone, Kevin Johns, Valerie Eavey, and Missy Lafferty. The Board was provided with a handout of the PowerPoint presentation for reference information.

ACTION ITEM RECOMMENDATIONS

Dr. Haley asked for a motion for consent agenda to approve Agenda Action Items A through D (Membership Committee Report, Planning & Development Committee Recommendations, Monitoring & Evaluation Committee Recommendations, FY11 JET Supportive Services Funds). She noted 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 through D.

Motion by:	Bona for WDB	Gibson for CEOB
Supported by:	Voshell for WDB	Olney for CEOB
Motion carried		

MEMBERSHIP COMMITTEE REPORT – EXHIBIT C

Membership Committee Chair Colleen Knight referred the Board to Exhibit C for the recommended appointments of Cindy Burns, Mike Hoffner and Amanda Carpenter to the Board and Trevor Bidelman as Alternate for Rocky Marsh (replacing Kevin Andrews). She noted that there are currently two Barry County vacancies due to the resignations of Jeffrey Lord and Mary Chapman. The plan to fill these vacancies by September 2011 was also included in Exhibit C.

Knight also announced an opening for Secretary on the Executive Board to fill the vacancy since Jack Faulkner's resignation. She also referred to the list in Exhibit C of WDB members whose terms will expire in September 2011 and asked for their consideration to renew their terms.

PLANNING & DEVELOPMENT COMMITTEE – COLLEEN KNIGHT– EXHIBIT D

In the absence of Committee Chair Kathy Ragla (Rose), Colleen Knight advised the Board on the following Planning & Development Committee recommendations:

1. OJT NEG Program Timeline Extension - from 6/30/11 to 9/30/2011
2. Additional \$1,000 for Calhoun County FAE&T Funding to Foundation for Behavioral Resources
3. MPRI WFD Program Recommendation – extension of KPEP's Workforce Development contract through December 2011 and issuance of new RFP in September, both following clarification of new cost and service parameters
4. Ratification of Toda America Mega Grant Modification – increase training cap to \$4,000 per person to meet company's needs and transfer all funds to KCC to fully expend total allocation by 6/30/11
5. Ratification of Barry County WIA Transfer – transfer of \$6,000 from Barry County WIA Intensive & Training Program to Barry County WIA Core Services Program

MONITORING AND EVALUATION COMMITTEE – ROBERT CHOJNOWSKI – EXHIBIT E

Bob Chojnowski, Monitoring & Evaluation Committee Chair, reported that the Committee met on June 10, 2011 to review the performance of the JET, Food Assistance & Training (FAE&T), and MPRI Life Skills Training Program contracts to determine second-year funding. Based on interviews with the above contractors, the Committee determined that despite the number of placements and referrals being below expectation, contract staff continues to work toward meeting performance goals and are cooperative in addressing issues raised by Michigan Works! staff. It was recommended that all contractors be approved for second-year funding.

FY 2011 JET SUPPORTIVE SERVICES FUNDS – MJ BRUNS – HANDOUT

MJ Bruns referred to a green handout detailing the recommendation for \$25,000 in additional JET funds received from the State to provide employment-related supportive services in Calhoun County. She advised that the draft policy from the State was received after the July 15th Planning & Development Committee and that the funds must be expended by August 31, 2011. These funds are allocated to the Calhoun County JET Program because Calhoun County DHS is the office from which the funds are being transferred.

PLANNING & DEVELOPMENT COMMITTEE DISCUSSION – COLLEEN KNIGHT – EXHIBIT D-1

Colleen Knight referred the Board to Exhibit D-1 for review of the following Planning & Development Committee discussion items:

Allocation Percentages

The Committee reviewed and discussed the information regarding funding allocations and did not have recommendations for change at this time. The committee determined that Board approval should continue to be required for transfer of program funds between counties and that staff continue to maintain adequate data to support any transfers.

Federal and WIA Reauthorization

Staff provided the Committee with information regarding the status of WIA (Workforce Investment Act) federal funding and WIA reauthorization.

State Reorganization Update

Staff provided information regarding reorganization of the Workforce Development Agency, State of Michigan (WDASOM), formerly DELEG.

WorkKeys & Key Train Update

A progress report was provided for WorkKeys and Key Train usage among contractors for all three counties. Lisa Larson will research additional information requested by the Committee regarding KeyTrain usage.

Regional Skills Alliance Incumbent Worker Training Regulations Change

An update was provided on the Regional Skills Alliance (RSA) Incumbent Worker Training grant available for use through September 30, 2011. WDASOM (formerly DELEG) removed the family income criteria, \$1,000 per person funding cap and need to obtain a credential or degree. This will allow the contractor (Kellogg Community College) to fully expend the funds prior to the September 30, 2011 deadline.

MONITORING AND EVALUATION COMMITTEE – ROBERT CHOJNOWSKI – EXHIBIT E-1

Committee Chair Robert Chojnowski directed the Board to Exhibit E of the Board packet for a summary of the following monitoring reports:

1. Contract Performance Information – through June 2011
2. Staff Contractor Monitoring Update – May & June 2011
3. State FY11 JET Reports – through May 2011

4. State FY11 Trade Act Report – through March 2011
5. State 3rd Quarter PY 2010 WIA Performance Report
6. State 2011 Cycle II On-Site Monitoring Visit

JOB MARKET-EMPLOYER INVOLVEMENT COMMITTEE – EXHIBIT F

M.J. Bruns reported for Committee Chair Doyle Hayes on a meeting that took place at Calhoun ISD on July 6, 2011 with the Job Market-Employer Involvement Committee and other Board members. Amy Cell, Senior Vice President of Talent Enhancement for the Workforce Development Agency/MEDC, shared information at this meeting about ways the State can support workforce and economic development within local communities. Board members who were present at the meeting shared comments about the positive interaction that appears to be coming from Lansing and the openness for input. From an employer perspective, it appears there is a deliberate effort in Lansing to help economic growth in Michigan. The Board was referred to Exhibit F for notes from the meeting with Amy Cell.

EDUCATION ADVISORY GROUP

No report this month

CITIZENS TIME

No comments.

MEMBERS TIME

No comments.

PRESIDENT'S TIME

Committee Appointment:

- Barry Benson – Job Market-Employer Involvement Committee

Strategic Planning Session:

Dr. Haley referred members to the blue handout for information about the Strategic Planning Session scheduled for August 12 at the Hampton Inn in Marshall. The session will include Board members, sub-contractors, and Michigan Works!-CISD administrative staff.

Conference Room D Availability:

Board members were advised that Conference Room D at the Calhoun ISD will be available after this and future Board meetings for members to discuss any questions or comments with staff.

Next Meeting:

The next WDB/CEOB Meeting is September 28, 2011 at the CISD.

ADJOURNMENT

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