



A Private-Public Partnership Serving Kalamazoo and St. Joseph Counties
222 S. Westnedge Avenue, Kalamazoo, Michigan 49007-4628

Workforce Development Board Executive Committee Meeting Minutes March 4, 2010

WDB Chair, Dennis Berkebile, called the meeting to order at 7:31 a.m. at the W. E. Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

Members Present: Dennis Berkebile (PS), Thom Brennan (PS), Susan Einspahr (PS), Peggy Gagen (CBO) Lisa Godfrey (PS), Joe Herdus (PS), Jerry Love (PS), Mary Oudsema (PS), Barry Visel (PS)

Members Absent: Diane Donovan (PS)

Other WDB Members Present: Lori Stanaszek (Labor)

MW Staff Present: Ben Damerow, Jeanne Konrad, Kathy Olsen, Kara Stewart, Suprotik Stotz-Ghosh, Jim Walters

Service Provider Staff Present: Karen Carlisle (KRESA/YOU), Don Edgerly (KRESA/YOU), Curt Mastos (M-HRDI), Tim McGann (LMC), Dolly Roselip (KRESA/YOU), Tom Rueber (KRESA/YOU), Lisa Smith (KRESA/YOU), Eric Stewart (LMC)

PROGRAM PRESENTATION - Workforce Investment Act Youth Program and Services

Dennis Berkebile reported a Board member was recently approached by an employer who expressed a concern that youth in the Program could no longer work after 5:00 p.m. or on weekends. Admin staff suggested that Youth Opportunities Unlimited (Y.O.U.) make a presentation to the Board regarding the parameters of the Youth Program. Barry Visel stated the presentation would be a good refresher and would help to better prepare Board members to answer questions from the community.

Dolly Roselip stated that Y.O.U. staff had not been contacted directly by the employer. Y.O.U. staff then provided an overview of the Workforce Investment Act (WIA) Youth Program and services through a PowerPoint presentation. Dolly reported lead case manager, Lisa Smith, coordinates the activities and services of the Youth Program and stated it is the largest of many programs offered by Y.O.U. Lisa Smith reported the primary focus of the WIA Youth Program is high school completion and enrollment in training that includes skill attainment and credentials to prepare youth for the workforce. Components of the Program include ten elements outlined in the federal registry. The education component is one element that is not optional and includes high school completion, obtaining a GED and attaining credentials. Staff tracks participants' grades and attendance and use an on-line credit recovery software and tutoring to assist youth in reaching their goal of high school completion. For those who are working on a GED, prep courses are offered on-site and partnerships with other programs enhance these services. A variety of credentials can be earned through the program. They include use of WorkKeys testing for the National Career Readiness Certificate (NCRC), Certified Nurse Assistant (CNA) certification, Microsoft certifications through the Elevate America Initiative, CPR certification, and certification through the Michigan High School Athletics Association. Other educational opportunities include pre-employment, life and interpersonal skill development; job search workshops; interviewing and resume development; workplace expectations and an optional paid or unpaid work experience.

Lisa reported the work experience is a temporary, part-time, often paid opportunity to learn employability skills and gain work experience; most youth in the program desire to participate in this activity. Prior to placement in a work experience, a number of factors are considered. The majority of youth in the program struggle academically and education is the priority. Participants are required to follow through with their educational plan in order to be allowed to work. Labor laws dictate that minors are limited to a total of 48 hours of school and work combined and school hours range from 30-36 hours per week. Dolly Roselip reported federal regulations prohibit participants from taking the place of a worksite employee and WIA Youth services contract limits each participant to a maximum of 500 hours of work experience. KRESA is the employer of record; regular hours in Kalamazoo County are 8:00 a.m. to 6:00 p.m. and in St. Joseph County they are 8:00 a.m. to 5:00 p.m. Per KRESA policy, a KRESA/Y.O.U. staff must be working during the times youth are participating in work experience for liability reasons. In Kalamazoo County there are five case managers and in St. Joseph County there is one staff that fills this role. The structured time does not apply to youth who

are out of school. Previously, Y.O.U. staff was willing to be on-call for times beyond the regular hours; however, as of approximately one month ago this is no longer an option due to KRESA policy enforcement. Individual case managers communicated this change to work sites in face to face meetings. Karen Carlisle reported that some job sites request youth to work special hours and these requests are reviewed on a case by case basis. The requestor is asked what educational component youth will learn that cannot be learned during regular work hours. Don Ederly added that if there is something youth will learn that cannot be learned between the hours of 8-5, staff will do what is necessary to make it happen. He noted in St. Joseph County there are 65 work sites with only one complaint regarding the structured hours. The intent of the work experience is to provide an opportunity to learn employability skills and gain some experience in the world of work, not free labor. He noted there is nothing that prevents a job site from hiring the youth and in fact this is encouraged. If hired by the job site, the youth would follow the employer's policy as would any other employee. In concluding the presentation, Lisa Smith reported on the WIA Youth performances and common measures. She stated that for younger youth, the number one goal is high school completion and attaining a diploma. For out of school youth, the number one goal is attainment of a GED. The other major focus is increasing basic skills in literacy and numeracy.

Lisa Godfrey stated she appreciates the concern regarding liability and commended KRESA/Y.O.U. staff for the attention they have for the youth they serve. Members thanked KRESA/Y.O.U. staff for the presentation and stated that it was very informative. Members were also receptive to hearing periodic presentations regarding other workforce development programs at future meetings. Susan Einspahr stated another way to gain an in-depth review of program requirements and service delivery design is to serve on a Request for Proposal Committee and she encouraged members to take advantage of this opportunity.

APPROVAL OF MINUTES

Motion made by Susan Einspahr and supported by Lisa Godfrey to approve the Workforce Development Board meeting minutes of February 4, 2010. Motion carried.

STAFF REPORTS

Plans - Kara Stewart reported staff received notice that the State was rescinding the *Trade Adjustment Assistance Case Management Services Policy* two days after it was officially issued. As a result, she requested that this item be removed from the agenda. Kara requested Board consideration and approval of *Capacity Building and Professional Development Funds* in the amount of \$1,500. She reported these Trade Adjustment Assistance (TAA) funds are being awarded to be used specifically for statewide staff training to address changing program requirements and technological needs presented in the Michigan Works system due to the many changes in the Trade Program.

Motion made by Mary Oudsema and supported by Jerry Love to approve the Capacity Building and Professional Development Funds in the amount of \$1,500. Vote: 8 Ayes, 0 Nays, 1 Abstention. Motion carried.

Inter-local Agreement for 2010-2012 - Kathy Olsen requested Board consideration and approval of the Inter-local Agreement for the period July 1, 2010 through June 30, 2012. She reported the Agreement has been in existence since June 1983 and is reviewed and renewed every two years. She explained the parties to the Agreement include the County of Kalamazoo, the County of St. Joseph and the Kalamazoo-St. Joseph Workforce Development Board. The purpose of the agreement is to identify the political subdivisions that make up the Kalamazoo-St. Joseph Michigan Works! Area, the County of Kalamazoo as the Grant Recipient, the Chairman of the Kalamazoo County Board of Commissioners as the Chief Elected Official, and the W. E. Upjohn Institute as the Administrative Entity. The Agreement defines the size of the Workforce Development Board, the required composition, the process for nominating representatives from each County and the manner in which representation from each County is established and maintained. The specific functions and responsibilities of each of these entities are also established with this Agreement.

Motion made by Jerry Love and supported by Susan Einspahr to approve the Inter-local Agreement between Kalamazoo County, St. Joseph County and the Workforce Development Board for the period beginning July 1, 2010 and ending June 30, 2012. Motion carried.

Suprotik Stotz-Ghosh reported Chair Dennis Berkebille and Michigan Works! administrative staff will be making a presentation to the Kalamazoo County Board of Commissioners on Tuesday, March 16, 2010. A similar presentation will be scheduled for the St. Joseph County Board of Commissioners at a later date.

WDB Appointments – Kathy Olsen requested Board consideration and approval of two appointments to the Kalamazoo-St. Joseph Workforce Development Board: Jill Bland, Vice President of Southwest Michigan First, representing economic development and Morris Applebey, Kalamazoo Electrical JATC Training Director, representing labor and the International Brotherhood of Electrical Workers. She reported Jill Bland's appointment expands the economic development representation on

the Board and Morris Applebey's appointment is to replace Bill Farmer. The term of service for each is to begin immediately and the ending date would be December 31, 2011.

Motion made by Joe Herdus and supported by Barry Visel to approve the appointments of Jill Bland, Vice President of Southwest Michigan First, representing economic development and Morris Applebey, Kalamazoo Electrical JATC Training Director, representing labor and the International Brotherhood of Electrical Workers for terms that begin immediately and end December 31, 2011. Motion carried.

Request for Proposal Update – Kara Stewart reported the RFP Committee is scheduled to meet on March 17, 2010 at 7:30 a.m. to review proposals received for Employment Services and One Stop Operations. Don Edgerly, a former Board member, stated that during his tenure on the Workforce Development Board he found that serving on a RFP Committee was a great opportunity to obtain in-depth knowledge of the programs and services.

Workforce Boards of Excellence Initiative – Suprotik Stotz-Ghosh reported the Michigan Council for Labor and Economic Growth (CLEG) is charged with developing strategies for continuous improvement of the State's workforce development system. CLEG will be looking to Workforce Development Boards to further develop capacity of the workforce system to respond to the changing needs of employers and job seekers at the local level and to foster relationships with other local leaders to drive workforce innovation. Staff would like to take time at future meetings to further discuss what we are doing well, areas where we can improve, explore other areas where the Board could have an impact, and to examine opportunities and levels of engagement where Board members could be involved. Suprotik referred members to the Workforce Boards of Excellence Initiative Summary that was included with the agenda packet for further details. In responding to questions from Board members, Suprotik reported the State's goal is to support the No Worker Left Behind Initiative and its goal to increase educational attainment levels of the workforce to prepare them for the jobs of the new economy. Other questions raised by Board members included: What is the financial incentive referred to in the summary?, What group will be responsible for developing and adopting the State standards that will be used for this initiative?, and Will there be opportunities for Board members and staff to be on committees that develop these standards? One Board member stressed the importance of checking in with front-line operations when designing system improvements and questioned the timing of introducing such an initiative since the Governor's term ends in January 2011. Suprotik reported the local Board could move forward with the overall idea of becoming a Board of Excellence that is based on local strategies for improvement.

Program Status Report - Suprotik Stotz-Ghosh reported the Program Status Report includes data through January 2010. Numbers for the Workforce Investment Act (WIA) Youth includes enrollments in the Summer Program. Under the No Worker Left Behind Initiative, since August 2007, over 1,400 individuals have entered training in the Kalamazoo-St. Joseph Michigan Works! Area; 849 have completed their training and 475 of those trained are employed in training-related employment. Under the Road Construction Apprenticeship Readiness (RCAR) Training Program, 10 of the 15 are still enrolled in the training.

Legislative Update – Jeanne Konrad reported the President signed a temporary extension of emergency Unemployment Insurance on March 3 that extends benefits through April 5. At the federal level, discussion continues regarding the reauthorization of the Workforce Investment Act (WIA). The 2010-11 budget projection for WIA Adult and Youth programs is expected to remain at the current level and a small increase is expected for the Dislocated Worker Program. There are plans for an Amendment to be added to the Jobs Bill that would include a Summer Youth Program. However, time is running out for effective implementation. At the State level, the legislature continues to work on the budget and we are hopeful there will be early resolution.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Peggy Gagen reported the Monitoring and Evaluation Committee met in February to review the Dislocated Worker Program and services. One female and three male participants met with the committee and there was a good exchange of information. One person reported he felt the program and services were more labor oriented and not suitable for someone with a professional background. He stated that he was referred and attended a networking event for professional and technical workers at the downtown office and found that location to be more suitable for his needs. The female reported her position was eliminated and she qualified for training at the Professional Development Training Center (PDTC) that was funded by the Program. She found the training to be excellent and stated she would recommend it to others. The other two participants had been dislocated from the manufacturing industry. One was currently enrolled in school and stated he appreciated the opportunity to broaden his skills but was anxious to get back to work. The other male appreciated the assistance he was receiving through enrollment in the program and admitted that at first he had not taken the job search seriously. All four participants stated they appreciated the assistance they received to improve their resume, the quick response by staff to their questions and staff's commitment to helping them. Dislocated Worker Program staff expressed concern that there has been a steady increase in costs for books and fees and yet funding has remained level. The closing of REXAM, a large employer in St.

Joseph County, was announced the morning of the meeting and staff from the Business Services Team met with the company that same day. One committee member raised a concern at the meeting regarding companies who use credit reports in the hiring process and questioned whether or not this prevented individuals from being hired.

Marketing Committee - Kathy Olsen reported upcoming events include the graduation of the second class of Advanced Manufacturing training later today, the Road Construction Apprenticeship Readiness (RCAR) graduation on March 12, a presentation to the Kalamazoo County Board of Commissioners on March 16, a legislative tour at the Kalamazoo Michigan Works! Service Center with Representative Robert Jones on March 19, a presentation on Michigan Works! services at the Union Community Activists Network (UCAN) Training Day on March 23, and an employer breakfast event on March 24 that is jointly sponsored by ACT, the Department of Energy, Labor and Economic Growth (DELEG) and Michigan Works! to promote and educate employers about WorkKeys and the National Career Readiness Certificate (NCRC). Michigan Works is also a sponsor of the annual Housing Resources Inc. Walk for the Homeless scheduled for March 27.

OLD BUSINESS

Jeanne Konrad reported the Workforce Investment Act (WIA) performance report for the program year that ended June 30, 2009 that summarizes the federal performance measures indicated the Kalamazoo-St. Joseph Michigan Works! Area achieved all measures except the rate for Dislocated Worker credentials. As a result, there is strong likelihood that technical assistance by the State will be provided for this measure. The Board previously approved a program policy to address the credential measure and a review of current performance indicates this rate has been exceeded for the first two quarters of the current program year. In an effort to keep a close watch on this performance measure, staff is running Management Information System (MIS) reports midway between quarters to simulate data. These reports are being reviewed to ensure the measure will be met each quarter. Staff expects that the State will send someone to review the local process and if necessary, will make further recommendations. Kara Stewart reported staff is confident the measures put in place are sufficient and that this performance measure will be met or exceeded for the current program year. Curt Mastos reported, in the past this measure never failed until the State made the decision to no longer accept the On-the-Job (OJT) Training as a credential. He stated that he also is confident the measure will be met for the current program year.

MEMBERS TIME

In response to a Board member question regarding the recent announcement of the closing of REXAM, Curt Mastos reported over 1,000 individuals are affected by the announcements of a number of recent business closures that include REXAM, EPC, Designware, and others. Staff, along with other agencies, participated in Rapid Response meetings held at each of the facilities to share information with the workers. In an effort to further market business services to assist companies and to help prevent downsizing and closures, staff is also helping to promote other resources available to businesses. Staff from HRDI was asked to present at a conference in Grand Rapids where staff from five State divisions will be in attendance to learn how Michigan Works! can assist businesses. Curt stated he is also working with the St. Joseph County Economic Development Corporation (SJCEDC) and the Kalamazoo Area Labor Management (KALM) Committee to promote a University of Michigan workforce development initiative called 'Surviving to Thriving'. Through this initiative, a company can receive up to \$75,000 to assist with diversification and expansion. Two presentations are scheduled for March 17; one from 7:30 – 9:00 a.m. at Glen Oaks Community College and another from 12:00 – 1:00 p.m. at the KALM meeting at the Mayor's Riverfront Park in Kalamazoo.

CITIZENS TIME – None

NEXT MEETINGS

The next meeting of the Executive Committee is scheduled for Thursday, April 1, 2010 at 7:30 a.m. at the Upjohn Institute. [This meeting was later canceled.] The next meeting of the Monitoring and Evaluation Committee is scheduled for Thursday, March 18, 2010 at the Michigan Works! Service Center in Kalamazoo. The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, May 6, 2010 at 8:00 a.m. at the Michigan Works! Service Center in Three Rivers.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:45 a.m.

Kathy Olsen

Date

Dennis Berkebile

Date