



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
June 3, 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), Peggy Gagen (CBO), Lisa Godfrey (PS), Joe Herdus (PS), Jerry Love (PS), Mary Oudsema (PS), Barry Visel (PS)

Members Absent: Diane Donovan (PS), Susan Einspahr (PS)

Other WDB Members Present: Morris Applebey (Labor), Anne Moreland (PS)

MW Staff Present: Ben Damerow, Jeanne Konrad, Dallas Oberlee, Kathy Olsen, Suprotik Stotz-Ghosh, Bob Straits

Service Provider Staff Present: David Gregory (LMC), Robert Harrison (LMC), Jennifer Klempnow (LMC), Curt Mastos (M-HRDI), Tim McGann (LMC), Brian Poynter (LMC), Dolly Roselip (KRESA/YOU), Eric Stewart (LMC), David White (LMC)

PROGRAM PRESENTATION – *Jobs, Education and Training (JET) Program and Services*

Eric Stewart gave a PowerPoint presentation on the Jobs, Education and Training (JET) Program and services in the Kalamazoo-St. Joseph Michigan Works area. He reported Lake Michigan College (LMC) has been the service provider in St. Joseph County and in October 2009 became the JET provider in Kalamazoo County. During the transition, staff has implemented new classroom requirements that require more participant accountability. Staff has also spent time updating files. The Department of Human Services (DHS) refers participants to the JET Program and JET staff work with the participants to assist them in improving soft skills and with finding and retaining employment. Upon referral, participants are required to attend an orientation on the first day; this leads to a week of classes to work on resumes, cover letters, interview skills, etc. Staff is also using KeyTrain and WorkKeys to assess and measure skill levels in math, reading and locating information. Eric reported DHS is their primary partner working with JET participants and MW staff is meeting with DHS staff often to create stronger working relationships and to strengthen communications. MW staff is also working with DHS to streamline the process for triage meetings with participants who are not actively participating and to solve technological issues. The JET Program has a number of workshops to help improve employability. Most participants need to improve their self-esteem and self-image and a workshop is provided to help with this. Other workshop topics include: computer basics, customer service, budgeting, career navigation, job retention, job club and dressing for success in the workplace. There is some funding for education; training options include hospitality, Certified Nurse Assistant (CNA), retail, remedial math, and GED prep courses. JET staff is also working with other community partners to improve community service and work experience opportunities for JET participants. LMC has three staff on the Business Services Team. In addition to developing business partnerships, these staff provides businesses with information on the Work Opportunity Tax Credit (WOTC) and On-the-Job Training (OJT) possibilities. Staff currently providing services for dislocated workers helped to train JET staff on the OJT process. Business Services also has the option of offering transitional subsidized employment to employers of JET participants whereby a contract can be written with an employer for reimbursement of wages paid for the first three weeks of employment. These business tools are popular and help to improve the employers' bottom line. Business Services staff is using the Executive Pulse software to manage data of companies they are working with. Business Services staff is active in all Chamber of Commerce organizations within the Kalamazoo-St. Joseph MW area, the Kalamazoo Human Resource Management Association (KHRMA) and the St. Joseph Human Resource Council. JET staff, along with MW administrative staff, is participating in a state-wide work group once a month that is focused on sharing best practices and improving the work participation rate. In closing, Eric stated that JET staff is committed to designing and implementing processes that will lead to improving local performance and JET staff was open to suggestions from the Board.

APPROVAL OF MINUTES

Motion made by Thom Brennan and supported by Jerry Love to approve the Workforce Development Board meeting minutes of May 6, 2010. Motion carried.

STAFF REPORTS

Request for Proposal Update – Ben Damerow reported two Requests for Proposals (RFPs) were released on May 24, 2010. They are for Mentoring Services and workforce development services for the Michigan Prisoner Re-entry Initiative (MPRI) in the Kalamazoo-St. Joseph Michigan Works area. Responses are due on June 21 and the review by the Workforce Development Board RFP Committee will be on June 29. The plan is to announce the contract award in early July.

Program Status Report - Suprotik Stotz-Ghosh reported the Program Status Report includes data through April 30, 2010. There was a slight increase in the employment rate and retention rate for the Jobs, Education and Training (JET) Program. The JET participation rate as of March 10, 2010 was 24%. The number employed under the Michigan Prisoner Re-entry Initiative is now computed as a percent of those who are actively working with Michigan Works; the percent was previously figured using the number of referrals. A separate funding source for the Comprehensive Approach to Sex Offender Management (CASOM) Program has ended; however, we continue to track sex offenders in our community. Staff are exploring a better way to provide data to the Board that will include trends and take into account feedback received from Board members.

Legislative Update – Bob Straits reported the funding for a Summer Youth Work Experience Program continues to be debated in the legislature. The House passed a Bill for the third time that would authorize funding for a summer program for youth ages 16 to 24 years. The Senate has adopted a “pay as you go” policy that requires identifying the funding in order to be approved.

COMMITTEE REPORTS

Executive Committee – Dennis Berkebile reported he and Barry Visel recently met with members of the administrative staff to discuss the monthly Program Status Report and the State’s Boards of Excellence Initiative.

Monitoring and Evaluation Committee – Peggy Gagen reported the Monitoring and Evaluation Committee met in St. Joseph County during May to review the Jobs, Education and Training (JET) Program. The presentation provided earlier by JET staff was a good summary of the program operations. Committee members expressed concern regarding the inconsistency in the method used to calculate participation rates and the fact that time spent working on a GED does not count toward the participation rate. Committee members were interested in knowing if local operations are making an impact and expressed a desire for data that would identify real barriers to success such as being a single parent, access to childcare, transportation, etc. The Committee is also interested in knowing what could be done as a Committee or as a full Board to impact legislation.

Marketing Committee - Kathy Olsen reported Michigan Works (MW) was a sponsor for the annual Kalamazoo Chamber’s Business Expo held on May 26, 2010. Vice Chair, Barry Visel and MW administrative staff gave a presentation to the St. Joseph County Board of Commissioners on Tuesday, June 1. An intern is researching options for changing and improving the Kalamazoo-St. Joseph MW Web page and there are plans to convene a Marketing Committee in the near future. The Committee will include Board members and representatives from each of the service providers that have contracts for the Kalamazoo-St. Joseph MW area.

OLD BUSINESS - None

MEMBERS TIME - None

CITIZENS TIME – None

UPCOMING MEETINGS

The next meeting of the Executive Committee is scheduled for Thursday, July 8, 2010 at 7:30 a.m. at the Upjohn Institute. The next meeting of the Monitoring and Evaluation Committee is scheduled for Thursday, June 17, 2010 at 7:30 a.m. at the Upjohn Institute. The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, September 9, 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 8:16 a.m. and an Executive session followed.

Kathy Olsen

Date

Dennis Berkebile

Date