



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 July 9, 2009

Workforce Development Board Chair, Mary Oudsema, called the meeting to order at 7:30 a.m. at the W. E. Upjohn Institute for Employment Research, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

**Executive Committee Members Present:** Dennis Berkebile (PS), Thom Brennan (PS), Lisa Godfrey (PS), Mary Oudsema (PS), Barry Visel (PS)

**Members Absent:** Susan Einspahr (PS), Joseph Herdus (PS), Jerry Love (PS)

**MW Staff Present:** Jeanne Konrad, Kathy Olsen, Craig Schreuder

**Guests Present:** Cheri Bell (Rep. Jones district service office), Representative Robert Jones, Bob Harrison (LMC), Dolly Roselip (Y.O.U.), Ray Williams (DHS)

### APPROVAL OF MINUTES

**Motion made by Barry Visel and supported by Thom Brennan to approve the Workforce Development Board meeting minutes of May 14, 2009. Motion carried.**

### STAFF REPORTS

**Plans** – Craig Schreuder distributed summaries for the Workforce Investment Act (WIA) Adult, Dislocated Worker and Youth Program plans, the Wagner-Peyser (W-P) Employment Services plan and an updated summary of the Re-employment Services Plan. He reported information was received for these programs and services after the agenda was mailed and Board approval was necessary in order to receive the funds. He reported the **Re-employment Services Plan** was to support the activities for funding available through a competitive bid process to supplement Wagner-Peyser Employment Services funding. The intent is to facilitate an expansion of core re-employment services to Unemployment Insurance (UI) claimants. The local plan is to use \$165,000 to support staff intensive services to assist in helping UI claimants find employment prior to exhausting their UI. The **WIA Two-year Plan for Adult, Dislocated Worker and Youth** is a non-financial long-range plan intended to provide the foundation for the programs and services offered under WIA within the Kalamazoo-St. Joseph Michigan Works Area. The full WIA 2-year Comprehensive Plan is available to the general public for a 30-day review period. The **Capacity Building and Professional Development Plan** is for funding in the amount of \$24,000 to be used for the professional development of Michigan Works Agency admin and partner staff. Professional development is provided through the Michigan Works Association and funding is transferred to the Association through the Kalamazoo-St. Joseph MWA's membership fee. The amount of carry-over identified on the **One Stop Operations Plan** was corrected to read \$7,500. The operational budget for the One Stop Centers in Kalamazoo and Three Rivers is \$695,000. A proportionate share of funding from each program along with the \$130,063 One Stop funds and estimated carry-in of \$7,500 will be used for One Stop operations. The **WIA Adult Program Plan** includes funding in the amount of \$1,009,177 plus estimated carry-in of \$90,000 for core, intensive and training services for low income adults. The **WIA Dislocated Worker Program Plan** includes funding in the amount of \$982,471 plus estimated carry-in of \$70,000 for core, intensive and training services for dislocated workers. The **WIA Youth Program Plan** includes \$1,656,635 plus estimated carry-in of \$140,000 for workforce development services for the disadvantaged youth population. The **W-P Employment Services Plan** includes funding in the amount of \$473,664 plus estimated carry-in of \$55,000 for basic labor exchange services designed to assist job seekers in finding employment and employers seeking to fill job openings.

**Motion made by Lisa Godfrey and supported by Dennis Berkebile to approve plans for the 2009 program year for Re-employment Services, the Workforce Investment Act (WIA) Two-year Plan for Adult, Dislocated Worker and Youth Programs, Capacity Building and Professional Development, One Stop Operations, WIA Adult, WIA Dislocated Worker, WIA Youth and Wagner-Peyser Employment Services. Motion carried..**

**Request for Proposal (RFP) Committee - ARRA Class Size Training** – Craig Schreuder reported five proposals were received in response to the RFP for class-size training. Proposals received were submitted by Kalamazoo Valley Community College (KVCC) M-TEC and Glen Oaks Community College (GOCC). Both colleges submitted proposals for an energy auditor class. KVCC also submitted proposals for electric car conversions, advanced manufacturing and work readiness skills. The proposal for energy auditor training at GOCC was approved. Staff will meet with KVCC to ask clarifying questions and to request that they incorporate the work readiness skills into each of the other proposals submitted. The intent is to begin the class-size trainings late August or early September. Participants enrolled in the class-size trainings will be eligible to apply for needs-related payments during the time they are enrolled in the training. An update will be provided at the next meeting.

**Program Status Report** – Kathy Olsen reported staff is seeing the effects of the economy in our employment rate numbers and MW agencies across the State do not expect to meet contracted employment goals for the year. The Youth Program numbers include enrollments in the Summer Youth Work Experience Program. The data included in the report is through May; however, as of late June the number enrolled in over 500. The Jobs Education and Training (JET) Program is working through implementation of the Department of Human Services' new tracking system called Bridges. The Kalamazoo JET total number served is slightly below target for this point in the year; it is expected the Kalamazoo goals will be met by September 30 which is the end of the program year. The follow-up period ended for the Road Construction Apprenticeship Readiness (RCAR) Program and data was updated to report 13 of 16 participants are employed, plus five participants are enrolled in apprenticeship training programs. The August Program Status report will include year-end demographic data for Workforce Investment Act (WIA) programs.

Dolly Roselip reported staff for the summer program was hired in April to develop job sites in both counties. In May staff began conducting participant intake interviews and placements started the first week of June. Start-up activities also included procurement of office space, computers, Internet, telephones, etc. Currently there are over 80 job sites and as of yesterday, 650 youth were enrolled with approximately 180 in St. Joseph County and the rest in Kalamazoo County. During the last couple of years Youth Opportunities Unlimited (Y.O.U.) operated a project with the City of Kalamazoo to help clean-up city neighborhoods and parks. The project continued this year under the Summer Youth Work Experience Program and 14-15 year olds in Kalamazoo County were assigned to the project. A number of college students are enrolled in the program and although they are out of high school, they are considered in-school participants. The program requires that 30% of the participants are out-of-school and staff is making efforts to ensure they reach that goal. Youth enrolled in the program are working between 15 to 35 hours a week. Hours assigned to each participant are based on their age group and work assignment. Youth are staying on the job and the program is not experiencing attrition. It is expected that in order to meet projected expenses through the end of September an additional \$300,000 is needed. If enrollments continue at the current pace, the amount needed would be \$750,000 through the end of September. An additional \$750,000 was requested and staff is waiting for a response from the State. (The goal is to spend 100% of the ARRA Summer Youth funding by September and other summer funds reserved for the year-round program will be used.) Kathy Olsen reported funding from two local foundations was available to work sites through mini grants to increase work site capacity to provide supervision to the youth employed. Job sites include many of the community agencies, schools and municipalities in the two-county area.

**Legislative Update** – Representative Robert Jones reported the legislature is currently on a two-week break and therefore he was able to attend today's Board meeting. The State budget is in Conference Committee; the Committee is faced with reduced revenue and is exploring ways to balance the budget. Some of the proposed cuts are intolerable and would destroy the quality of life for many families; cost increases for health care and college are two areas that would be especially difficult. It is good to hear about local successful programs such as the Summer Youth Program and the Road Construction Apprenticeship Readiness Program. He stressed the importance of helping youth who are 14-16 years old. Summer employment helps to keep them out of trouble, puts money in their pockets and helps them to learn new skills. He stated that the RCAR program was of particular interest to him and the Kalamazoo area has some of the most successful stories in the State. Representative Jones introduced Cheri Bell who is the new staff person at the district office in Kalamazoo.

## **COMMITTEE REPORTS**

**Executive Committee** – No report.

**Monitoring and Evaluation Committee** – Jeanne Konrad reported the Monitoring and Evaluation Committee met on June 18 with representatives from each of our service providers to discuss a variety of topics of current relevancy to workforce development programs. At that meeting, Ben Damerow provided a summary of WorkKeys and how it will affect all program participants. Participants will be required to take three WorkKeys tests and an optional Employability Skills component. The Business Services Team will assist in promoting WorkKeys to employers; Kathy Olsen gave a brief report on "Learn IT Use IT" and Microsoft's Elevate America program for on-line fundamental and intermediate level training; Suprotik Stotz-Ghosh provided a summary of the State's Green Jobs Initiative and reported staff are looking for individuals to serve on an Energy Efficiency and

Renewable Energy Advisory Committee; and Jeanne provided a summary of the Summer Youth Program and the increased monitoring that will take place for all programs funded under the Recovery Act. The Workforce Development Board's Monitoring and Evaluation Committee will meet in August to review the Summer Youth Program and to talk with program staff and youth participants.

**Marketing Committee** – Kathy Olsen reported there have been numerous news articles regarding the summer program that have appeared in local newspapers during the past few weeks. She also shared a letter from the St. Joseph County Community Co-op. The agency expressed their satisfaction with the Summer Youth Program and in particular, the youth placements at their agency.

**MEMBERS TIME** – Robert Harrison reported that if the State legislature passes the proposal to take away the Michigan Promise, the college will need to send out tuition invoices; however, many families are making plans on the assumption that funds will be available to cover tuition. The majority of State funds are used for Medicare but there is evidence that some programs are saving the State money. An example given was the Nurse Practitioner Program where young parents are provided support and parenting skills and for every thirty-three cents spent, the long-term savings is five dollars.

**CITIZENS TIME** – None

**NEXT MEETING** – The next Executive Committee meeting is scheduled for August 6, 2009 at 7:30 a.m. at the W.E. Upjohn Institute. [This meeting was later canceled.] The next Monitoring and Evaluation Committee is scheduled for Thursday, August 20, 2009 from 7:30 – 9:00 a.m. at Youth Opportunities Unlimited, Kalamazoo, Michigan. The next full WDB is scheduled for Thursday, September 10, 2009 which is the 2<sup>nd</sup> Thursday. The full Board meeting will be held at the Michigan Works Service Center in Three Rivers.

**ADJOURNMENT** – The meeting was adjourned at 8:30 a.m.

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Kathy Olsen Date

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Mary Oudsema Date