



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

**Workforce Development Board Meeting Minutes
September 10, 2009**

WDB Chair, Mary Oudsema called the meeting to order at 8:00 a.m. at the Michigan Works! Service Center, 16587 Enterprise Drive, Three Rivers, Michigan.

Members Present: Rick Anderson (Labor), Robin Baker (At-Large), Dennis Berkebile (PS), Thom Brennan (PS), Don Ederly (PS), Susan Einspahr (PS), Margaret Gagen (CBO), Lisa Godfrey (PS), Jim Harrington (Educ), Erv Heidbrink (Labor), Chris Kadulski (DHS), Ellen Kisinger-Rothi (CBO), Cathy Knapp (Econ Dev), Kim Luther (DOC), Anne Moreland (PS), Mary Oudsema (PS), Casey Putnam (Educ), Robert Smith (MRS), Barry Visel (PS)

Members Absent: David Allen (PS), Diane Donovan (PS), Bill Farmer (Labor), Joe Herdus (PS), Brian Johnson (PS), Jerry Love (PS), Linda Marcon (PS), Steward Sandstrom (PS), Jackie Wahl (PS)

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

Guests Present: Karen Carlisle (Y.O.U./KRESA), Julie Clark (DOC), Jody Daugherty (American Axle), Robert Harrison (LMC), Ian Kennedy (PS), Barbara Marshall (SJISD), Curt Mastos (HRDI), Tim McGann (LMC), Brenda Pearrow (American Axle), Dolly Roselip (Y.O.U./KRESA), Lori Stanaszek (GKUW), Eric Stewart (Y.O.U./KRESA), Gary Wheeler (GOCC), Becky White (REXAM)

APPROVAL OF MINUTES

Motion made by Barry Visel and supported by Jim Harrington to approve the WDB meeting minutes of May 14, 2009. Motion carried.

Motion made by Thom Brennan and supported by Lisa Godfrey to approve the WDB Executive Committee meeting minutes of July 9, 2009. Motion carried.

STAFF REPORTS

Workforce Development Plans – Kara Stewart requested Board consideration and approval of five program plans. She reported the *No Worker Left Behind (NWLB) Website Enhancement* grant in the amount of \$5,000 will be used to offset costs of enhancing the Kalamazoo-St. Joseph Michigan Works web site. The *Michigan National Career Readiness Certificate (MI NCRC)* funds in the amount of \$122,712 from three funding sources will be used to support the key elements of the MI NCRC certification process. The MI NCRC is a universal standard certifying the attainment of three workplace skills valuable in the majority of the jobs in today's labor market. The required worker skills assessment standard consists of three core WorkKeys assessments that make up the MI NCRC: applied mathematics, locating information and reading for information. The plan also allows for offering remediation to improve scores in the three WorkKeys assessment areas. Employability skills training will be in twelve core areas and includes a certificate for completion of the training. The *Workforce Investment Act (WIA) High Concentration of Low Income Youth* funding in the amount of \$14,749 will be used to provide intense services to low income youth identified as needing more intensive services. Proposals are currently being requested through September 24 for *Incumbent Worker* training. The emphasis is to avert layoffs and strengthen the skills of the current workforce. The amount of this grant is \$127,528. The amount of funding for the *Jobs, Education and Training (JET) Program* is estimated to be \$2,040,000. It is expected that 3,800 participants will be served using these dollars.

Motion made by Lisa Godfrey and supported by Susan Einspahr to approve the plans for No Worker Left Behind Web Enhancement, the Michigan National Career Readiness Certificate, the Workforce Investment Act (WIA) High Concentration Youth Program, the WIA Incumbent Worker Program and the Jobs Education and Training (JET) Program. Motion Carried.

Request for Proposals (RFPs) – Kara Stewart reported the contract for the Jobs, Education and Training (JET) Program in Kalamazoo County was awarded to Lake Michigan College for the program year that begins October 1, 2009. Contracts for class-size training were awarded to Glen Oaks Community College (GOCC) and M-TEC at Kalamazoo Valley Community College (KVCC). GOCC is providing Energy Auditor Training that began this week. M-TEC at KVCC will provide Advanced Manufacturing Training and the first class begins September 21, 2009. Proposals are currently being accepted from September 4 through September 25 for Incumbent Worker Training. A RFP Committee will be convened to review the proposals received.

WDB Appointment – Kathy Olsen requested Board consideration and approval of the appointment of Ian Kennedy from the law firm of Cooper, Martin and Chojnowski to the Workforce Development Board as a private sector representative for a term of service to begin immediately and ending December 31, 2011.

Motion made by Lisa Godfrey and supported by Thom Brennan to approve the appointment of Ian Kennedy to the Workforce Development Board as a private sector representative for a term of service to begin immediately and ending December 31, 2011. Motion carried.

PROGRAM

Partnerships to Assist St. Joseph County Business Growth – *Eric Stewart, Y.O.U./KRESA; Jody Daugherty and Brenda Pearrow, American Axle and Manufacturing; Becky White, REXAM; Kari Scare, Glen Oaks Community College*
Eric Stewart reported the Michigan Works Business Services Team work in the community with local businesses and training institutions to assist in solving human resource (HR) problems and to connect them to additional resources.

Jody Daugherty reported the work that Michigan Works has done to assist American Axle with their hiring process has been phenomenal. During the past twelve months, 115 individuals were offered jobs at American Axle and prior to being offered a position, assessment testing had to be completed. During this time period, Michigan Works staff helped to test over 2,000 applicants. They also assisted with the initial intake to ensure that applicants, who were referred, met the minimum criteria for the jobs. In the beginning, HR staff gave many individuals a chance; however, this had an effect on retention. Now some factory experience is required along with minimal math and the ability to work in a factory environment that requires lifting, twisting and bending. Honesty integrity, ethics and the ability to interact with others and work as a member of a team are key competencies they look for. Erv Heidbrink reported that American Axle is an advanced manufacturing facility and there are a lot of physical and mental demands; as a member of the United Auto Workers (UAW), he is proud of the labor organization. He reported the local UAW labor organization broke away from the national organization to develop an innovative contract with lower wages to meet the needs of southwest Michigan and to prevent closing the facility. Jody credited the UAW for their assistance in keeping the doors open. Rick Anderson, also a member of the UAW, reported that management and labor work together as a team at American Axle. Dennis Berkebile complemented American Axle for selecting employees who fit the culture and work environment rather than just hiring bodies, as this will lead to being a productive company.

Becky White reported REXAM, formerly Owens Illinois, was purchased in August 2007. As Owens Illinois, they use to be one of the largest glass packaging facilities and now, as part of REXAM, they are one of the largest can packaging facilities. REXAM is a leading global consumer packaging company that produces closures for plastic and can containers. She reported that REXAM HR has been working with Michigan Works for about ten years, mostly with HRDI staff who have helped post jobs and pre-screen applicants to ensure they met the minimum qualifications. MW staff also assisted with scheduling interviews and providing interview space at the service center. She reported that REXAM uses four WorkKeys tests and MW staff administered the testing for them. REXAM has also utilized On-the-Job training contracts when hiring displaced workers enrolled in MW programs. REXAM is a union facility and they have a good relationship with the union. Rick Anderson reported he had the opportunity to tour the REXAM plant and that it is an advanced manufacturing facility producing millions of closures a day. It is a demanding environment that has improved technology over the years. Becky reported the company has unique work schedules, working 12 hour shifts, three days a week.

Kari Scare reported she has been with Glen Oaks Community College for four years and Michigan Works was one of the first contacts she established. She has enjoyed working with the Michigan Works staff and stated that it has been one of the most effective collaborations she has been involved with. She was encouraged to complete the Business Services Professional (BSP) Training Program at Michigan State University and reported there were not a lot of education staff enrolled in the training; however, the training program was well worth the time involved and felt that the gained knowledge has helped to enhance the working relationship with community partners. She gave an example of a recent project to develop a proposal for Energy Auditor Training. The team effort resulted in a training program that began

earlier this week. The Building Science Academy (BSA) wrote the technical part of the curriculum for the class. BSA recently submitted an application for an additional grant to expand this training. She credited MW staff for their assistance in pulling together information needed for the grant application and stated they appear to have the connections as well as a wealth of information. As a result of these efforts, BSA has become a new member of the team. Kari read an email from Kim Phillipi at BSA that expressed Ms. Phillipi's gratitude for the assistance provided by GOCC and MW in completing the grant application. In the email Ms. Phillipi stated she was "very impressed with the collaborative spirit of GOCC and the Kalamazoo-St. Joseph MW" and that "it's a model others should learn from if our goals are to put people back to work in Michigan." Kari reported the Energy Auditor Training is a core training program and there are a lot of areas for expansion where this training model could be used. Dr. Gary Wheeler, GOCC President, reported the challenge for new training programs is identifying where the demand is for jobs and that GOCC is committed to training but there is a greater focus on entrepreneurial training so these individuals can take the skills learned and created jobs for themselves.

Program Status Report –Suprotik Stotz-Ghosh distributed a Program Status Report that included data through June 30, 2009. The second page of the report included demographics for the Workforce Investment Act programs that ended June 30, 2009. Suprotik reported Employment Services was contracted to serve 12,000; however, as a result of the current economy, over 20,000 participants received services. This is the first year that the employment rate goal for WIA programs will not be met. This is also a direct result of the economy and an increased number of individuals are enrolled in training programs. The workforce development special initiatives require significant partnerships in the community. One of those programs is the Michigan Prisoner Re-entry Initiative (MPRI). Currently, there are 109 active MPRI participants and other referrals who are not yet engaged with Michigan Works services are being managed by the parole office. The Comprehensive Approach for Sex Offender Management (CASOM) is a subset of the MPRI program and 33 of the 105 participants are currently employed. Kim Luther added that Lake Michigan College is assisting with job placements for this program. She also stated that these individuals have a lot of incentive to stay employed and they do not want to report to their parole officer that they lost their job. Tim McGann reported there are some changes planned for pre-employment options in the MPRI program. The Securing Children's Opportunities Possibilities and Empowerment (SCOPE) Initiative is funded through 2010. The focus of this pilot program was to identify services necessary to support families, children and spouses, of incarcerated individuals. Staff is preparing to give a presentation on the SCOPE pilot to the State. Under the No Worker Left Behind (NWLB) Initiative, the State is approaching the goal of providing training to 100,000 individuals. The Road Construction Apprenticeship Readiness (RCAR) Training program completed the year of follow-up. Sixteen individuals completed the RCAR training, 13 were placed in employment and 5 were accepted into apprenticeship training programs.

Legislative Update – Suprotik Stotz-Ghosh reported earlier this year there was a push to reauthorize the Workforce Investment Act and hearings were held to discuss what is working and where improvements were needed; however, the progress towards reauthorization has stopped. The White House issued a report with a focus on Unemployment Insurance and community colleges; workforce development organizations felt that their efforts were not being recognized. Recently, funds were allocated to community colleges. At the State level, it is expected that there will be reduced funding for the Jobs, Education and Training (JET) Program. The State's Department of Corrections' budget will affect the Michigan Prisoner Re-entry Initiative (MPRI) and there is a possibility that funding for the MPRI will also be decreased.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Barry Visel reported the Monitoring and Evaluation Committee reviewed the Summer Youth Work Experience Program during the month of August. There was a flurry of activity during the beginning phase of the program and there has been a lot of information regarding successes disseminated to the Board. The Committee met with some of the youth who participated in the program. In addition to learning about the workplace, it was apparent that the youth learned a lot about themselves, gained self-assurance and self-understanding. Staff deserves a lot of credit for running such a great program.

Marketing Committee – Kathy Olsen reported Michigan Works staff will be busy during the week of September 13. The annual Michigan Works Conference will be held in Mount Pleasant September 13-15, there will be a job fair at Brook Lodge on September 16, a job fair at the Kalamazoo Radisson on September 17, a Family Health Fair at Mt. Zion Church on September 18 and a corporate booth at the annual CommUniverCity event at Western Michigan University on September 19. Throughout the fall, Michigan Works is sponsoring various events in southwest Michigan including the annual Three Rivers Chamber awards dinner on September 30. There will be staff training for WorkKeys and the Michigan National Career Readiness Certificate on October 7. Flyers promoting the Family Health Fair on Sept 18 and a Summit on Labor in the Green Economy scheduled for September 30 were distributed at the meeting. A summary of the

Summer Youth Work Experience Program was included in the agenda packet and photos and success stories regarding the summer program were distributed at the meeting.

OLD BUSINESS – None.

MEMBERS & CITIZENS TIME – On behalf of Lake Michigan College, Tim McGann thanked the Board for the opportunity to serve as the service provider for the Jobs Education and Training (JET) Program in Kalamazoo County. Peggy Gagen reported the Michigan Credit Union League and the National Credit Union Foundation produced a DVD to help citizens avoid and solve mortgage problems. The United Way is helping to distribute copies throughout the community and anyone interested should contact the United Way. Peggy Gagen also reported there will be an Energy Assistance Forum at the Salvation Army on Friday, October 16, 2009 from 9:00 to 11:00 a.m.

UPCOMING MEETINGS

The next meeting of the Executive Committee is scheduled for Thursday, October 1, 2009 at 7:30 a.m. at the Upjohn Institute in Kalamazoo. The next Monitoring and Evaluation Committee meeting is scheduled for Thursday, October 15, 2009 at the Michigan Works Service Center in Kalamazoo. At that meeting, the monitoring Committee will review the One Stop, Employment Services and the Trade Act services. The next meeting of the full Workforce Development Board is scheduled for Thursday, November 5, 2009 at 8:00 a.m. at the Upjohn Institute in Kalamazoo.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 9:12 a.m.

Kathy Olsen

Date

Mary Oudsema

Date