



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
October 8, 2009**

Workforce Development Board Chair, Mary Oudsema, called the meeting to order at 7:32 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), Joe Herdus (PS), Jerry Love (PS), Mary Oudsema (PS)

Members Absent: Susan Einspahr (PS), Barry Visel (PS)

MW Staff Present: Kathy Olsen, Kara Stewart, Suprotik Stotz-Ghosh, Bob Straits

Partners Present: Curt Mastos (MI HRDI), Tim McGann (LMC), Eric Stewart (Y.O.U./KRESA), John Ybarra (DHS)

APPROVAL OF MINUTES

Motion made by Lisa Godfrey and supported by Jerry Love to approve the Workforce Development Board meeting minutes of September 10, 2009. Motion carried.

STAFF REPORTS

Plans – Kara Stewart requested Board consideration and approval for the Program to assist Food Assistance Recipients. She reported funding is estimated to be \$122,000 of which \$119,000 is targeted for Food Assistance Employment and Training and an additional \$8,000 for supportive services. The program will assist individuals, 18 to 50 years old and without dependents, maintain their food assistance eligibility by participating in a work program or training activity. The long term goal is to assist the individuals in obtaining unsubsidized employment.

Motion made by Lisa Godfrey and supported by Thom Brennan to approve the Food Assistance Employment and Training Program Plan for fiscal year 2010. Motion carried.

Policy – Kathy Olsen requested Board consideration and approval of a new policy establishing local guidelines for WorkKeys testing, a Mi National Career Readiness Certification (NCRC), and an Employability Skills Training Certification. She reported the (NCRC) certifies the attainment of three core workplace skills that are valuable in the majority of today's jobs. These skill levels are measured using WorkKeys assessments for Applied Mathematics, Locating Information, and Reading for Information. Bronze, silver, gold and platinum level certificates will be awarded based on the participant scoring a minimum level in each core area for each certificate. A bronze certificate would be given to participants who attain a level 3 in all three areas, a silver certificate for level 4 in all three areas, a gold certificate for a level 5 in all three areas and a platinum certificate for a level 6 or above in all three areas. Based on recommendations from the Michigan Council for Labor & Economic Growth (CLEG), Michigan is adopting a Michigan NCRC that will be endorsed by the Governor. A key component of the Council's recommendation includes the establishment of standards for Employability Skills Training. These are transferable core soft skills that are essential in today's workplace and include topics such as communicating effectively, teamwork, computer literacy, and critical thinking. Kathy noted that a couple of paragraphs on page 3 of the handout were out of order and that would be corrected in the final document if approved. She reported training was held yesterday for front-line staff to demonstrate the use of WorkKeys scores and other tools for career counseling.

Motion made by Lisa Godfrey and supported by Jerry Love to approve the Workforce Development Board policy 29 – Career Readiness and Employability Skills Certifications. Motion carried.

State Energy Sector Partnership & Training Grant - Suprotik Stotz-Ghosh reported a summary of a project that Michigan Works was working on in partnership with Kalamazoo Valley Community College (KVCC) was included in the agenda packet. He reported that the Michigan Department of Energy, Labor and Economic Growth (MDELEG) was

organizing proposals from around the State. Our component of a regional proposal covering the Southwest Michigan Area is to expand the Wind Energy Academy at KVCC and the amount of the request for this portion of the proposal is 1.2 million.

Motion made by Lisa Godfrey and supported by Thom Brennan to approve the application for the State Energy Sector Partnership & Training Grant. Motion carried.

Incumbent Worker Training Grants – Suprotik Stotz-Ghosh distributed a summary of the Incumbent Worker Training Grant proposals and requested Board consideration and approval to proceed with the committee recommendations for funding. He reported the focus for this year's grant awards was on layoff aversion. Businesses were requested to include a statement regarding the threat of layoff and their strategies to avert a layoff in the request for proposals. Businesses listed under Tier 1 were being recommended for funding; Tier 2 businesses would be awarded funds if those under Tier 1 were not able to complete the training in the required timeline. Businesses listed under Tier 3 were not recommended for funding.

Motion made by Joe Herdus and supported by Thom Brennan to approve the Incumbent Worker Training Grants as recommended. Motion carried.

WDB Renewal Appointments – Kathy Olsen requested Board consideration and approval of reappointments of Board members whose two-year term expire at the end of this year. A memo listing the names of members whose term was being renewed was included with the agenda packet.

Motion made by Jerry Love and supported by Dennis Berkebile to approve the re-appointment of Diane Donovan, Susan Einspahr, Lisa Godfrey, Joseph Herdus, Jerry Love, Mary Oudsema, Anne Moreland, Steward Sandstrom, and Barry Visel, representing the private sector, Cathy Knapp representing economic development; Ellen Kisinger-Rothi, representing community based organizations; and Casey Putnam, representing education for two-year terms beginning January 1, 2010 and ending December 31, 2011 Motion carried.

MPRI Appointments – Kathy Olsen requested Board consideration and approval of re-appointments to the Kalamazoo-St. Joseph Michigan Prisoner Re-Entry Initiative (MPRI) Initiative that included the W.E. Upjohn Institute as fiduciary and David Anderson as a community representative to the MPRI Steering Committee. She also requested the re-appointment of four co-chairs: Robert Straits representing the fiduciary, David Anderson representing the community, Will Riley representing the correctional facilities, and Kim Luther representing the Probation Office.

Motion made by Lisa Godfrey and supported by Thom Brennan to approve the re-appointment of the W.E. Upjohn Institute as the MPRI fiduciary, David Anderson as a community representative on the Steering Committee and Robert Straits, David Anderson, Will Riley and Kim Luther as Co-Chairs to the MPRI Steering Committee. Motion carried.

WDB 2010 Meeting Schedule – Kathy Olsen requested Board consideration and approval of the 2010 meeting schedule. She noted that that the July Executive Committee and September Full Board meetings were scheduled for the second Thursday due to holidays and that the May full Board meeting may need to be on the second Thursday due to numerous staff conflicts.

Motion made by Thom Brennan and supported by Dennis Berkebile to approve the WDB 2010 meeting schedule as presented. Motion carried.

Program Status Report – Suprotik Stotz-Ghosh distributed a report of the Kalamazoo-St. Joseph Workforce Investment Act (WIA) performance measures for program year 2008 and noted data for the report covers a time period from 2007 through 2008. He reported 16 of the 17 measures were either met or exceeded. The credential rate for dislocated workers was not met and this past year a new local policy was implemented to increase credentials. Participants eligible for On-the-Job Training (OJT) credentials will be counted and it is expected that the rate will be exceeded on the next report.

Legislative Update – Bob Straits reported the Michigan budget has not been approved; however it is anticipated that funding for the Michigan Prisoner Re-Entry Initiative (MPRI) will be at the same level as last year. The majority of the funds for the Jobs, Education and Training (JET) Program are federal dollars and the State general fund; however, a 12-15% reduction in funding is expected as it is likely that the General Fund / General Program (GF/GP) funds will be cut. Funding in the amount of \$150,000 targeted for training under the No Worker Left Behind initiative is expected. At the federal level, Michigan is receiving National Emergency Grant (NEG) funding that will be targeted for three areas with high unemployment. This will release State Assistance Grant (SAG) funds and it is expected that the Kalamazoo-St. Joseph MW area will receive an increase in SAG funds. Both the

Workforce Investment Act (WIA) and the Temporary Assistance to Needy Families (TANF) legislation is up for reauthorization and the movement is to align this legislation. With the current focus is on healthcare, action has been delayed. How Employment Services is delivered is also under legislative discussion.

COMMITTEE REPORTS

Executive Committee – Mary Oudsema reported she attended the Michigan Works! annual conference and reported the time spent was worthwhile to her both as a Board member and for her employment.

Monitoring and Evaluation Committee – The Monitoring and Evaluation Committee did not meet during the month of September and therefore there was no report.

Marketing Committee – Kathy Olsen reported local Michigan Works staff presented at three workshops at the annual Michigan Works Conference in September. The workshops included a panel presentation to discuss the summer youth program, a workshop on resources to assist individuals with a criminal background, and a workshop on collaboration and consensus. All were well attended. This evening, Michigan Works is participating in an event at Kalamazoo Valley Community College (KVCC) titled “Adults in Transition.” The targeted audience is individuals who have lost jobs and are looking to switch to another field of work. The event includes a community Resource Fair that will offer information from a variety of community agencies along with seminars covering the employment outlook, job search strategies and advice from HR professionals. There will be three events this month throughout the State to celebrate training 100,000 individuals under the No Worker Left Behind (NWLB) Initiative. The Kalamazoo-St. Joseph MWA will participate in one scheduled to be held at the M-TEC facility in Grand Rapids on Oct. 28. Locally, staff is seeking nominations from the field for the Michigan Works! Association’s annual Alumni Awards. A Committee will review the nominations and make a recommendation for our area’s nominee at the November Board meeting. Plans are to recognize supervisors and job sites from the Summer Work Experience Program who went above and beyond what was expected at the November 5, 2009 WDB meeting. A training / staff appreciation day is scheduled on November 11, 2009 for all service provider staff. The agenda will include updates on the newest initiatives and changes in local processes as well as a guest who will speak on the topic of the preparing an educated workforce and the value of career counseling. Although the work is serious, the plan is to also make it a fun day and staff is seeking door prize donations.

Dennis Berkebile requested to be notified of the meeting to review the Alumni Award nomination and stated that he would participate on the Review Committee if his schedule was open.

OLD BUSINESS – Suprotik Stotz-Ghosh reported as of October 1, 2009 services for the Jobs Education and Training (JET) Program for Kalamazoo County was transferred to Lake Michigan College and Goodwill Industries is no longer under a contractual relationship with the Upjohn Institute. Bob Straits reported that to date, the relationship during the transition with both organizations has been positive and professional.

MEMBERS TIME – None

CITIZENS TIME – None

NEXT MEETING – The next Executive Committee meeting will be combined with the full Board and is scheduled for November 5, 2009 at 8:00 a.m. at the W.E. Upjohn Institute. In addition to recognizing outstanding job sites and supervisors from the summer youth program, Steward Sandstrom will give an update on workforce development programs and services provided through the Kalamazoo Chamber of Commerce. The next Monitoring and Evaluation Committee is scheduled for Thursday, October 15, 2009 from 7:30 – 9:00 a.m. at the Michigan Works Service Center in Kalamazoo, Michigan.

ADJOURNMENT – The meeting was adjourned at 8:08 a.m.

Kathy Olsen _____ Date

Mary Oudsema _____ Date