



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
December 3, 2009**

WDB Chair, Mary Oudsema, called the meeting to order at 7:30 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), Lisa Godfrey (PS), Joe Herdus (PS), Jerry Love (PS), Mary Oudsema (PS), Barry Visel (PS)

Members Absent: None

MW Staff Present: Jeanne Konrad, Kathy Olsen, Kara Stewart, Supprotik Stotz-Ghosh, Bob Straits

Service Providers: Curt Mastos (M-HRDI), Dolly Roselip (KRESA/YOU), Eric Stewart (LMC)

APPROVAL OF MINUTES

Motion made by Jerry Love and supported by Dennis Berkebile to approve the Workforce Development Board meeting minutes of November 5, 2009. Motion carried.

STAFF REPORTS

Plans - Kara Stewart requested board consideration and approval of three program plans. She distributed a revised plan summary for the FY2010 Jobs, Education and Training (JET) Program and reported a conditional funding notice in the amount of \$2,611,051 to implement the JET Program was received and that this represents a 26% reduction compared to the previous year. Services will be for individuals who have applied for public assistance and who are determined eligible by the Department of Human Services. Additional funding in the amount of \$148,677 was received to support services to assist Food Assistance recipients for the FY2010 program year. Funding in the amount of \$178,897 is expected to support a Road Construction Apprenticeship Readiness (RCAR) Training Program. Kalamazoo was one of eight MW areas chosen to receive RCAR funding during FY2010.

Motion made by Lisa Godfrey and supported by Jerry Love to approve the Jobs, Education and Training (JET) Program Plan, the Food Assistance Employment and Training Program Plan, and the Road Construction Apprenticeship Readiness (RCAR) Training Program Plan for FY2010. Motion carried.

Dennis Berkebile reported the State is at risk of losing federal highway funding if a 20% match is not provided. He also noted that current road projects are being released on a month-to-month basis. Noting this instability and current layoffs, members were reminded there is no guarantee of employment following the training.

WDB Policies - Jeanne Konrad requested Board consideration and approval of five Board policies. She reported changes made to WDB Policy 23 - Sexual and Other Forms of Workplace Harassment, WDB Policy 24 - Grievance and Complaint Handling, WDB Policy 25 - Equal Opportunity and Non-Discrimination, and WDB Policy 26 - Reasonable Accommodations were to update the name of the state agency to the Michigan Department of Energy, Labor and Economic Growth. Changes to WDB Policy 18 - Monitoring were made to update the name of the state agency and programs; and to revise the process used for quarterly assessment reports, eligibility monitoring and frequency of monitoring visits.

Motion made by Lisa Godfrey and supported by Joe Herdus to approve WDB Policy 18 Rev 01 - Monitoring, WDB Policy 23 Rev 01 - Sexual and Other Forms of Workplace Harassment, WDB Policy 24 Rev 01 - Grievance and Complaint Handling, WDB Policy 25 Rev 01 - Equal Opportunity and Non-discrimination and WDB Policy 26 Rev 01 - Reasonable Accommodations. Motion carried.

New Appointments to the WDB - Kathy Olsen requested Board consideration and approval of two individuals representing the private sector to the Kalamazoo-St. Joseph Workforce Development Board: Jan Opalewski from Express Packaging Solutions, a division of Fabri-Kal and Sabrina Pritchett-Evans from State Farm Insurance. She reported each appointment is for a two year term beginning January 1, 2010 and ending December 31, 2011.

Motion made by Barry Visel and supported by Jerry Love to approve the appointments of Jan Opalewski and Sabrina Pritchett-Evans, both representing the private sector, to the Kalamazoo-St. Joseph Workforce Development Board for two year terms beginning January 1, 2010 and ending December 31, 2011. Motion carried.

Election of 2010 WDB Chair and Vice Chair

Motion made by Thom Brennan and supported by Jerry Love to nominate and elect Dennis Berkebile as Chair and Barry Visel as Vice-Chair of the Kalamazoo-St. Joseph Workforce Development Board for the 2010 calendar year. Motion carried.

Request for Proposals (RFP) Committee - Kara Stewart reported RFP responses for the Road Construction Apprenticeship Readiness (RCAR) Training are due on December 14, 2009. She requested Board volunteers to review the proposals on Wednesday, December 16. One member was available the afternoon of December 16 and two additional members were available on Friday, December 18. She reported staff would follow-up with those who volunteered to schedule the review meeting.

MPRI Learning Project - Bob Straits reported the Department of Corrections has plans to issue a RFP to select a service provider to evaluate a model learning correctional facility located in Ionia where all three phases of the MPRI program are provided. The Upjohn Institute may be responsible for coordinating a Review Team to oversee and validate the research that is done.

Program Status Report - Suprotik Stotz-Ghosh reported a significant number of participants in the Adult and Dislocated Worker Programs were carried into the current program year due to the increased focus on longer-term training. Staff is working on adjusting contract goals to compensate for this as well as the higher training cost. A recent amendment to State policy now allows for carrying forward more dollars if they are allocated to specific individuals in longer-term training. The Jobs, Education and Training Program has completed the first month of the FY2010 Program Year with conditional contract goals. Lake Michigan College is the service provider for both counties and in Kalamazoo County, additional space for providing services was secured at a building on Gull Road. Eric Stewart reported the new program structure requires more accountability from the participants and they are adjusting to the changes. Adjustments are being made to supportive services as a result of the decrease in program funding. Service provider staff has contact with staff at the Department of Human Services on a daily basis.

Legislative Update - Bob Straits reported at the federal level, healthcare reform has overshadowed workforce development; however, the Department of Labor is looking at drafting legislation for re-authorization of the Workforce Investment Act. Two national organizations, the National Association of Workforce Boards (NAWB) and the National Association of Workforce Development Professionals (NAWDP), are attempting to align their recommendations. There is an increased focus on training and credentialing of career counselors and case managers, such as NAWDP credentials or degree and licensed professional counselors. There is also more discussion at the federal level for improved alignment of workforce development programs within the States; Michigan has already done this. At the State level, the Department of Corrections is discussing the creation of a prisoner employability board to examine how to prepare individuals so they are ready to be employed upon release from prison. A major cut in funding for the Jobs, Education and Training (JET) Program was expected; however, the allocation received was not as low as expected.

COMMITTEE REPORTS

Monitoring and Evaluation Committee - Barry Visel reported the Monitoring and Evaluation Committee reviewed the Adult Program and Services during the month of November. The types of training opportunities have increased along with the cost of training; and participants are enrolled in training for longer periods. Committee members noted that participants available for interviews always seem to have the best experience and questioned how the participants are selected to meet with the Committee. The service provider staff was challenged to examine the selection process and to gather feedback from both satisfied and dissatisfied customers. Dolly Roselip reported in most cases, the participants interviewed are usually those who are available but that staff will make extra effort in the future to identify those who could present a different view of their experience in the program. Jeanne Konrad noted that the participants she interviewed during staff monitoring are also usually pleased with the program and services; however, they do offer suggestions for improvement. Eric Stewart noted that because of mandatory participation in the JET Program, these customers may have more critical feedback. Suprotik Stotz-Ghosh stated that what is important is that service providers demonstrate how both positive and negative feedback is used to improve programs and services. One Board member stated that if this could not be provided through participant interviews, a written report would be sufficient.

Marketing Committee - Kathy Olsen reported a staff training and appreciation day took place on November 11 and approximately 90 staff attended. A short video about the history of the Upjohn Institute and work of Dr. W. E. Upjohn was shown. This was followed by an orientation of the Michigan Works system and then each service provider had time on the agenda to highlight key services. WMU President, Dr. John Dunn presented the keynote address. He spoke about the Michigan Works partnership with WMU in regards to training and the importance of career counseling. A job fair was held at a local bowling alley on November 20 and the bowling alley providing free bowling to all attendees. A graduation luncheon is planned on December 17 for the first Energy Auditor class. Event sponsors include Consumers Energy, Indiana Michigan Power, Midwest Energy Cooperative, Building Science Academy, Glen Oaks Community College and Michigan Works. The keynote speaker for the event is Amy Butler, Director of the Bureau of Energy Systems & DELEG Economic Recovery Coordinator. The Michigan Works Association's annual Alumni Awards is scheduled for January 26, 2010 in Lansing. Yesterday, three students from WMU requested permission to videotape at the Kalamazoo Service Center for a documentary on unemployment in Kalamazoo that they were producing for a class project. They will be working with the Service Center manager in Kalamazoo to schedule video taping and to interview customers. A copy of the finished documentary will be made available to Michigan Works.

MEMBERS TIME - Kara Stewart reported Craig Schreuder continues his rehabilitation at home and at Borgess Rehabilitation Woodbridge Center and he sends his best wishes to everyone for the holidays.

NEXT MEETINGS - The next Executive Committee meeting is scheduled for Thursday, January 7, 2010 at 7:30 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan. The next Monitoring and Evaluation Committee meeting is scheduled for Thursday, January 21, 2010 at 3:30 p.m. at the Youth Opportunities Unlimited Office, 422 E. South Street, Kalamazoo, Michigan. The next meeting of the full Workforce Development Board is scheduled for Thursday, February 4, 2010 at 8:00 a.m. at the Upjohn Institute.

ADJOURNMENT - With no further business to discuss, the meeting was adjourned at 8:15 a.m.

Kathy Olsen

Date

Mary Oudsema

Date