



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

**Workforce Development Board Meeting Minutes
September 8, 2005**

WDB Chair, Thom Brennan called the meeting to order at 8:05 a.m. at the Upjohn Institute for Employment Research, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

Members Present: David Allen (Econ Dev), Rick Anderson (Labor), Robin Baker (At-Large), Dennis Berkebile (PS), Thom Brennan (PS), Diane Donovan (PS), Tom Drabik (PS), Susan Einspahr (PS), Jim Harrington (PS), Margie Hojara-Hadsell (MRS) Myra Johnson (PS), Jerry Love (PS), Mary Oudsema (PS), Armando Romero (PS), Bernie Stankewicz (Educ), Suprotik Stotz-Ghosh (CBO) Membership 24, Attendance-15 (63%), PS-7 (67%)

Members Absent: Lisa Godfrey (PS), Joe Herdus (PS), Marilyn Potgiesser (PS), John Boss (Labor), Erv Heidbrink (Labor), Chris Kadulski (DHS), Ellen Kisinger-Rothi (CBO), Linda Marcon (PS)

MW Staff Present: Ben Damerow, Kathy Olsen, Craig Schreuder, Kara Stewart, Bob Straits, Bridget Timmeney

Guests Present: JoAnn Bailey (WSDC), John Davis (DHS), Jim DeHaven (KVCC M-TEC), Curt Mastos (HRDI), Tim McGann (LMC), Jack Mekemson (Goodwill), Dolly Roselip (Y.O.U.)

I. Approval of Minutes

Motion made by Susan Einspahr and supported by Jerry Love to approve the WDB/EAG meeting notes of April 29, 2005. Motion carried.

Motion made by Tom Drabik and supported by Jerry Love to approve the WDB Executive Committee Meeting minutes of August 4, 2005. Motion carried.

II. Presentation: Training Programs and Workforce Development

Jim DeHaven, KVCC M-TEC, Ben Damerow, Michigan Works!

Jim DeHaven reported on new industry-driven trainings available at KVCC's M-TEC facility that included Radio Frequency Technology, the Tool and Die Industry, and new manufacturing initiatives called Wire-Net and Dream-It/Do-It. He explained M-TEC provides trainings for employees of large corporations such as Pfizer as well as many small businesses at an affordable cost. He highlighted some of the customized trainings developed for Pfizer, professional development at KVCC's Center for New Media, and a satellite series for the Institute for Supply Management. Jim stated the KVCC M-TEC newsletter is available at www.mteckvcc.com. In responding to an inquiry regarding offering M-TEC training to businesses in St. Joseph County, Jim reported this could be done as long as they were not competing with another M-TEC facility. Regarding skilled training in the construction and health care industries, Jim reported some construction training is available at KVCC M-TEC; however, at this time, training for nurses remains at the college level. Ben Damerow reported Incumbent Worker Training grants during the past program year were used to improve the skills of an employer's current workforce. Six companies benefited from the Incumbent Worker Training Program grant to upgrade the skills of 179 employees. The average training cost per employee was \$347. Michigan Works provided assistance to area businesses in applying for Economic Development Job Training (EDJT) grants. The application process is very competitive and three local businesses were awarded EDJT grants. The EDJT grants funded a variety of training programs to upgrade worker skills of 451 employees and the average cost per participant was \$500.

III. Committee Reports

A. Executive Committee

- 1. Program Guideline Statements** – Craig Schreuder requested Board consideration and approval of Program Guideline Statements 05, 18, 20 and 21. Craig reported guideline *2005-05 Supportive Services* was expanded to cover all workforce development programs. The supportive services allowed under each program as well as the limitations applicable to each program are identified in the guideline statement. Guideline *2005-18 Monitoring* describes procedures that will be used to monitor programs. The policy defines the monitoring responsibilities of the Workforce Development Board; the MW

agency staff monitoring of fiscal, program, and participant activity; and subcontractor internal monitoring of participant activity, worksites, and quarterly assessments. Guideline *2005-20 Performance Payments* is a local policy describing the process for implementing a performance payment option. The primary emphasis for payment is for achieving academic and/or employability skills competencies at or above a minimum standard. Payment based on attendance is permitted provided attendance is directly associated with an activity that is designed to enhance positive academic or employability skills competencies and payment for attendance does not exceed 45% of the total performance payment of the activity. The subcontractors must prepare written procedures for their performance payment system and the procedures are to be approved by the MWA. The youth program will be a pilot for providing performance payments during this program year. Guideline *2005-21 Confidentiality Standards – Use of Social Security Account Number* provides for the protection of individual social security account numbers (SSAN) in accordance with State statute.

Motion made by Tom Drabik and supported by Susan Einspahr to approve the Program Guideline Statements: 2005-05 Supportive Services, 2005-18 Monitoring, 2005-20 Performance Payments, and 2005-21 Confidentiality Standards – Use of Social Security Number. Motion carried.

2. **Incumbent Worker Program Plan 2005** – Craig Schreuder reported the Incumbent Worker Plan in the amount of \$97,799 is to address specific strategic goals supporting the Governor's *Reshaping Michigan's Workforce* work plan. Guidelines for the Kalamazoo-St. Joseph Incumbent Worker Plan are similar to last year. The plan focuses resources on strengthening incumbent worker skills in two industry sectors: Health Care and Manufacturing. The primary purpose will be to avert layoffs within the companies involved, and to provide training that will enable incumbent workers to develop new skills and opportunities for advancement. Companies involved will be asked to consider placements of participants from our workforce development programs should openings occur. The selection process will focus on employers participating in the Poverty Initiative as well as employers with less than 50 employees.

Motion made by Margie Hojara-Hadsell and supported by Armando Romero to approve the 2005 Incumbent Worker Program Plan. Motion carried.

3. **WDB Appointment** – Bob Straits requested consideration and approval of the appointment of Diana DeGraaf, Three Rivers Press, for the remainder of a two-year term beginning immediately and ending December 31, 2005; and for another two-year term beginning January 1, 2006 and expiring December 31, 2007. The appointment is to replace Mark Fricke, representing the private sector.

Motion made by David Allen and supported by Armando Romero to appoint Diana DeGraaf, Three Rivers Press, to the Kalamazoo-St. Joseph Workforce Development Board for the remainder of a two-year term beginning immediately and ending December 31, 2005; and for another two-year term beginning January 1, 2006 and expiring December 31, 2007. Motion carried.

4. **WDB 2006 Meeting Schedule** – Members chose February 2, 2006 rather than January 5 as the date for the WDB annual planning meeting. **The consensus of the members present was to approve the proposed 2006 meeting schedule with this change.**

B. Monitoring and Evaluation Committee – Suprotik Stotz-Ghosh reported the Monitoring and Evaluation Committee will meet next week with local service providers. The agenda will include the Committee's focus for the new program year. Committee members are looking forward to having an open dialog with our service providers and gathering system-wide support.

C. Marketing Committee – Mary Oudsema reported there are tentative plans to hold a job fair at the Kalamazoo Service Center following the completion of the current renovations.

5. **Staff Reports** - Bob Straits reported changes in the structure of the current Work First Program at the State level will most likely not happen until January. There are plans to implement a Medical Review Team pilot program that includes a more in-depth assessment of individuals in order to address the special needs of the customer rather than referring them to Work First. Kalamazoo County was selected to be included in this pilot. Bob reported Kalamazoo County is one of eight counties selected to be included in a pilot program for the Michigan Prisoner Re-Entry Initiative (MPRI). He stated it is estimated that in the next year 13,000 individuals will be released from the Michigan corrections system, with 200-300 of them returning to the Kalamazoo area. Statistics show that 65% return to the corrections system within three years and most do so within 60 days. The MPRI advisory committee elected to use the State's employment system for this program and Michigan Works will be the fiduciary for the local pilot. The local program is scheduled to

