



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 2, 2004**

WDB Chair, Thom Brennan called the meeting to order at 7:34 a.m. at the Michigan Works!/Upjohn Institute, 222 S. Westnedge Avenue, Kalamazoo, Michigan.

WDB Members Present: Thom Brennan (PS), Susan Einspahr (PS), Lisa Godfrey (PS), Jerry Love (PS), Mary Oudsema (PS), Pat Pangburn (PS), Marilyn Potgiesser (PS),. Membership 10, Attendance-7(70%),PS-7 (100%)

MW Staff Present: Kathy Olsen, Kara Stewart, Bob Straits, John Sullivan

Guests Present: Jack Mekemson (Goodwill)

I. Approval of Minutes

Motion made by Lisa Godfrey and supported by Mary Oudsema to approve the WDB Executive Committee meeting minutes of October 7, 2004. Motion carried.

Motion made by Jerry Love and supported by Susan Einspahr to approve the WDB Executive Committee/Full WDB meeting minutes of November 4, 2004. Motion carried.

II. Committee Reports

A. Executive Committee

1. Program Plans - Bob Straits reported the plans being submitted for Board approval are a continuation of current programs with new funding allocations. Funding for the Work First Program was reduced by several thousand dollars. General Fund dollars are being used this year. Funding for the Food Assistance Program is slightly less than last year. Funds earmarked for Service Center Operations will be used to assist with the data validation and information process, coordination of service center facilities and partners, and marketing. Funds included in the Trade Act Assistance Plan are allocated on a quarterly basis. The funds this quarter are to support those currently enrolled in the program.

Motion made by Jerry Love and supported by Susan Einspahr to approve the Work First 2005-0 FY05 Plan, the Food Assistance Employment and Training Program Plan 2005-00 FY05, the MW Service Center Operations Plan 2005-0 FY00, and the Trade Adjustment Assistance (TAA) Program Plan 2005-00 FY05. Motion carried.

2. Annual Planning Meeting – Committee members agreed that topics to be covered at the annual meeting should include a general review of Michigan Works!, requirements attached to funding sources, procurement, acronyms, and how the board can be more pro-active in economic development. Members agreed to hold the meeting at the Upjohn Institute on January 6, 2005 from 8:00 a.m. – 12:00 noon. A breakfast will be included.

B. Monitoring and Evaluation Committee – Kara Stewart reported the Monitoring and Evaluation Committee reviewed the WIA Adult Program and services for both counties. The committee found that participants were very connected to their case managers, are fully aware of services available to them, and they felt comfortable in using services. The committee also found individuals were comfortable in contacting their case manager after they entered employment and left the program. There was some concern following the MW staff review of paper documents in files, however this is being addressed. The CNA (Certified Nurse Aid) Reality Check was being funded by an outside grant that has expired. The subcontractors felt this was very valuable and they were asked to pursue other funding.

- C. Marketing Committee** – Mary Oudsema reported Kathy Olsen and she are serving on a statewide MW Marketing Committee. One of the agenda items for the committee will be to gather and share best practices. As a result, the MWA that covers Livingston County wishes to duplicate Kalamazoo-St. Joseph's annual Employment & Career Forum/Job Fair forum. Mary requested Board approval to nominate Jacqueline Fry to represent the Kalamazoo-St. Joseph MWA at the Michigan Works! Association's Annual Alumni Celebration scheduled to be held in January 2005. She reported Jacqueline Fry became a dislocated worker when the Kirsch plant closed in Sturgis. Jacqueline qualified for training benefits under the NAFTA/TAA program, attended full-time training and obtained a Medical Office Assistant Certificate. She has been employed by Sturgis Medical Group since January 2003 and is working as a Biller Claims Specialist at Sturgis Hospital.

Motion made by Marilyn Potgiesser and supported by Jerry Love to approve Jacqueline Fry as the 2005 Alumni nomination representing Kalamazoo-St. Joseph MWA. Motion carried.

- III. Staff Reports** - Bob Straits reported the Kalamazoo Chamber Foundation would be hosting the Job Summit '05 on February 3 & 4. The Summit will bring together legislative representatives and local business and community leaders. Michigan Works! will be responsible for at least two of the breakout sessions. One of which will be to introduce the Model Workforce Development Program, hear from employers who are doing something similar in other areas and to foster this type of commitment locally. The second session will be hear from employers as to what they see as their role in economic development. The Job Summit will begin at noon on Thursday and end around noon on Friday. Jack Mekemson reported the Summit was originally planned to address local needs but has expanded to be of statewide interest. Plans are to have the Governor and other legislative representatives as speakers, as well as CEO's from several private sector organizations. Some of the breakouts will focus on local interests while others will focus on statewide interests.

Bob Straits reported the local Regional Skill Alliances (RSA) would focus on sharing best practices in the Healthcare Industry. Many of the RSAs throughout the state will have the same focus and the state will be hosting Healthcare forums throughout the state.

A number of proposals were received for funding Incumbent Worker Training. Bob asked members that were available; to stay after today's after today's meeting to review the proposals.

Bob reported at the federal level we should expect more emphasis on using vouchers for training. MW staff will be exploring ways to make this more efficient, e.g. the SmartCard used by other MWAs. A progression model for evaluating WIA programs is a possibility. If this is used, it should not negatively affect MWAs who wish to target the hard-to-serve population as a priority.

- IV. Members Time** – Susan Einspahr commented that the renovations to the Kalamazoo Service Center look great and she was pleased that it no longer has the appearance of an old grocery store.
- V. Citizens Time** - Jack Mekemson explained the County recently received a grant to fund Project RETURN and asked the Workforce Development Board for its support. Susan Einspahr stated that the presentation at last month's full board meeting was good and there definitely is a need for this type of program.

A copy of the book: [Job Training Policy in the United States](#) was given to members who did not previously receive one.

- VI. Upcoming Meetings** - The next Executive Committee meeting is scheduled for Thursday, January 6, 2005 at 7:30 a.m. at the Upjohn Institute. The full Board annual planning meeting will immediately follow from 8:00 a.m. – 12:00 noon. The next Monitoring and Evaluation Committee meeting is scheduled for 7:30 a.m. on Thursday, January 20, 2005 at the Kalamazoo MW Service Center.
- VII.** The Executive Committee finished with the regular business at 8:07 a.m. A review of the Incumbent Worker Proposals immediately followed. All WDB members present at the Executive Committee meeting participated in the review.
- VIII. Review of Incumbent Worker Proposals** –John Sullivan explained the goal of the Incumbent Worker Program is to provide training to enhance the skill set of employees of the organizations that receive funding. Each employer identifies skill gaps within their organization and selects the employees to receive the training. A benefit to the employer is improved human capital. This is the third year of the Incumbent Worker grants and locally over 1,000 employees have received training

through the program. This year the local focus is on funding small manufacturing and healthcare. A total of \$87,334 (\$95,294 less ten percent administrative costs, plus \$1570 in carryover funds) is available to fund the proposals. John presented a summary of eight grant proposals received, requesting a total of \$125,055 in funding. [The \$87,334 available is a corrected figure and differs from the available amount of \$89,550 that was reported on the summary distributed at the meeting.] The summary included training providers and types of training requested for each of the proposals. John provided additional details regarding the companies that submitted proposals. Checker Motors and Hydro Aluminum were not being recommended for funding because the former is currently receiving training funds under an EDJT grant from the State of Michigan and the latter was a previous recipient of an Incumbent Worker grant. MW staff recommended funding the remaining six proposals.

John explained the State is implementing a new requirement this year to track the effectiveness of the program by entering all training participants in to the MIS system. The system was not customized for this particular program and the information being requested is the same that is requested for the WIA Adult Program. The information requested includes quite a bit of employee sensitive information that must be entered in order to advance to the new data screen for the Incumbent Worker Program. Several employers were not willing to provide this information and staff believes this is the main reason why the number of grant applications dropped significantly from last year.

Committee members inquired about what evaluation process is used to determine success of the training. John explained follow-up is done one year after the training. For this year's program there will be follow-up at six months and at one year. Companies that receive grants are asked to register and post their job openings on the Talent Bank. Upon completion of the training, each participant will be given a certificate to include in his or her personal portfolio.

Motion made by Lisa Godfrey and supported by Marilyn Potgiesser to approve funding the following Incumbent Worker Training Grants: Advance Plastic Corp., Unifab, FEMA Corp., Kalamazoo Fabricating, American Metal Fabricating, and Heritage Community.

Mary Oudsema requested that staff also collect a short evaluation of the training from each of the companies as well as from each of the individuals who receive training. John explained participants' wage increases and changes in job classification are measured. Members asked staff to also measure if the training allowed them to keep their job and were their competencies enhanced. They also suggested finding out if anyone who did not receive training lost their job.

The consensus of the Committee members was to survey grant recipients (employers and employees) immediately after the training is completed, at six months, and at one year. They suggested asking three or four key questions in order to obtain the desired feedback.

IX. Adjournment – With no further business to discuss the meeting was adjourned at 8:28 a.m.

Robert A. Straits

Date

Thom Brennan

Date