

**CENTRAL AREA MICHIGAN WORKS! CONSORTIUM
WORKFORCE INVESTMENT BOARD (WIB)
September 16, 2009
Maxfield's Restaurant - Wyman**

Members Present: Tom Batchelder, Dennis Dunlap (nonvoting member), Carolyn Bennett, Robert C. Ferrentino, Steve Foster, Jeff Knox, Carolyn Newell, Mary Peterson, Erin Roberts, Kelly Rule (alt. for Terri Romel), Don Schurr, Diane Smith, Bruce Traverse, David Walker, Ralph Ward, Robin Whitmore, George Yost, and the WIB (ES Rep.)

Members Absent: Terry Baker, Tim Flynn, Dorothy Howard, Franz Mogdis, Jeremy Sheets, and Steve Yager

Staff Present: Janet Bloomfield, Vice-President for Employment Training
Jan Lacy, Assistant to the President
John Van Nieuwenhuyzen, Administrator

Guests Present: Shirl Graham, MMI
Kylee Hagen, Summer Youth Participant
Tim Marr, GIRESD
Karen Perkins, ICISD
Kenton Schulze, Gratiot County DHS
Jodie Shank, GIRESD
Joree Stone, GIRESD Intern
Jamie VanAlstine, Parent
Shaunda VanAlstine, Summer Youth Participant
Bridget Vermeesch, GIRESD

With a quorum present, the meeting was called to order at 5:32 pm by Tom Batchelder, Chairperson.

New WIB members Mary Peterson and Erin Roberts were introduced. Also introduced was Kenton Schulze, Gratiot County DHS Acting Director, who is being nominated as the WIB Alternate for Steve Yager.

ELECTION OF OFFICERS

The chair was turned over to John Van Nieuwenhuyzen for the election of officers. The current officers are Tom Batchelder, Chairperson, and Ralph Ward, Vice-Chairperson. Mr. Van Nieuwenhuyzen opened the floor for nominations for Chairperson.

MOTION WAS MADE AND SUPPORTED TO NOMINATE TOM BATCHELDER AS WIB CHAIRPERSON.

Mr. Van Nieuwenhuyzen called for any other nominations. There were no other nominations.

MOTION WAS MADE AND SUPPORTED TO CLOSE NOMINATIONS AND CAST A UNANIMOUS BALLOT FOR TOM BATCHELDER AS WIB CHAIRPERSON. Motion carried unanimously.

The chair was turned over to Tom Batchelder, Chairperson, who opened the floor for nominations for Vice-Chairperson.

MOTION WAS MADE AND SUPPORTED TO NOMINATE RALPH WARD AS WIB VICE-CHAIRPERSON.

Mr. Batchelder called for any other nominations. There were no other nominations.

MOTION WAS MADE AND SUPPORTED TO CLOSE NOMINATIONS AND CAST A UNANIMOUS BALLOT FOR RALPH WARD AS WIB VICE-CHAIRPERSON. Motion carried unanimously.

APPROVAL OF THE MINUTES

MOTION WAS MADE AND SUPPORTED TO APPROVE THE JULY 15, 2009, WIB MEETING MINUTES. Motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

GIRESD YOUTH PRESENTATION

Kylee Hagen and Shaunda VanAlstine, Summer Youth Leadership Program participants, gave a presentation on the program. The 2009 Summer Youth Leadership Program was based around the Career Pathways to give the youth the opportunity to explore careers in the following tracts: Arts and Communications, Business, Management, Marketing and Technology, Engineering, Manufacturing and Industrial Technology, Health Sciences, Human Services and Natural Resources, and Agriscience.

The program is also designed to increase leadership awareness by connecting youth to adults through career exploration to help the youth identify, develop, and empower themselves as future leaders of Gratiot, Isabella, and Montcalm counties by introducing youth to a variety of employment opportunities in their communities.

The program brought awareness to the youth through leadership components such as Self Exploration through MSU Extension True Color Profiling, which provides the opportunity to discover your personality profile. Through the Goal Setting via teamwork component, youth participated in an activity and presentation of Dr. Dunlap's Vision Web. The Vision Web allowed the youth to explore and visualize their role in an organization or community and the importance of having a shared vision. The youth were also exposed to team building and employability skills while attending a two-day series at Eagle Village.

Youth will be given the opportunity for additional career exploration by being provided with the Do's and Don'ts of interviewing and how to be successful in obtaining employment through mock interviews with three local employers.

PLAN APPROVAL/MODIFICATIONS

- **WIA Incumbent Worker Plan – PY 09**

Period: July 1, 2009 - June 30, 2010

Funding Allocation:

\$ 87,435 (previous allocation - \$115,712)

- \$41,094 (1st Qtr Allocation)
- \$46,341 (Remaining Balance Allocation)

DLEG Program Parameters: Incumbent worker programs shall be targeted to specific employers or industries that are experiencing a decline and have the potential to undergo layoffs or are experiencing a skills gap that impacts their ability to compete and retain workers. By definition, an incumbent worker is an individual who is employed, including a new hire. This individual does not have to meet WIA eligibility requirements for intensive and training services for employed adults and dislocated workers.

Incumbent worker training must be used as part of the MWA's overall layoff aversion strategies.

- Incumbent worker training must be designed to avert layoffs,
- Job specific retraining or skills upgrading related to layoff aversion, or
- New organizational strategies designed to avert layoffs.

By definition, an incumbent worker is an individual who is employed, including a new hire; however, the individual does not have to meet WIA eligibility requirements for intensive and training services for employed adults and dislocated workers.

Local Plan: Funding shall be targeted to specific employers or industries that are experiencing a decline and have the potential to undergo layoffs, or are experiencing a serious skills gap that impacts the ability to compete and retain workers.

Program Parameters: The program parameters would remain the same:

The CAMWC Administrative Entity staff will manage incumbent worker funding for the following initiatives:

1. Make funding available to firms located in the MWA geographic area for the purpose of incumbent worker training, brokered by economic development or current contractors.
 - a. Training must be for incumbent workers in the region.

- b. Funding must be matched dollar for dollar by employer.
- c. Maximum amount per business is \$6,000 per program year.
- d. Contracts will be written directly with the business.

- **AY 08 ARRA WIA Statewide Plan (Replacement for GF/GP Rescission)**

Period: February 17, 2009 - September 30, 2009

Allocation: \$42,031 (GF-GP Rescission \$42,031)

Purpose of Funding/Plan: Public Act 251 of 2008 appropriated \$15 million in Fiscal Year (FY) 2009 General Fund/General Purpose (GF/GP) funding to DELEG to support the Governor's NWLB initiative. Executive Order 2009-22, issued May 5, 2009, reduced the DELEG's appropriation from \$15 million to \$7,163,400. As a result, the BWT had to rescind \$1,663,322 in previously awarded FY 2009 GF/GP funding from the MWAs. To compensate for the aforementioned rescission, this policy issuance awards \$1,663,322 in AY 2008 ARRA WIA Statewide Activities funding to the 25 MWAs for use through September 30, 2009.

The funding awarded in this policy issuance must be utilized to provide NWLB eligible individuals with allowable training activities. MWAs must leverage other available NWLB funding to provide participants with "wrap-around" services, including, but not limited to, assessments, training referrals, job placement assistance, and follow-up services. Individuals served with the funding awarded in this policy issuance must meet all NWLB requirements outlined in DLEG/BWP PI 07-07, issued August 20, 2007, and subsequent change.

Carry-forward of the funding awarded in this policy issuance from FY 2009 into FY 2010 is not allowed. Unexpended funds at the conclusion of FY 2009 (September 30, 2009) will be recaptured by BWT.

Local Plan/Contract Award: CAMWC will distribute funding to GIRESD to offset the GF-GP funding loss.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE PY 09 WIA INCUMBENT WORKER PLAN AND THE AY 08 ARRA WIA STATEWIDE PLAN AND CONTRACT AWARD AS PRESENTED. Motion carried unanimously.

WIA ARRA YOUTH PROGRAMMING/FUNDING

Background: CAMWC received a \$2.1 million dollar ARRA allocation. The Act (ARRA) emphasized that the majority of funds be used to create summer employment opportunities that were of high quality. Youth were to be exposed to work experiences that were meaningful and that would assist low-skill or low-income workers to acquire 21st Century skills and help enhance the education pathways for disadvantaged and disconnected youth to improve their labor market prospects and long-term success. The youth ranged in age from 14 to 24.

Central Area Michigan Works! Consortium					
WIA Summer Youth					
May 1, 2009 through September 4, 2009					
Planned Participants	115	117	116	117	465
Pre-Applications	336	330	178	553	1397
Eligible Applicants	291	117	93	104	605
Placements to Date	153	106	123	142	524
Youth Currently Placed at Worksites	68	85	75	43	271
Active Worksites	38	20	21	32	111
Number of Offenders	25	21	6	20	72
Number of Offenders Placed	16	15	5	3	39

Financial

Contractor	Budget		Cumulative Expenditures		
	2/17/09 to 9/30/09	% Expended to Date	Plan	Actual	%
Ionia	\$462,567	65%	\$ 386,442	\$302,800	78%
GIRESD	\$1,383,997	49%	\$1,035,391	\$677,630	65%

- Contracts have an expiration date of September 30, 2009.
- After discussion with each contractor, the amount they anticipate will be unspent at the end of the contract period:
 - Ionia ISD - \$50,000
 - GIRESD - \$ 500,000
- The funding is available to use through June 30, 2010.

Options:

1. Any unspent funding may be retained by the contractor and used for Youth services through June 30, 2010.
2. Recapture all unexpended funding and reallocate funding to both contractors utilizing the approved youth funding formula. Funding would be available for use through June 30, 2010.
3. Recapture all unexpended funding and release an RFP for Youth Services in areas that have unexpended funds.

Recommendation:

The CAMWC staff recommends that the WIB approve the use of Option 2. All unexpended funding would be recaptured and then reallocated to both contractors using the approved Youth funding

formula. In addition, GIRESD will be asked to make a presentation to the Operations Committee regarding their plan to expend all Youth funding that has been awarded to them.

Funding Formula:

ARRA WIA Youth 7/1/09 to 6/30/10	Ionia	GIRESD	Total
	23.5%	76.5%	100.0%

MOTION WAS MADE AND SUPPORTED TO MOVE FORWARD WITH THE STAFF'S RECOMMENDATION TO RECAPTURE ALL UNEXPENDED FUNDING AND REALLOCATE THE FUNDING TO BOTH CONTRACTORS UTILIZING THE APPROVED FUNDING FORMULA, WITH FUNDING AVAILABLE FOR USE THROUGH JUNE 30, 2010.

Motion carried unanimously.

WIB MEMBER NOMINATION

Steve Yager has nominated Kenton Schulze, Gratiot County DHS Acting Director, as his WIB Alternate.

MOTION WAS MADE AND SUPPORTED TO RECOMMEND TO THE CAMWC BOARD OF DIRECTORS THE APPOINTMENT OF KENTON SCHULZE AS THE WIB ALTERNATE FOR STEVE YAGER. **Motion carried unanimously.**

ADMINISTRATOR'S REPORT

- **Federal/State Update** -- Mr. Van Nieuwenhuyzen reported that matters are very unsettled at the State level. He and Ms. Bloomfield held a meeting with the current contractors earlier in the day to discuss the impending budget downturn and its impact on CAMWC. Tentative plans were made with the contractors for possible future budget cuts.

With regards to the FY 2010 JET Program, significant changes are planned, including the elimination of services to Non-Cash Recipients (NCRs) and Non-Custodial Parents (NCPs) as directed by MDELEG.

We have yet to receive planning figures for programs with a start date of October 1st.

- **Staffing** – Phil Wilson, Business Services Manager, is off on medical leave that may continue for an extended period of time. Diane Hazlewood, Employment & Training Program Manager, and Shelly Keene, Employment & Training Program Coordinator, have taken over Phil's workload. Mrs. Hazlewood will be retiring effective December 31, 2009, after 30 years of service to EightCAP, Inc. She and her husband, Tom Hazlewood, Vice President for Program Planning and Development for EightCAP, will be honored at a retirement event on for October 2, 2009, at the Candlestone Golf and Resort in Belding.

In honor of Phil Wilson, a blood drive is being planned at Phil's church, Shiloh Community Church (8197 Heth Street, Orleans), on November 9, 2009. More details will follow.

- **Status Report** - The report indicated \$9,318,381 in funding available, with \$5,430,570 expended as of August 31, 2009.

MEMBER ROUNDTABLE

Board members shared information and happenings from their local areas.

OTHER BUSINESS

The Committees will meet in October. Board members received a meeting schedule for the upcoming 12-month period.

Good reports were received on the Michigan Works! for People Conference from the WIB attendees.

Board members interested in attending the NAWB 2010 Forum (March 7-9, 2010, in Washington, DC) were asked to contact CAMWC staff prior to the early bird deadline of December 18, 2009.

ADJOURNMENT

The meeting adjourned by consensus at 7:27 pm.