

**CENTRAL AREA MICHIGAN WORKS! CONSORTIUM  
WORKFORCE INVESTMENT BOARD (WIB)**

**November 18, 2009**

**Maxfield's Restaurant - Wyman**

**Members Present:** Tom Batchelder, Dennis Dunlap (nonvoting member), Carolyn Bennett, Robert C. Ferrentino, Steve Foster, Dorothy Howard, Franz Mogdis, Carolyn Newell, Mary Peterson, Kelly Rule (alt. for Terri Romel), Don Schurr, David Walker, Ralph Ward, Robin Whitmore, and the WIB (ES Rep.)

**Members Absent:** Terry Baker, Tim Flynn, Jeff Knox, Erin Roberts, Jeremy Sheets, Diane Smith, Bruce Traverse, Steve Yager, and George Yost

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

**Guests Present:** Shirl Graham, MMI  
Karen Perkins, ICISD

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With a quorum present, the meeting was called to order at 5:30 pm by Tom Batchelder, Chairperson.

**APPROVAL OF THE MINUTES**

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE SEPTEMBER 16, 2009, WIB MEETING MINUTES. Motion carried unanimously.***

**PUBLIC COMMENT**

There was no public comment.

**COMMITTEE REPORTS**

• **Operations Committee (Dorothy Howard)**

At their meeting on October 21, 2009, the Committee reviewed year-end performance and expenditure reports for the Youth and Foster Youth programs that ended June 30th. Suanne Tasker met with the Committee to discuss their Foster Youth program for this year and what changes they have made to the program. It was suggested that GIRESD should work with the schools to identify at-risk youth that could be served through the Youth funding. The Committee will continue to monitor how GIRESD is spending their Youth and Foster Youth funding.

The Committee reviewed the expenditure and performance reports for programming through September. Overall programming is going well.

Staff presented a proposal to change the Support Services policy for the JET program. The request was to align the policy to the state policy—allowing for JET funding to be used to purchase automobiles, allowing up to \$900 per year for auto repairs, and to allow for up to \$500 per year for clothing. The availability of support services is dependent on funding availability.

The Committee reviewed the JET program parameters that will be included in the next request for proposal.

Staff discussed the procurement for the Isabella County Service Center with the Committee members. The staff also shared conversations with DELEG about programming for former Electrolux workers. The concepts were met with questions; more information will come later.

o **PY 09 GIRESD WIA Foster Youth Program Overview**

Additional information on the WIA Foster Youth Program – Gratiot/Isabella RESD was provided to the WIB members in their agenda packets.

**Background:** The foster youth program was developed to target this specific population to assist them in preparing for independence by tailoring services to each enrolled foster youth. Foster youth have access to all WIA Youth services, including the ten mandatory elements. Connections with appropriate and positive resources are delivered to meet their needs and goals. Success is measured by meeting or exceeding required WIA performance measures and outcomes.

**Issue:** GIRESD submitted a program design that outlined a plan for PY 08 (February 2009 to June 30, 2009) to enroll no fewer than 25 WIA-eligible foster care youths, aged 16 to 18, in Gratiot, Isabella, and Montcalm counties. Six foster youths were enrolled at the end of the contract period. Expenditures throughout the contract period, which began in March 2009, were not in line with the expenditure schedule that was submitted for the contract. Eighteen percent (18%) of the total allocation was utilized during the contract period.

The program is very staff intensive. A full-time Foster Youth Advocate was not hired until very late in the program. Case managers are also paid in part through this funding source as additional services are being provided through the regular WIA Youth Formula funds. The remaining funding is used for life skills class and support services.

**Recommendation:** GIRESD has submitted a plan which outlines the efforts to be made to recruit foster youth through the Department of Human Services (DHS) in all three counties. Regular quarterly meetings will take place with DHS foster youth staff and GIRESD staff. Discussions will focus on potential referrals, program and outreach suggestions, and services available. Other agencies will be contacted that deal with foster youth to increase enrollment.

CAMWC administrative staff recommends that GIRESD continue to provide all WIA services to foster youth in Gratiot, Isabella, and Montcalm counties. CAMWC administrative staff will conduct additional monitoring of the Foster Youth program on a monthly basis. The monitoring will consist of, but not be limited to, the cost per enrollment, monthly expenditures, and the number of foster youth enrolled. The additional monitoring will continue until such time as the program is fully enrolled and expenditure schedules are adhered to.

o **Support Service Policy Changes**

Additional information on JET Supportive Services was provided to the WIB members in their agenda packets.

**Background:** The objective of the JET program is to provide Temporary Assistance for Needy Families (TANF) recipients and applicants with employment-related services, training, and supportive services to obtain and retain employment. The need for supportive services is determined through the development of the Individual Service Strategy (ISS). The purpose of the ISS is to address barriers and assist the participant in achieving employment or training goals. The ISS sets forth a mutually developed plan between a participant and the case manager that identifies barriers to reaching goals and plans how those barriers will be overcome.

Supportive services for JET participants are determined by state and local policy. Currently, the Department of Human Services (DHS) provides Employment Supportive Services (ESS) funding which will allow for auto purchases, auto repairs, and clothing, up to the state limit. JET TANF funding provides employment-related supportive services such as mileage, clothing, auto repair, relocation expenses, medical expenses, one-time work-related expenses, GED exams, or training expenses.

Several years ago, local policy was implemented that restricted the use of “CAMWC’s” JET supportive service funding. This was done for the purpose of ensuring funding for employment-related services. Local DHS offices have been obligating ESS funding to CAMWC for the use of supportive services for TANF recipients.

<b>Support Service</b>	<b>State Policy</b>	<b>Local Policy</b>
Automotive Purchase	Once in a life time, \$2000 maximum	Prohibits CAMWC funding use – allows for ESS funding use
Automotive Repair	\$900/12 month maximum	\$500/12 months CAMWC maximum; allows for \$400/12 month maximum of ESS funding
Clothing Allowance	\$500/12 month maximum	\$200/12 month CAMWC funding maximum; \$300/12 month ESS funding maximum

**Issue:** Over the past several years, CAMWC has received spending authorization later in the year.

FY 10 – We do not anticipate authorization before January 2010.

FY 09 – Authorization received in March 09.

FY 08 – Authorization received in February 08.

These funds must be spent by August of the program year. Receiving spending authority so late is leaving our contractors scrambling to meet supportive needs prior to authorization and scrambling to spend the funding effectively and efficiently. For the past program year, contractors were given the authority to spend “CAMWC” funding on any supportive service and to make accounting journal adjustments when the ESS funding was received. Our current policies compound a complicated fiscal situation for our contractors. Policies should align and give contractors the greatest flexibility to allow maximum use of funding and efficient use of resources. Reductions in funding have made it necessary to combine JET TANF and DHS ESS policies, which will allow contractor staff access to all available supportive services to address and remove the barriers that prohibit self-sufficiency. Contractor staff need the flexibility that will be available by combining CAMWC and State policy to address the barriers identified in the participant’s ISS.

**Recommendation:** Supportive services are restricted to a degree by policy and funding source. **The Outreach Committee is recommending that JET funding (TANF, GF-GP, and any other funding identified to be used to support the JET population/program) and DHS ESS policies be streamlined to maximize available funding and services to participants by allowing the maximum state or local dollar amount for each available supportive service.**

***MOTION WAS MADE AND SECONDED TO SUPPORT THE OUTREACH COMMITTEE’S JET SUPPORTIVE SERVICES POLICY RECOMMENDATION.***  
**Motion carried unanimously.**

○ **JET Procurement – Timeline and Program Changes**

**Programs:** Jobs, Education and Training (JET)  
Food Assistance Employment & Training (FAE&T)

**Program Year:** October 1, 2010 – September 30, 2011

**Timeline:**

<b>Scheduled Activity</b>	<b>Date</b>
RFP Recommendations to Committee	October 21, 2009
WIB acts on RFP recommendations	November 18, 2009
CAMWC Board acts on WIB recommendations	December 14, 2009
RFP release	January 4, 2010
Bidders Conference	January 22, 2010
Pre-Bid Notice submitted	February 1, 2010
Proposals due	March 15, 2010
Operations Committee – funding recommendations	June 16, 2010
WIB acts on Committee recommendations	July 21, 2010
CAMWC Board acts on WIB recommendations	August 2, 2010
Contract begins	October 1, 2010

**Discussion/Recommendation Points in JET/FAE&T RFP:**

1. **Background:** On October 1, 2007, the Work First program was renamed the Jobs Education and Training program (JET).

**Staff Recommendation:** The program name will be changed to Jobs Education and Training program (JET) throughout the RFP.

**Action:** *Committee to determine program name change throughout RFP.*

2. **Background:** The funding for JET is a combination of Temporary Assistance for Needy Families (TANF) and GF/GP funds.

**Staff Recommendation:** Remove Reed Act funds language from RFP.

**Action:** *Committee to determine if REED Act Funding to be removed from RFP.*

3. **Background:** As of October 1, 2009, new Non Cash Recipient (NCR) and Non Custodial Parent (NCP) referrals will no longer be accepted. NCR's and NCP's will be transitioned out of the JET program by December 31, 2009.

**Staff Recommendation:** Remove language in RFP referring to NCP and NCR Programs. TANF recipients/applicants are the priority population and additional populations to receive services will be determined based on funding availability.

**Action:** *Committee to adopt priority of service.*

4. **Background:** Supportive services for JET participants are determined by state and local policy. Currently, the Department of Human Services (DHS) provides Employment Supportive Services (ESS) funding which will allow for auto purchases, auto repairs, and clothing, up to the state limit. JET TANF funding provides employment-related supportive services such as mileage, clothing, auto repair, relocation expenses, medical expenses, one-time work-related expenses, GED exams, or training expenses.

<b>Support Service</b>	<b>State Policy</b>	<b>Local Policy</b>
Automotive Purchase	\$2,000 Maximum	Follow State Policy*
Auto Repair	\$900/12-month maximum	Follow State Policy*
Auto Other	Not allowable	Minimum startup for uninsured or minimum payment for policy continuation
Clothing Allowance	\$500/12-month maximum	Follow State Policy*
Relocation	\$1,500 per move	\$1,500 per move
Public Transportation	Actual cost	Actual cost
Private Vehicle Mileage Reimbursement	\$.20 per mile minimum \$.40 per mile maximum	\$.30 per mile
Pre Employment Exam / Screening	No limit	No limit
Other ESS (one-time work-related expense)	No limit	No limit
*The Operations Committee, at their meeting on October 21, 2009, approved the recommendation to follow State Policy to allow the maximum use of supportive services funding for automobile purchase, automobile repair, and clothing allowance.		

**Staff Recommendation:** In order to align and give contractors the greatest flexibility to allow maximum use of funding and efficient use of resources, combining CAMWC and State policy will allow the maximum state or local dollar amount for each available supportive service.

**Action:** *The RFP will align with any changes in the local supportive service policy.*

- 5. Background:** The Michigan National Career Readiness Certificate (MI NCRC) assessment became effective on July 1, 2008. This job skills assessment provides information on the individuals' skill levels in Applied Mathematics, Reading for Information, and Locating Information using ACT Work Keys. The MI NCRC includes Employability Skills Training which will provide Michigan with the ability to quantify the skills of its workforce, attract new business, identify skill gaps, and provide the opportunity for remediation, provide employers with validated certification of applicant skill levels, and provide individuals with recognized verification of their ability to demonstrate valuable work place skills.

**Staff Recommendation:** The MI NCRC requirements are incorporated into current JET contracts. The implementation of Employability Skills Training is near completion at this time.

**Action:** *This new program element will be included in the RFP.*

- 6. Background:** In the last RFP, the State of Michigan boilerplate language in the DELEG/DHS budget required JET participants that were assessed at a reading and/or math skill level below ninth grade participate in a basic skill education program. That boilerplate language was dropped the following year because it was recognized that the program element was not a "core" service that counted toward participation. However, the Board felt very strongly about retaining the program element. The program element

has required CAMWC contractors to establish learning labs to address the basic skill needs of program participants.

CAMWC has been working very diligently to build relationships with Adult Education providers in our region. These relationships are established to collaborate on basic skill services for our participants.

**Staff Recommendation:** Considering the projected cuts in the JET funding, the staff doesn't project there will be sufficient funding to sustain the expense for on-site basic skills training.

**Action:** *JET participants that are basic skills deficient will be referred to appropriate local Adult Education programs.*

***MOTION WAS MADE AND SECONDED TO SUPPORT THE JET AND FAE&T PROCUREMENT AS PRESENTED. Motion carried unanimously.***

- **Outreach Committee (Steve Foster)**

At their meeting on October 21, 2009, the Committee discussed the Incumbent Worker Program and the United Solar funding request. Due to program and staff changes, the staff reported that the CATA program would have to be reworked to fit the new program requirements. This will require dedicated staff time that is not currently available.

The Committee held discussion about United Solar's training plan and funding request of \$72,595. Staff recommended using funding that had been set aside for the CATA program. The training must be completed by June 30, 2010.

The Demand List was updated. The Committee reviewed 16 specific occupations that met the definition of demand. There was concern about market saturation. The Committee recommended removal of 14 of those occupations and retention of 2. However, the staff has requested that this recommendation be amended.

The Committee also discussed the value of developing programming to incentivize training for former Electrolux employees who had not used their training. It was felt employers would not find any value in a program that was so restrictive—the program would send the wrong message about the population and why should there be a program that was exclusive for Electrolux. Considering the unemployment rate, there are many people who have lost employment and could benefit from such a specialized program.

- **United Solar Incumbent Worker Training Funding Recommendation**

Information on United Solar's Training Request was provided to the WIB members in their agenda packets.

**Background:** United Solar has provided CAMWC with a complete training plan. The financial need is \$72,595 to do incumbent worker training for the Greenville facility. The

amount includes the \$6,000 allowable without Board approval. The plan included using traditional Incumbent Worker funds as well as CATA and MEDC funds that are currently not available.

**Options:** The Board requested that United Solar submit a complete training plan for the year. This would allow CAMWC to look at the company's total needs in relationship to total funding availability and the needs of other companies. The staff assessed the plan and is of the opinion the training is reasonable and meets the new layoff aversion requirements.

- Fund the total request from the "Regular" Incumbent Worker funding
- Fund the total request from the DW funding set-aside for the CATA training
- Fund a partial amount of the request from a combination of the Regular and the DW set-aside

**Recommendation:** The Outreach Committee is recommending \$72,595 be awarded to United Solar for Incumbent Worker training. The funding will come from DW funds set-aside for the CATA training. This will utilize all of the DW set-aside funds for this program year.

***MOTION WAS MADE AND SUPPORTED TO AWARD \$72,595 TO UNITED SOLAR FOR INCUMBENT WORKER TRAINING. Motion carried with one abstention: Robert Ferrentino.***

○ **Updated Demand Occupations**

Since the Committee meeting, the staff further reviewed the 14 occupations recommended for removal and are asking that the recommendation be amended to allow for OJTs for those 14 occupations but not to allow for classroom training.

The Board members received copies of the revised Demand List in their agenda packets.

**Recommendation**

**Market Saturation—Committee recommends removal; staff requesting an amendment to allow for OJT only.**

- Computer Support Specialist
- Electrical and Electronic Engineering
- Probation Officers and Correctional Treatment Specialists
- Pharmacy Technicians
- Dental Assistants
- Medical Assistants
- Nonfarm Animal Caretakers
- First-Line Supervisors/Managers of Non-Retail Sales Workers
- Receptionists and Information Clerks
- Medical Secretaries

- Operating Engineers and Other Construction Equipment Operators
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- Excavating and Loading Machine and Dragline Operators
- Truck Drivers, Heavy and Tractor Trailer

**Market Saturation—Committee recommends retaining and allowing CRT.**

- Nursing Aides, Orderlies, and Attendants - feeder into higher level health care occupations
- Welders, Cutters, Solderers, and Brazers

**PLAN APPROVAL/MODIFICATIONS**

• **Five-Year Plan Modification #17**

**Period:** July 1, 2000 - June 30, 2005, with extensions through June 30, 2010

**Purpose of Plan:** The WIA Comprehensive 5-Year Plan sets forth a number of fundamental principles to the operation of WIA services over the life of the legislation including:

- Labor Market Analysis
- High Demand Occupations
- Michigan Works! Service Centers
- Local Performance Measures
- Adult and Dislocated Worker Employment and Training Activities
- Individual Training Account (ITA) Policies
- Support Service Policy
- Use of WIA Funding for Incumbent Workers
- Transfer of Authority Between Adult and Dislocated Worker Funding
- American Reinvestment and Recovery Act Funding

**Plan Modification:**

- Occupations In Demand
  - Updated the Occupations in Demand based on labor market information for the Central Area Michigan Works! Consortium

The Public Hearing on the Five-Year Plan Modification #17 was opened at 5:55 pm. There was no public comment on the plan modification.

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE FIVE-YEAR PLAN MODIFICATION #17. Motion carried unanimously.***

## **GREATER GRATIOT DEVELOPMENT, INC. BOARD OF DIRECTOR APPOINTMENT**

GGDI is requesting that Ralph Ward be reappointed as the WIB's representative on their Board of Directors for the period 10/1/09 to 09/30/10.

***MOTION WAS MADE AND SUPPORTED TO REAPPOINT RALPH WARD TO THE GGDI BOARD OF DIRECTORS. Motion carried unanimously.***

## **ADMINISTRATOR'S REPORT**

- **Federal/State Update**

- Ms. Bloomfield noted that the contractors have been under tremendous pressure with the state budget, or the lack thereof. They have done a phenomenal job.
- The WIA programs are also under extreme pressure. A handout was distributed to Board members on WIA Dislocated Worker Contracting (to be discussed later in the meeting).
- Draft allocations for JET have been received, with the program taking about a 40% hit—some significant decisions will need to be made, i.e. supportive services.
- At the Federal level, WIA is up for reauthorization. There is a question about whether they can get it reauthorized as the legislation actually sunsetted four years ago. That's why we refer to a five-year plan when we're actually in the ninth year.

- **FY 09 JET Program Performance** - Board members received copies of a Welfare Reform monthly report for the JET and FAE&T programs through September of FY 2009. Overall, we have done quite well.

- **Status Report** - The report indicated \$8,108,905 in funding available, with \$3,989,922 expended as of October 31, 2009.

Ms. Bloomfield noted that CAMWC has been part of an energy sector partnership of five MWAs and several community colleges that submitted a proposal to the State to then be submitted to the Federal government for funding. Unfortunately, the proposal didn't go to the third level. However, this has opened some other doors and additional discussion has taken place regarding collaboration. We may see some additional things coming from it in terms of moving forward and finding funding to support our training efforts and capacity building at the community colleges.

## **WIA DISLOCATED WORKER CONTRACTING**

**Background:** All WIA Dislocated Worker (DW) and Adult funding has been allocated to the contractors for PY 09. As of 11/17/09, GIRESD identified a need for \$547,321 to satisfy their growing wait list. These are individuals who are seeking training services. CAMWC is limited to a 50 percent transfer between DW and Adult, and DELEG only has additional DW funding available.

CAMWC is currently in discussions with DELEG to identify a revenue source to meet the current/growing wait list. Each contractor has been asked to review their current situation and determine if there is any funding they could de-obligate.

**Recommendation:** Ionia has identified \$50,000 they want to de-obligate. CAMWC would like approval to allocate this funding to GIRESD as WIA Adult funding. Reallocations are based on discussions between DELEG and CAMWC.

Final	WIA DW Formula Funding		Ionia		GIRESD	
			100.0%	26.3%	73.7%	
Your contract will have two allocations and two dates corresponding to when each pot would be available to you to be spent. Any 1st Qtr funding that is not spent by 9/30/09 can be used in the balance of the life of the contract - You will only need one		7/1/09-6/30/10 1st Qtr	\$345,054	\$90,749	\$254,305	
		7/1/09-6/30/10 Balance	\$327,061	\$86,017	\$241,044	
		Learning Lab (Adjusted)	(25,005)		\$ (25,005)	
		Adjustments 11/18/09		(50,000)		
		<b>Total WIA DW Funding</b>		<b>\$647,110</b>	<b>\$126,766</b>	<b>\$470,344</b>
			Transfer to Adult from DW			\$50,000
		<b>Increased WIA Adult Funding</b>				<b>\$50,000</b>

**MOTION WAS MADE AND SUPPORTED TO ALLOCATE THE \$50,000 IN WIA DISLOCATED WORKER FUNDING DEOBLIGATED BY THE ICISD TO THE GIRESD AS WIA ADULT FUNDING. Motion carried unanimously.**

- FY10-00 Jobs, Education, and Training (JET) Plan Modification - Draft**

**Period:** October 1, 2009, through September 30, 2010

**Allocation:**

	FY 10	FY09			FY 08
	Draft	Initial	Additional	Total	
TANF	1,157,633	1,361,302	0	1,361,302	1,404,640
GF/GP		344,092	129,953	474,045	336,713
WIA/SWA	98,684	149,565	0	149,565	95,886
Total	1,256,317	1,757,216	129,953	1,809,765	1,837,239

**Purpose of Plan:** Establishes the Jobs Education and Training plan to encourage and support TANF applicants and recipients as they prepare for and get a job that will provide long-term self-sufficiency for their families.

**Contractor Allocations:**

	% of Allocation for Contract Awards*
MMI	70.54%
Ionia County ISD	29.46%
<ul style="list-style-type: none"> <li>• Funding Formula is based on the following: 75% on FIP caseload per county and 25% on JET participants served/county</li> </ul>	

**Explanation for Changes in the Allocation Percents:** Ionia County FIP caseload has increased (there has been a decrease in the other three counties); and the ratio of Ionia County JET participants served from the total JET participants served has increased significantly.

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE FY 10-00 JET PLAN MODIFICATION AS PRESENTED. Motion carried unanimously.***

• **Food Assistance Employment and Training and Supportive Services FY 10 Plans**

**Period:** October 1, 2009, through September 30, 2010

**Draft Allocation:**

- Employment and Training - \$109,773 (FY 09 - \$101,173)
- Supportive Services - \$2,778 (FY 09 - \$2,580)

**Purpose of Plan:** The FAE&T program is designed to establish a connection to the labor market for Able Bodied Adults Without Dependents.

**Local Plan/Impact:** Two plans are required—Program Plan and Supportive Services Plan (limited to \$50 per person, per month). Services may include:

- Job search/job search training
- No more than 49% of an individual’s participation may be spent in job search activities after 30 days
- Other allowable services include:
  - Employment enhancement skills training
  - High school or equivalent education programs
  - Remedial education programs to achieve a basic literacy level

**Contractor Allocations**

	MMI - 25% per County	ICISD
F&E&T	75%	25%
F&E&T Support Services	75%	25%

***MOTION WAS MADE AND SUPPORTED TO APPROVE THE FAE&T AND SUPPORTIVE SERVICES FY 10 PLANS AND CONTRACTOR ALLOCATIONS AS PRESENTED. Motion carried unanimously.***

**MEMBER ROUNDTABLE**

Board members shared information and happenings from their local areas.

**OTHER BUSINESS**

There will be no Committee meetings in December.

**ADJOURNMENT**

**The meeting adjourned by consensus at 6:50 pm.**