

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

November 19, 2008

Maxfield's Restaurant * Wyman

Members Present: Tom Batchelder, Carolyn Bennett, Doug Bush (alt. for Terry Baker), Chelsey Foster (alt. for Don Schurr), Steve Foster, Dale Howard, Dorothy Howard, Jeff Knox, Carolyn Newell, Glennes Page, Terri Romel, Sheral Simon, Diane Smith, Bruce Traverse, Ralph Ward, Robin Whitmore, George Yost, and the WIB (ES Rep.)

Members Absent: Don Burns, Dennis Dunlap (nonvoting member), Tim Flynn, Phil Larson, and Franz Mogdis

Vacancies: 1

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

Guests Present: Shirl Graham, MMI
Phil Wilson, EightCAP, Inc.
Steven Yager, Clinton/Gratiot County DHS

With a quorum present, the meeting was called to order at 5:30 pm by Tom Batchelder, Chairperson. Doug Bush, Shepherd High School Principal and alternate for Terry Baker, was introduced.

APPROVAL OF MEETING MINUTES

MOTION WAS MADE AND SUPPORTED TO APPROVE THE SEPTEMBER 17, 2008, WIB MEETING MINUTES. Motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

COMMITTEE UPDATES

There were no Committee meetings in October.

- **Training Alliance**—A vendor has been secured to build the registration screen. Phil Wilson has the approved training provider request for qualifications packet ready for submittal to potential training entities. Once training entities are approved and we identify the actual areas of training needed, we can refer back to this list for actual bids for training.

- **Foster Youth Program**—A meeting was held recently with a number of agencies that work with the foster youth program including DHS. These are youth who are aging out of the foster youth system and who have no support mechanism. It has become very evident to staff in attendance at these meetings that this is definitely a population that needs services. We are moving forward and hope to have a program up and operational soon. Currently, Kimberly Becker, the new program manager that replaced Diana Jones, is in attendance this week at a youth conference in Chicago. She will be gathering information on foster children/programming. She will also be taking a group down to visit the Kalamazoo MWA and glean information on their youth services programs.
- **Keep Learning . . . Our Future Depends on It**—We are still moving forward. Board members received a draft plan in their agenda packets. William Tammone from Montcalm Community College and Janet met recently and held a discussion about this project in respect to Montcalm and Ionia counties. Janet presented the information to the Coalition of Greater Greenville (COGG) in respect to how we take on an initiative like this and do we adopt the initiative in total or how do we encourage people to become more educated and thus an attraction to employers.

The draft plan included the following recommendation:

- I. Montcalm and Ionia be combined as a region (does Ionia want to be combined or stand alone?)
 - A. Champions (self-identified)
 1. William Tammone
 2. Dr. Scott Koenigsknecht—MAISD
- II. Isabella County (should Gratiot and Isabella work as a combined region?)
 - A. Champions (self-identified)
 1. Carolyn Bennett
 2. Terry Baker

After discussion, it was determined that Ionia and Montcalm would combine as a region and that Gratiot and Isabella would combine as a region. Additional Board members volunteered to serve as champions:

- I. Montcalm and Ionia Region
 - A. Champions
 1. William Tammone
 2. Dr. Scott Koenigsknecht—MAISD
 3. Sheral Simon
 4. Diane Smith

II. Gratiot and Isabella Region

A. Champions

1. Carolyn Bennett
2. Terry Baker
3. Chelsey Foster

- **Manufacturing Sector Report**—The condensed version of the report to be disseminated to the general public should be completed and sent to the printer by mid-December.

PLAN APPROVAL/MODIFICATIONS

- **PY 08 High Concentrations of Youth Plan**

Period: July 1, 2008 - June 30, 2009

Allocation: \$17,352

Purpose of Funding/Plan:

- Additional WIA Youth funding allocation to qualified MWAs to serve high concentrations of youth. Those agencies selected to receive funding were determined by evaluating the percentage of low-income youth in the MWA as compared to the total population of youth in the area.
- Serves youth who are 14 – 21 and economically disadvantaged.
- Statewide youth funding utilizes the same authorized youth services, participant eligibility, and programs.
- Funding will be used for foster youth programming.

- **FY 08 National Emergency Grant (NEG) Plan**

Program Year: July 1, 2008 - June 30, 2009

Allocation:

- \$37,064 (Initial allocation)
- \$98,838 (Total allocation)

Purpose of Plan:

- Michigan requested of the U.S. Department of Labor (USDOL) and received a National Emergency Grant (NEG) in the amount up to \$6.6 million, which includes an original release of funding of \$2,475,000.
- This grant requires that **participants be enrolled by March 31, 2009**. The NEG awarded to Michigan is to provide workers dislocated as a result of statewide layoffs in the automotive industry a full array of dislocated worker services that may include skills assessment, individual career counseling, and career and occupational skills training.

- Upon submission of the Annual Settlement report for the PY 2008 program, MWAs will be required to submit a revised BIS for appropriate carry-in funding into PY 09.
- The initial allocation will be awarded immediately after submitting the required information. All NEG awards are funded by USDOL incrementally. The maximum funding level approved by USDOL is \$6,600,000, but a lesser amount of \$2,475,000 has been initially awarded. The DLEG will be required to submit, at a later date, a request for the balance of needed funds, as supported by enrollments and expenditures.
- Funding will be distributed to contractors based on the approved funding formula factors for Dislocated Workers.

Contractors:

- Funding will be allocated to contractors based on the approved Dislocated Worker formula factors.

• **FY 09 NWLB – GF/GP Plan**

Program Year: October 1, 2008 – September 30, 2009

Allocation: The FY 09 state budget includes a \$10 million allocation for NWLB training. The state is releasing \$2 million at this time

- \$ 62,343 – CAMWC’s allocation of \$2 million

Purpose of Plan:

- The funding awarded must be utilized to provide individuals identified as NWLB participants in the One-Stop Management Information System (OSMIS) 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.
- Allowable administrative costs are limited to a maximum of three (3) percent of the funding allocated in this policy issuance.
- No carry forward allowed. All funding must be spent by September 30, 2009.

Local Impact:

- Planning instructions lack financial definitions for training or administrative costs.
- Planning instructions lack required report formats.
- Limit on allowable administrative costs is arbitrary, set by department not by legislation.

Contractor Level:

- MWA officials must adhere to state procurement and administrative policies when expending the funding awarded in this policy issuance.

- Considering all “wrap-around” services must be provided from another funding source, CAMWC is recommending the award of this funding to our current WIA Adult and DW contractors. Allocation awards will be based on the approved WIA Adult formula factors.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE PY 08 HIGH CONCENTRATIONS OF YOUTH, PY 08 NATIONAL EMERGENCY GRANT, AND FY 09 NWLB – GF/GP PLANS. Motion carried unanimously.

INCUMBENT WORKER TRAINING FUNDING REQUEST

On November 5th, CAMWC received a call from Greg Burkhardt. Greg is an attorney and represented United Solar in the Greenville location negotiations. He was making inquiries regarding the availability of Incumbent Worker Funding to support the GV2 plant.

Background:

The original incentive packet for GV1 that was brokered by MEDC included a \$100,000 EDGT grant (state funding). United Solar utilized those funds for incumbent worker training for continuous improvement and lean manufacturing training. It is our understanding that grant has been exhausted.

United Solar has announced the construction and staffing of GV2 and is looking for a similar sum of funding (\$100,000) for training for workers in this additional facility. Mr. Burkhardt has asked if CAMWC would have any funding to contribute to this need.

Current Status:

United Solar has a contract under the current Incumbent Worker program for training. The contract amount is \$7,660. The Incumbent Worker training program is capped at \$12,000 per company and the funding must be matched dollar-for-dollar. United Solar has requested for the difference to be reserved for them for additional training. CAMWC does not “reserve” funding for any company – funding is made available on a can-use basis. All funds must be used by June 30, 2009.

Mr. Burkhardt has asked the following questions regarding our funding:

1. Would there be any additional Incumbent Worker funding available for GV2?
2. Can the maximum funding amount exceed the \$12,000 per company per year?

Current Incumbent Worker Funding Status:

Available	\$ 82,000.00					
Budget per county	\$ 20,500.00					
	Committed	Committed but not Contracted	Special Commitments	Total	Balance Not Committed	Comments
Ionia	\$ 12,000	\$ 4,000		\$ 16,000	\$ 4,500	4 additional companies contacted, 1 likely to materialize/funding accounted for
Montcalm	\$ 9,857	\$ 5,500	\$ 12,000	\$ 27,357	\$ (6,857)	4 companies in the queue, 2 likely to materialize/funding accounted for
Gratiot	\$ 14,500			\$ 14,500	\$ 6,000	4 other companies in the queue - may be needs around welding, no funding set aside
Isabella	\$ 12,000			\$ 12,000	\$ 8,500	3 other companies expressed interest, no funding set -aside
					\$ 12,143	

There is a total of \$12,143 uncommitted Incumbent Worker funding. The following should be considered if this funding were to be released to United Solar.

1. If we commit this to United Solar, there may not be any funding for any other request throughout the region through June 30, 2009.
2. Montcalm County will have received 48% of the funding available.
3. The Healthcare Industry has not received any Incumbent Worker funding to date.
4. What precedent is being set by increasing the amount a company may receive 5 months into the program year?

Other Considerations:

1. We have the Work-flex waiver allowing us to use up to 10% of the WIA Adult, Dislocated Worker, or Youth allocation for Incumbent Worker. The only funding that we have latitude to implement is the WIA Youth funding. Maximum to be used under the waiver is \$195,000.
 - a. \$100,000 has been committed for the Training Alliance (incumbent worker effort).
 - b. Funding has been set-aside for the Foster Youth programming, with an expected launch of January. If we took funding from WIA Youth for the United Solar request, we would have to postpone this new Youth initiative. *Not Recommended*

Recommendation:

1. Find \$20,000 to put on the table for United Solar's GV2 plant training needs (funding will probably come from a combination of funding held back from WIA Adult and WIA DW – reduces the amount of carryover funding available to smooth out drops in allocations). In the

event all Incumbent Worker funding is not utilized, then that funding source would be used before WIA Adult or WIA DW.

2. Make the funding available only if United Solar can get an EDGT grant, so the funding would be used as leverage for state funding.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE INCUMBENT WORKER FUNDING RECOMMENDATION AS PRESENTED. Motion carried unanimously.

WIB BYLAWS AMENDMENT

Background:

On 8/29/08, CAMWC received a GAN (grant action notice) for \$188,052 of GF/GP funding to be utilized by 9/30/08. This funding was predicated on a DLEG request of the amount of funding CAMWC needed to satisfy our training wait list. At the time of the DLEG's request, we had 72 people on a wait list due to a lack of funding. All wait list customer's were attached to GIRESD (Ionia did not have any customer on a wait list at that time).

Action Taken:

Due to the purpose of this funding and the need to use it prior to 9/30/08 (and many college programs were starting classes within the next couple of days), it was necessary to distribute this funding to GIRESD. However, this distribution was done without approval from the WIB or the CAMWC Board. Both Board Chairs were informed of the action being taken.

Problem Statement:

Due to the time constraints and the need for immediate action, and the Board would not be meeting in a timely manner, a contract was initiated with GIRESD without Board approval which raises a question regarding operating procedures in situations such as this: who (whom) should have the authority to authorize the Administrative Agency operating authority when the full Board has not met?

Proposed Bylaw Amendment:

The Workforce Investment Board Chair/Vice Chair shall have the authority to act on behalf of the Workforce Investment Board under the following provisions.

- Action may be taken on behalf of the Board when the action has been agreed to by the WIB Board Chair/Vice Chair and the CAMWC Board Chair/Vice Chair;
- Action is limited to the release of funding when neither board has a regularly scheduled meeting that would allow for timely action by the full board; and
- The Workforce Investment Board will be informed of the decision at the next scheduled meeting and will record their agreement or opposition to the action.

If approved, Chapter 5 of the Workforce Investment Board Bylaws will be changed to include the approved language.

MOTION WAS MADE AND SUPPORTED TO APPROVE THE PROPOSED WIB BYLAWS AMENDMENT. Motion carried unanimously.

WIB MEMBER APPOINTMENT NOMINATIONS

Currently, there is an Isabella County Private Sector vacancy on the WIB. Board members received a nomination for Jeremy Sheets, President of CMS Internet LLC, in Mt. Pleasant.

MOTION WAS MADE AND SUPPORTED TO RECOMMEND TO THE CAMWC BOARD OF DIRECTORS THE APPOINTMENT OF JEREMY SHEETS AS AN ISABELLA COUNTY PRIVATE SECTOR MEMBER ON THE WIB. Motion carried unanimously.

Board members received a request for Steve Yager, DHS Director – Clinton/Gratiot Counties, to serve as a WIB alternate for Phil Larson.

MOTION WAS MADE AND SUPPORTED TO RECOMMEND TO THE CAMWC BOARD OF DIRECTORS THE APPOINTMENT OF STEVE YAGER AS AN ALTERNATE FOR PHIL LARSON. Motion carried unanimously.

EAG APPOINTMENTS

The EAG is recommending the appointment of the following individuals to the EAG:

- Traci Gavenda – Ithaca High School Counselor (replaces Dr. Judy Severson)
- Rob Spohr – MCC Dean of Occupational Education (replaces Leslie Wood)

MOTION WAS MADE AND SUPPORTED TO APPROVE THE EAG APPOINTMENTS AS PRESENTED. Motion carried unanimously.

ADMINISTRATOR'S REPORT

- **Federal/State Update**—A new group of leaders has been elected—there is very little interest on the part of the old Congress to take any action until after the first of the year. Items on the horizon are very crucial for the state of Michigan.

The Michigan Works! Association will be visiting the Greenville Michigan Works! Service Center on January 29, 2009.

- **East Central Health Care RSA**—Ms. Bloomfield and Phil Wilson recently attended the East Central Health Care RSA. They have designed a web-based orientation for their students that is hospital-based at this time. They are willing to have some discussion about doing it for long-term care facilities if that is something that would be of interest to our health care partners. This is a tangible outcome from this RSA, which has attempted to eliminate some of the burden on the employers to get students in place for clinicals, etc.
- **Status Report**—The report indicated \$9,569,854 in funding available, with \$2,132,246 expended as of October 31, 2008.

- **WorkKeys and NCRC Legalese**—For their information, Board members received a flyer for an upcoming session on the difference between the WorkKeys system and the National Career Readiness Certificate (NCRC) scheduled for December 12, 2008, from 1 to 2 pm at the MCC/MTEC.
- **Forum 2009**—The national conference will take place at the Renaissance Washington DC Hotel on March 7 – 10, 2009. Several Board members are scheduled to attend in addition to Ms. Bloomfield and Mr. Van Nieuwenhuyzen.

MEMBER ROUNDTABLE

Board members shared information and happenings from their local areas.

OTHER BUSINESS

- The Committees will not meet in December.
- The Alumni Ceremony will be held in conjunction with the January 21, 2009, WIB meeting. The meeting will take place at Maxfield's Restaurant. (Note: At the November meeting, we were informed that Maxfield's would be closed on Wednesdays throughout January, February, and March. However, the restaurant's management has offered to open for our group on Wednesday, January 21st.)

ADJOURNMENT

MOTION WAS MADE AND SUPPORTED TO ADJOURN. Motion carried unanimously. The meeting adjourned at 6:45 pm.