

Washtenaw County
Workforce Development Board
General Session
Minutes

Meeting Date: Friday, May 13, 2005

Time: 8:00 am

Members Present: Andrea Tolle, Steve Girardin, Anne Williams, Cindy Harrison, David Potter, Diana McKnight-Morton, Diane Davidson, Donn Wolf, Eric Mahler, Frank Zyber, Gene Graber, James Magyar, Cynthia Maritato, Keith Peters, Sabrina Keeley, Mark Ouimet, Nicholas Fortson, Suzanne Bade, Timothy Robinson, Mary Kerr and Bill Miller.

Members Absent: Gregg Weaver (excused), Clifford Smith, Edward Resha, Janie Jones, Jim Frenza (excused) and Steven Gulick.

Staff Present: Trenda Rusher, Jenny Bivens, Rana Alzoubi and Lynn Fountain.

Guests Present: Kevin Bulifant, Brad Dyer and Jim Lautenschleger.

1. Call to Order

Wolf called the meeting to order at 8:14 a.m.

2. Approval of the Agenda

Ouimet moved to approve the meeting agenda. Peters supported. Meeting agenda approved.

3. Public Comment

There was no public comment.

4. Consent Agenda Items

A. Minutes

Ouimet moved to approve the minutes from the 03/28/05 General Session. McKnight-Morton supported. Meeting minutes approved.

5. Report of the Chair

A. Welcome and Introductions

Wolf welcomed everyone to the meeting and asked that everyone introduce themselves.

B. Oath of Office

The Oath of Office was taken by:

- i. Cynthia Maritato
- ii. Frank Zyber

C. Business Update

i. Ann Arbor Area Chamber of Commerce

- o Looking at the Governor's proposed Single Business Tax. They recognized the need for the assistance, but at the same time, this will affect the service sector.

- Keeley discussed the Tech Central initiative started by the University of Michigan. This is a great opportunity for many people to work together.
- The Federal Government is supposed to announce the air force bases that are scheduled to close as a result of down-sizing.

ii. Ypsilanti Area Chamber of Commerce

- The Executive Board of the Ypsilanti Area Chamber of Commerce decided not to support the proposed business tax.
- The boards of Visteon and General Motors are meeting to discuss their business in the County. The situation looks promising despite some bad news that was published in the paper recently.
- The Chamber hosted their Annual Meeting and Awards Dinner last Thursday; Peters appreciated and acknowledged our support through attendance by Trena, staff and Board members.
- The Chamber Board's Annual Retreat is scheduled for May 25 at Pfizer.

D. Labor Update – none

E. City of Ann Arbor Liaison Report – none

6. Report of the Chief Elected Official (CEO) of the Washtenaw County Board of Commissioners (BOC)

- Ouimet gave an update for Prater on BOC business. Ouimet gave an update on the Public Safety and Justice situation. He apologized for having to leave today early; he has a meeting downtown with administration regarding this issue and hopes to return later.

7. Report of the Executive Director

A. Announcements

- Tolle is leaving the board; she has been offered and has accepted a position with Michigan Rehabilitation Services (MRS) in Oakland County effective May 23. This is her last meeting and Rusher, on behalf of the staff and board, recognized her with a plant for her new office.

B. Local / State / Federal Updates

Local

- Our department is watching the situation with the County and the Public Safety and Justice proposals. ETCS stands to lose about \$535,000 if the BOC decides to cut funding for non-mandated services. Keeley asked if we were lobbying to keep those funds, noting that the Sheriff's department is doing a lot of lobbying. Rusher thanked her for the suggestion and noted that is something that hasn't been done.

State

- Rusher is fulfilling her gubernatorial appointment to the State Workforce Investment Board (WIB) called the Council for Labor and Economic Growth (CLEG). She will attend and give a presentation on Michigan Works!, and participate on a Panel called "Strengthening Michigan's Human Capital" on May 23rd.

Federal – none

C. Resolution

- i. Resolution requesting ratification of the Chair of the Board's signature on the program year (PY) 04 Reemployment Services Initiative Application to the Michigan Department of Labor and Economic Growth (MDLEG) for the period of July 1, 2004 through June 30, 2005 in the amount of \$22,932.
 - o This is a resolution for continuing funding for individuals who are laid off.

McKnight-Morton moved to approve the resolution. Davidson supported. Resolution approved.

DISCUSSION

- o Davidson asked if we contract this service out or if we provide the services in-house. Staff replied that we are mandated to contract out this service.
- ii. Ann Arbor Area Chamber of Commerce Youth Leadership Program
 - o ETCS is requesting ratification of the Chair of the Board's signature on the Youth Leadership Ann Arbor Pilot program for the period of September 14, 2005 through June 14, 2006 in the amount of \$9,850.
 - o The Ann Arbor Area Chamber of Commerce has been offering its Leadership Ann Arbor program for twenty-one (21) years. This program draws business and community leaders that are both new to the community and long-term residents. The program is designed to educate the participants on various issues, as well as strengthen their leadership skills and help them gain a better understanding of the need to be stewards of our community.
 - o The Chamber, in partnership with Ann Arbor Public Schools (AAPS) and the WDB, is interested in working to put together a pilot program. Six (6) high school students and one (1) employee from AAPS would participate in the Leadership Ann Arbor program, joining the other business and community leaders in the course. The employee will guide the students in de-briefing sessions at several intervals during the ten-month program.
 - o A description of the program along with a letter to the schools, the student application and reference form are all included in the meeting packet for board members to review.

DISCUSSION

- o Magyar asked if this is to be targeted towards children with disabilities and asked that some funding be allocated for assistants to help those who need it. Rusher noted that staff is working to include children with disabilities. Bulifant noted that he is working with the Washtenaw Transition Council and is actively working to recruit minority, persons with disabilities and other at risk youth.

Graber moved to approve the resolution as discussed. Harrison supported. Keeley abstained. Resolution approved.

- iii. Letter of support regarding non-HUD/SHP funding for April 1, 2005 to March 31, 2006.
- iv. Letter of support for MDLEG-MRS funding of "Enhancing Self-Employment Option for People with Disabilities: MicroEnterprise Works!"

Davidson moved to approve both letters of support. McKnight-Morton supported. Letters of support approved.

v. WIA and WF Program Funding

a. Workforce Investment Act (WIA)

- Staff provided a list of performance standards and how we measured as an agency.
- For these funds, we are mandated to contract out the dollars. We have three large funding sources and three large contracts. Under the Workforce Investment Act (WIA) there are three levels of training: core, intense and training.
- The time frame for WIA, a table describing the proposals and staff recommendations were included in the meeting packets.
- It was noted that Ross Innovative Employment Solutions submitted a good proposal, but it was not better than others that were received. We received additional funding for youth programs since the RFP was sent out and would like to ask Ross to provide services for youth only. Staff is looking into the procurement process of doing this.
- Graber asked what the criteria were for the ratings. Bivens listed the criteria and noted that the summary was the average of the scores given by the raters.
- Staff is recommending contracting with:
 - HRDI to provide youth services at \$735,219
 - ASE to provide youth services at a reduced funding level of \$109,000
 - Ross to provide youth services for a total of \$217,845
 - Total is \$1,062,064
- Rusher noted that staff is pleased with the current contractors and would like to continue work with them. We would like to develop a new contract with Ross because they do great work across the state. Tolle added that she is familiar with the work of Ross and agreed that they do good work.
- Keeley asked if the funding is contingent upon us receiving the dollars from the feds. Rusher noted that all contracts state that funds are contingent upon.

McKnight Morton moved to support the recommendations made by staff for WIA funding. Peters supported. Motion approved.

DISCUSSION

- It was noted that data is not collected for everyone that uses the Michigan Works! Service Center (MWSC). It is not required by the state nor the feds and it would take a lot of staff time and thus dollars to track every single person that enters our MWSC.

b. Work First (WF)

- This process was the same as that of WIA funding.
- There are no mandated numbers or performance standards to measure. All of our customers are referred from our community partners. The

numbers served are different here because we do not actively recruit people to serve through this program.

- Bidders were given the option to bid for the entire project or to bid on a part of the funding only. Staff listed those who submitted bids for the funds.
- Staff is recommending funding for the following agencies:
 - St. Clair Shores Adult and Community Education for \$770,459
 - Jewish Family Service for \$168,546.65
 - American Society of Employers Education Foundation for \$111,091.34
 - SOS Community Service for \$60,000
 - WCC / Computers Don't Byte Class for \$47,628
 - Total is \$1,157,724.99 based on fiscal year (FY) 04 allocation
- Staff noted that ETCS/MWSC works closely with staff from the Department of Human Services (DHS) to provide services to those in need. Davidson asked how one would be referred from DHS to the MWSC. Maritato replied that an individual would be given a joint orientation and then referred to the appropriate agency/person. If the individual does not show up to the agency/person to whom they were referred, then DHS is notified and the individual is not given money.
- Davidson asked if coordination is made for people who have children and need help with child care during the time that they are to report to the agency. Bivens noted that flexibility is given to those with special needs. Bus tokens are issued to those who do not have transportation to the MWSC. If there is not a bus route for people to use, a taxi is provided to the customer free of charge to them.

Davidson moved to accept the recommendations made by staff for WF funding. Keeley supported. McKnight-Morton and Williams abstained. Motion approved.

8. Committee Reports

A. Strategic Planning Committee

i. Report Card Update

- The committee ran into a problem with the vendor that was hired to update the Report Card due to their availability.
- A draft is included in today's packet for members to review. It will be discussed later in today's retreat.

B. Education Advisory Group (EAG)

- The EAG did not meet and there is no report.
- Rusher asked Miller to give the board an update on Project Great Start. The EAG is about to complete their recommendations for Project Great Start. There will be a briefing on May 20 at United Way where a series of five recommendations will be made. The recommendations will be going to the Human Services Collaborative Council for the next step.

C. Community Action Board (CAB)

- The CAB had their retreat last Friday.

D. **Blueprint to End Homelessness in Washtenaw County Update**

- Davidson gave an update of the Blueprint. The Washtenaw Housing Alliance (WHA) has a new Executive Director, Mitch Steils. Davidson asked if it would be appropriate for her to continue on the board or if the Executive Director should be the official member.

9. **Other Business**

- Graber expressed concern about the effort being made to inform employers in the County as to what we do.
- Rusher noted that we do a lot, but what we do not do is communicate this well. On Tuesday, for example, Rusher and staff met with the vice-president of the Global Engine Manufacturing Alliance (GEMA) in Dundee to see how ETCS / MWSC will help recruit employees.
- Bender noted that this will be something that is discussed during the retreat. Getting energized about the goals in our Report Card will be addressed as well.
- Bivens noted that a Corporate Services team has been established at the MWSC that deals with just employers. Two days were spent in April training staff for this new initiative.
- Harrison added that she received a letter from the Governor regarding the role of the Michigan Works! System in the state that was very positive.
- Bulifant noted that the MWSC is also running an intense Incumbent Worker Training (IWT) program.

10. **Remaining Meeting Dates**

All meetings will be at 555 Towner Street, Ypsilanti at 8:00 a.m.

- Thursday, June 30, 2005
- Thursday, September 1, 2005
- Thursday, November 3, 2005

11. **Adjourn**

Wolf adjourned the meeting at 10:16 a.m.