

Washtenaw County
Workforce Development Board
General Session
Minutes

Meeting Date: Thursday, May 06, 2004 **Time:** 8:00 am

Members Present: Donn Wolf, Anne Williams, Cindy Harrison, Diane Davidson, Janie Jones, David Potter, Keith Peters, William Miller, Timothy Robinson, Andrea Tolle, Steven Gulick, Mary Kerr, Mark Ouimet and Sabrina Keeley.

Members Absent: James Magyar, Diana McKnight-Morton, Clifford Smith, Edward Resha, Gregg Weaver (excused), Jim Beougher (excused), Suzanne Clausnitzer, Rebecca David, James Frenza (excused), Gene Graber (excused), Deloris Hunt (excused), Dennis Norton, Amy Giles and Al Robinson.

County Liaison Present: Commissioner Leah Gunn, Chief Elected Official

Staff Present: Trenda Rusher, Jenny Bivens and Rana Alzoubi

Guests Present: Nadia Purnell, Coordinator - Washtenaw County “Stay-the-Course” Mentoring Program and Annie Valle.

1. Call to Order

Wolf called the meeting to order to 8:06 am

2. Approval of the Agenda

Wolf moved the Knowledge and Information Feature to the beginning of the meeting agenda. Gulick moved to approve the agenda with the noted change. Williams supported. Meeting agenda approved.

3. Public Comment

- Nadia Purnell from the Washtenaw County “Stay-the-Course” Mentoring Program gave some background information on the program. The program is funded by the WDB and is focused on working with individuals in the workforce through mentoring.
- Mentoring is a 90-day commitment and in order to stay successful, the program needs mentors from the business community. Purnell noted that there are six active mentors now.
- Gunn asked about the time commitment and what the mentors are expected to do. Purnell replied that the main goal is helping them to better understand what skills the person has. Additionally, mentors can help by providing motivation, support and encouragement. The mentor is not expected to hire the person, just help. There is a packet of information with suggestions that is given to the mentor. The time commitment is 90-days for a couple of hours each month – about 3-4 hours.
- To enroll in the program, a mentor must attend an orientation session, complete, and sign an application. Purnell distributed folders for board members to review should they be interested in the program.

4. **Knowledge and Information Feature - Ten-Year Plan to End Homelessness** – (Diane Davidson)
- Davidson noted that the Cities of Ann Arbor and Ypsilanti have been engaged in homelessness issues. They are also engaging with boards, non-profits and other organizations such as FIA and Mental Health - any organization that has programs that can help the homeless.
 - Davidson shared some information from surveys that were conducted recently and noted that focus areas are being transformed based on studies.
 - Rusher noted that this offers the WDB an opportunity to continue to support the homeless population. The ETCS Group has a staff person that is at the Delonis Center who devotes 50% of her time there.
 - Davidson asked Board members to attend the meeting on May 21 that they should have already received an invitation to.

5. **Consent Agenda Items**

Keeley corrected an item in the last meeting minutes regarding an Ann Arbor Chamber Agenda Event that was referred to as the Annual Meeting. Peters moved to approve the meeting minutes with the noted change. Potter supported. Meeting minutes approved with the noted change.

6. **Report of the Chair** – (Wolf)

A. Announcements and Handouts

- Alzoubi swore in official new board member Sabrina Keeley as well as Mark Ouimet who was not previously sworn in.

B. Business and Community Awareness Initiative

- One of Wolf's initiatives is to increase the business and community awareness of the programs offered by the WDB and the CAB through the ETCS Group. The ETCS Group recently put out a request for quotes (RFQ) for this initiative. The RFQ was sent out to all of the marketing firms listing in both the Ann Arbor Area and the Ypsilanti Area Chambers of Commerce along with others that were recommended by various board members.
- The Marketing Committee will interview the companies that submitted proposals and all of the four proposals are included in the meeting packet for members to review.

C. Business Update – (Keeley and Peters)

- Keeley reported that Ann Arbor is beginning to experience the turn around that the rest of the County has been going through.
- The Ypsilanti Area Chamber of Commerce Annual Meeting is tonight. Peters invited board member to attend and to let him know if anyone is interested.
- There is a tremendous amount of interest from businesses wanting to come to Washtenaw County. General Dynamic will be moving here in the fall. Edwards Development is going to start groundwork next week on the old paper mill site. The only thing that will be left from the old mill will be the smoke stack. That will be left as a signature monument; and the site drawings for that project look great. Water Street construction is continuing to move forward on Michigan Avenue.

D. Labor Update – (Gulick)

- Things are moving forward with organized labor. Road workers are doing a lot in and around the County.
- The State AFL-CIO is also moving forward and is going to be doing more with youth programs.

- Gulick was informed that we may be facing some potential gang problems in the County this summer. There will be some partnering with Labor to work on programs to keep youth out of trouble.

7. Report of the Chief Elected Official – (Gunn)

A. Announcements and Handouts

- The County is continuing with its budget problems; they have already had ten layoffs.
- Tonight's Board of Commissioners (BOC) meeting will focus on a raise in tax for 911 services from \$0.80 to \$4 on your telephone bill to have enhanced services. The problem is in the inability for the different police and fire offices to talk with each other.
- The Jail Overcrowding Task Force has completed its work and has formed a new Criminal Justice Collaborative Council. Basically, there is no room in our jails. We need programs for diversions and need some public engagement. Maybe Agenda Ann Arbor could take this issue up if they are interested.
- Wolf expressed how fortunate the WDB is to have the County Commissioners on the Board. He noted that some boards don't even know who their Commissioners are. We are very fortunate to have them here and we appreciate them.

8. Report of the Executive Director – (Rusher)

A. Local/State/Federal Updates

Local

- Discussions initiated by Bob Guenzel are underway for an expansion of the Harriet Street Center to include more parking, more room for customers, employers, and collocating the ETCS Group under one roof. Washtenaw Community College (WCC) has agreed to participate in the expansion and be a tenant. In addition, WCC has agreed to offer us approximately \$60K in scholarships annually until 2009. This is a brilliant and novel partnership that the WDB has with WCC. Larry Whitworth, WCC President, would like to partner with us on a youth project similar to one in Pittsburgh geared at encouraging youth with culture and the arts programming coupled with entrepreneurial activities.
- The ETCS Group's audit is completed and we had no findings or recommendations. We had an absolutely clean audit.
- Staff has met with the WDB Strategic Planning Committee, Employer Committee, and the Educational Advisory Group (EAG) to discuss alignment with the update of our Report Card and the Reshaping Workforce and Economic Development in Michigan document. Rusher reported great feedback and input from the committees.
- Rusher attended the Chambers First Tuesday Breakfast on May 4, 2004 hosted by Key Bank. Rusher and board member Mark Ouimet sit on the Education Committee and Rusher sits on the E3 Committee that passed out the E3 Awards at the Breakfast. The Ypsilanti Chamber awarded the WDB its Business-Honor Roll recognition banner.
- The ETCS Group has been asked by Ypsilanti Police Chief George Basar to assist with officer recruitment and assist the City with a career advancement plan. We are planning a law enforcement career and job fair. In addition, Chief Basar suggested a Public Safety and Security Committee be established in the Chamber to engage more businesses in community partnerships. Peters would like to emphasize a workforce/economic and community development component strategy to allow for access to funds and career paths for students.
- On May 20, 2004 the ETCS Group staff will pack grocery bags for over 600 needy residents in the County. Board members are welcome to volunteer to help. We will

begin unloading the trucks at 6:30 am and package food until about 10:00 am. Food will be distributed between 10:00 am and noon.

- The ETCS Group is working with Diane Davidson providing input into the 10-Year Plan to End Homelessness in Washtenaw County.

State

- Draft allocations are out for the new WIA (Workforce Investment Act). Washtenaw Youth funding increases from \$302K to \$730K. Official allocations should be out by the end of this month. Rusher has begun to solicit input for planning from a variety of our youth partners and employer community.
- The special 30-day 8-member task force that Rusher was appointed to revamp Work First completed its work and forwarded recommendations to Directors Hollister and Udow on Friday, April 30, 2004. The task force recommended a name change: Skills and Work; Skills to Work; or Workforce Connections- focusing on education and skills BEFORE work for welfare recipients. In addition, they recommended the formation of a Workforce Action Network, modeled after the Children's Action Network initiative.
- The WDB will need to make contact with the state legislators to maintain current funding levels for our TANF/Work First program.
- The ETCS Group had State monitors in April for our WIA Programs, and our Senior Programs.

Federal

- The April 30, 2004 issue of the Workforce Times was included in the meeting packet for board members to read.

B. Displaced Homemaker Grant

- The Women's Center of America applied for a state grant for displaced homemakers. Rusher received the program narrative two days ago and signed on behalf of the WDB. The program narrative is included in today's meeting packet for board members to review.

Harrison moved to approve the letter of support for the Women's Center of America. Keeley supported. Motion to approve the letter of support passes.

DISCUSSION

- Davidson asked what the Women's Center of America do for \$1,000 a person and if there was an income eligibility requirement. Rusher replied that they provide wrap-around services and that their services are based on income eligibility.
- Rusher commented that the ETCS Group staff had the task of monitoring their program under the grant and that staff experienced some difficulties with the Women's Center of America staff. Wolf asked why staff recommended supporting the program if we had issues with them in the past. Rusher replied that she addressed the issues of concern and was reassured that staff had improved.

C. Resolution ratifying the Chair of the Board's signature on the Plan Year (PY) 2003 Workforce Investment Act (WIA) Incentive Grant to the Michigan Department of Labor and Economic Growth (MDLEG) for the period of July 1, 2003 through June 30, 2004 in the amount of \$19,669.

- Staff noted that the ETCS Group made all 17 of the performance measures, and of those, we exceeded 16. We received an incentive award for that and the money will be used to enhance our business services at the Michigan Works Service Center.

Gunn moved to approve the resolution ratifying the Chair of the Board's signature on the PY 2003 WIA Incentive Grant to MDLEG for the period of July 1, 2003 through June 30, 2004 in the amount of \$19,669. Ouimet supported. Motion approving the resolution passes.

9. Report of the Committees

A. Bylaws Committee – (Gulick)

- The Community Action Board (CAB) adopted the Governing Agreement at their last full board meeting. The Agreement provides a blueprint of what we are and what we are doing. This is the final draft after months of working on it; it is the same document that the board has seen in the past with a few spelling corrections.

Ouimet moved to approve the Governing Agreement. Gunn supported. Motion approving the Governing Agreement passes.

DISCUSSION

- Davidson asked that packets be mailed out in advance to the meetings. Rusher replied that staff is trying to get back on task with getting the packets out on a timely basis so that board members can review the information prior to the meetings.

B. Employers Workforce and Economic Development Committee – (Wolf)

- Committee members spent most of their last meeting talking about the update of the Report Card.

C. Strategic Planning Committee – (Williams)

- Williams reported that the Committee delayed the update of the Report Card until we received the final document from the State on Reshaping Michigan's Workforce. It has been presented to a lot of the Committees as well as the EAG and the CAB. Committee members are looking for any type of feedback from board members regarding the Report Card. Williams pointed out that that Employers Committee suggested putting together a DVD for businesses and they liked that idea.
- Another topic of discussion of the Strategic Planning Committee is the Workforce Summit that is to be hosted by EMU's ICARD. Committee members expressed concern and that they did not want ICARD to give a misconception of the workforce to the public. Staff is meeting with ICARD to discuss what they are doing for the grant including the Summit; they are discussing a possible partnership. Williams noted that ICARD is required to host a summit as part of their grant. The Committee feels that as long as they are having a summit, the WDB should be involved. The Workforce Summit is scheduled for September 22; the time and location are yet to be determined.

D. Education Advisory Group (EAG) – (Miller)

- At their last meeting, EAG members reviewed three initiatives that the WDB had approved in the past.
- The Graduate Follow-up Survey was reviewed at the last EAG meeting as well. Miller pointed out that this is the first time the WISD had a first and fifth year survey and that we are the only County that actually has a follow up survey.
- One thing that was noticed is that a large percent of graduates continue on to college. It was also noted that the rates of success are consistent regardless of the high school attended. One board member noted that we do not do enough for those seeking jobs.
- Wolf asked Miller to present at the July WDB meeting. Miller said that he will present at a meeting soon; he might not be able to attend the July general session.

- Gulick added that he felt the follow up survey was very interesting and that it has some valuable information that board members would be interested in. Gulick also commented on the discussion at the EAG about the ACT and the MEAP. Miller noted that we have the highest percentage of students who do not graduate who complete a GED.

E. The Community Action Board (CAB) – (Wolf/Gulick)

- Gulick noted that the CAB approved the Governing Agreement at their last full board meeting.
- Wolf added that the CAB Retreat is scheduled for this month but may be moved to a later time this year.

10. Other Business/News

- Jones announced that the Breakfast Optimists Group awarded 15 elementary school students this morning for participating in Law Day. Students are from the Ypsilanti and Willow Run district. The Group is also going to participate in the Young Eagles National Organization in September with 70-80 students participating. Jones also announced that she was inducted recently as the President of the Breakfast Optimist Group. She invited board members to participate June 12 with their garage sale on Clark Road and Prospect from 9:00 am to 3:00 pm.
- Kerr reminded board members of Tamara Real's presentation at the last meeting. The project's website went live two days ago; Kerr will keep us updated on that. Kerr noted that the Community Foundation recently awarded them a grant as well.

11. Adjourn

Wolf adjourned the meeting at 9:45 am