

**SAGINAW MIDLAND BAY WORKFORCE DEVELOPMENT BOARD
FEBRUARY 7, 2006**

MEMBERS PRESENT

Ed Dornseifer
Ken Cichewicz
Mike Beyer
Talmadge Battle
Ruth Retlewski
Tom Begin
Jim Bates
Amy Rodriguez
Laura Hamilton
Kathy Czerwinski
Terry King
Bruce Grant
Judy Barber

MEMBERS PRESENT

Joseph Powe
Clark Volz
Robert O'Hara
Steve Jonas
Dave Corcoran
Kathy Cholak-Jones

MWA Staff

Gerrit Wierda
Ray Ogden
Ken Kurecka
Pat Washburn
Ed Oberski
Rose Onan

MEMBERS ABSENT

John Nagy
Ed Tanzini
Gary Shepherd
Daniel Streeter
Bruce Griffith

GUESTS

Olga Pilar, Arnold Center
Andrea Bridgewater, Arnold Center
Carol Dwan, Bangor Twp Schools
Grace Burger, Bangor Twp Schools
Bill LaMere, SVRC
Mike Shea, Arnold Center
Jann Bostwick, Saginaw FOC
Leslie Roth, Consultant
Dennis Brieske, Consultant
Linda Caprathe, SVRC
Jason Palmer, MDLEG
Jennifer Barnes, Saginaw FOC
Trisha Andrzejewski, Saginaw FOC
Robert Wainwright, APT

ITEM #1 CALL TO ORDER

Bruce Grant, Chairman, called the Saginaw Midland Bay Workforce Development Board (WDB) meeting to order at 3:32 p.m., at the Bay Road Michigan Works! Service Center, Classrooms A & B, 3875 Bay Road, Saginaw, Michigan.

ITEM #2 ROLL CALL

The above members were present.

ITEM #3 APPROVAL OF AGENDA

Five items were added to the agenda: Item #7-C: Additional response letter from Senator Debbie Stabenow; Item #7-D: Letter from Emily Stover DeRocco, U.S. Department of Labor; Item #7-E: Letter from Governor Jennifer Granholm; Item #8-C-6: WIRED Proposal; Item #10-C: Amendment to Service Center Operations Grant Narrative.

ITEM #4 CORRECTING AND APPROVING THE MINUTES

Motion by: Ed Dornseifer; Support by: Clark Volz:

That the Board approve the Saginaw Midland Bay Workforce Development Board minutes dated January 3, 2006.

Motion passed by voice vote.

ITEM #5 AUDIENCE FOR THE PUBLIC

The audience introduced themselves. There were no public comments.

ITEM #6 INTRODUCTIONS

There were no introductions.

ITEM #7 COMMUNICATIONS

A. DLEG Labor Market Information Report for December 2005

The Board reviewed the DLEG Labor Market Information Report for December, 2005.

B. Correspondence from Saginaw County Business and Education Partnership regarding Partner of the Year Award

The Board reviewed the correspondence from the Saginaw County Business and Education Partnership regarding the Partner of the Year Award.

C. Sample correspondence from the Saginaw Midland Bay Consortium Board to federal legislators regarding Medicaid cuts and health care reform; responses from Representative Dave Camp & Senator Debbie Stabenow

The Board reviewed the correspondence from the Saginaw Midland Bay Consortium Board to federal legislators regarding Medicaid cuts and health care reform and responses received from State Representative Dave Camp and U.S. Senator Debbie Stabenow.

D. Letter from Emily Stover DeRocco, U.S. Department of Labor, Summarizing the President's FY 2007 Budget

The Board reviewed the correspondence from Emily Stover DeRocco, U.S. Department of Labor, summarizing the President's proposed budget as it impacts Workforce Investment Act and Employment Service funding.

E. Letter from Governor Jennifer Granholm regarding the Michigan Opportunity Partnership Program

The Board reviewed the correspondence from Governor Jennifer Granholm regarding the Michigan Opportunity Partnership Program.

ITEM #8 REPORTS

A. CHAIRMAN'S REPORT

It was reported that the Executive Committee has approved the Proposed RFP/Program Structure for Programs Commencing July 2006 and October 2006. (Attached to these minutes.)

The Board reviewed the Strategic Goals and General Action Plans.

Motion by: Jim Bates; Support by: Terry King:

To accept the Strategic Goals and General Action Plans based on measureable goals and objectives.

Motion passed by voice vote.

Baseline measures and proposed outcomes will be presented at the next meeting.

B. FINANCE REPORT

The Board reviewed the following fiscal reports as presented by Ray Ogden, Finance Manager, MWA: Saginaw Midland Bay MWA Overall; MWA Office, MWA Infotech, Bay Road One Stop, Midland One Stop and North Pointe One Stop for the Period 7-1-05 through December 31, 2005; and By County Program for FY 2005/2006. It was reported that the format of the fiscal reports is a work-in-progress, and refinements will be presented in upcoming meetings.

Motion by: Jim Bates; Support by Laura Hamilton:

To accept as presented, the unaudited figures from the following reports: Saginaw Midland Bay MWA Overall; MWA Office, MWA Infotech, Bay Road One Stop, Midland One Stop and North Pointe One Stop for the Period 7-1-05 through December 31, 2005; and By County Program for FY 2005/2006.

Motion carried by voice vote.

C. DIRECTORS REPORT

1. Performance Reports

The Board reviewed the Work First Report for October 1, 2005 through November 30, 2005 and WIA Adult/Dislocated Worker Monthly Report for July 1, 2005 through November 30, 2005.

2. Friend of the Court Performance

The Board reviewed the Friend of the Court Performance for November, 2005.

3. Funding Report

It was reported that additional funding reductions are anticipated in Workforce Investment Act and Employment Service grants: As much as 1% in WIA Dislocated Worker funds; 4-5% in WIA Adult and Youth funds; and 8% decrease in Employment Service. The Bush Administration projected budget for 2007, shows as much as 15% decrease in WIA.

4. Reminder regarding WDB-re-nominations for terms expiring June 30, 2006

The Board was reminded that Workforce Development Board re-nominations for terms expiring June 30, 2006 were sent out this past week. An email will be sent to those who have not responded.

5. RSA Update

An RSA update was given by Dennis Brieske and Leslie Roth. Program expansion and progress information was also distributed. A Health Care Community Summit will be held in March/April, 2006. A keynote speaker is being sought.

6. WIRED Proposal

It was reported that the U.S. Department of Labor has awarded a Workforce Innovations and Regional Economic Development grant (\$5,000,000 per year for three years) to the Region encompassing our MWA area, Flint, Lansing, the Thumb and Livingston. The grant recipient is Michigan State University. The general purpose of the grant is to generate regional coordination between economic development and workforce development efforts. Further updates will be forwarded when available.

ITEM #9 OLD BUSINESS

There was no old business.

ITEM #10 NEW BUSINESS

A. APPROVAL OF WDB 2006 MEETING CALENDAR

The Board reviewed the 2006 meeting calendar.

Motion by: Jim Bates; Support by Tom Begin:

To approve the 2006 meeting calendar.

Motion passed by voice vote.

B. STAFF RECOMMENDATION FOR WORK FIRST PLAN APPROVAL REGARDING TRANSFER OF FUNDS FROM LOCAL DEPARTMENT OF HUMAN SERVICES OFFICES

The Board reviewed the staff recommendation to approve submittal of the Work First Plan regarding the transfer of funds from local Department of Human Services Offices.

Motion by: Dave Corcoran; Support by: Ruth Retlewski:

To approve submittal of the Work First Plan regarding transfer of funds from local Department of Human Services offices.

Motion passed by voice vote.

C. STAFF RECOMMENDATION FOR APPROVAL TO AMEND THE SERVICE CENTER OPERATION PLAN NARRATIVE

The Board reviewed the staff recommendation to approve amending the Service Center Operations Plan narrative to transfer \$77,000 from the Service Center Operations Plan to WIA Adult Program.

Motion by: Steve Jonas; Support by Jim Bates:

To approve amending the narrative to the Service Center Operations Plan.

The board engaged in further detailed discussion.

Amended Motion by: Steve Jonas; Support by Clark Volz:

To approve amending the narrative to the Service Center Operations Plan to allow the transfer of \$77,000 from the Service Center Operations Plan to WIA Adult training for staff wages and fringes.

Motion passed by voice vote. Tom Begin opposed.

ITEM #10 ADJOURNMENT

Motion by: Talmadge Battle; Support by Jim Bates:

That the meeting be adjourned.

Motion passed by voice vote and the meeting was adjourned at 4:48 p.m.

**WDB EXECUTIVE COMMITTEE
FEBRUARY 7, 2006**

**PROPOSED RFP/PROGRAM STRUCTURE
FOR PROGRAMS COMMENCING
JULY 2006 AND OCTOBER 2006**

*[Includes revisions to prior recommendations jointly proposed by Board Chair, Bruce Grant, and Director, Ed Oberski. Additions are shown in **bold**. Deletions are shown ~~struck through~~.]*

BASIC RFPS

By County:

- WIA Adult/Dislocated Worker (Training and Intensive Services) – One Contractor per County
- Welfare Reform (Work First, FAE&T, etc) – One Contractor per County

MWA-Wide:

- General Public (Employment Service, WIA Core Services) – One Contractor for the entire system
- Program Staff Training/Certification – One Contractor for the entire system

CHANGES / KEY POINTS

1. No distinction between Case Management and Job Search (RFPs and contracts would be based on actual funding streams).
2. No separate contract for a “Call Center” to do follow-up for program participants. Each Contractor would be responsible for its own follow-up. (Currently one Contractor provides this service on behalf of all Contractors.)
3. A separate contract for Program Staff Training / Certification. (Currently one Contractor provides this service for all Contractors.)
4. If a private for-profit entity is selected as a Service Provider, profit:
 - Shall be negotiated to document reasonableness;
 - Shall **comply with all applicable state and federal policies.** ~~be limited to no more than 10% of costs exclusive of training tuition and supportive service costs paid to other entities; and~~
 - ~~Payment of profit shall be tied to achievement of required performance.~~
(This policy might not apply to fixed-fee contracts procured on a competitive basis.)
5. Overhead/Central Office contract costs:
 - Shall be adequate for required fiscal and HR staff;
 - Shall be no more than 20% of any other off-site manager or central office personnel; and
 - Shall be included in the proposal and negotiated to determine reasonableness.

6. RFP shall require adequate on-site management / supervision by staff dedicated 100% to the Saginaw Midland Bay Michigan Works! System.
7. ~~RFP removes incentives for bidders to bid lower staff salaries and smaller numbers of program staff by:~~
 - ~~• Setting a range of reasonable starting salaries. Points would be lost if proposed salaries are above or below that range.~~
 - ~~• Setting minimum qualifications for program staff. (Current staff may be grandfathered.)~~
 - ~~• Assuming specific numbers of program staff by position in each Center.~~
7. RFP assumes a certain amount of funding for participant training and supportive services to remove that as a factor in scoring the proposals.
8. RFP specifies general program design, and seeks bidders capable of providing that program. (Rather than asking for bidders to propose specific program designs.)
9. WDB selection of a proposal does not guarantee a contract. The contract is contingent upon successful negotiations intended to document reasonableness and necessity of costs, and upon agreement on required provisions and procedures.
- ~~10. One-year contract with option to renew each year for an additional two years. (Rather than a three-year contract.)~~
10. Contractor anonymity:
 - Contractors' names/identities shall not be visible to the public in any Service/Satellite Center, letterhead, literature, badges, signs, etc.
 - Contractors shall not issue newsletters, publications, communications, displays, etc. that link them to Saginaw Midland Bay Michigan Works! without the prior written approval of Saginaw Midland Bay Michigan Works!. Examples:
 - ~~Prohibited:~~ Contractor A issues a newsletter under its own name discussing its various programs, and includes an article regarding its role in the Saginaw Midland Bay Michigan Works! system;
 - ~~Prohibited:~~ Contractor A has a booth at the Business Expo under its own name, and the booth is staffed by Contractor staff funded under the Michigan Works! contract;
 - ~~Prohibited:~~ Contractor B has a booth at the Business Expo under its own name, and Michigan Works! is mentioned in the display;
 - Allowed: Contractor C reports to its board regarding its performance under a Michigan Works! contract;
 - Allowed: Contractor D discusses its Saginaw Midland Bay Michigan Works! contract and performance in a proposal to a different Michigan Works! Agency or some other potential funding source;
 - **Allowed: Contractor E issues a newsletter with limited public dissemination under its own name discussing its various programs, and includes reference to its role in the Saginaw Midland Bay Michigan Works! System.**