

**SAGINAW MIDLAND BAY WORKFORCE DEVELOPMENT BOARD  
MINUTES  
November 1, 2005**

**MEMBERS PRESENT**

Bruce Grant	Kathy Cholak-Jones
Jim Bates	Terry King
Judy Barber	John Nagy
Tom Begin	Robert O'Hara
Mike Beyer	Joseph Powe
Julie Carey	Tim Quinn
Dave Corcoran	Ruth Retlewski
Kathy Czerwinski	Amy Rodriguez
Edward Dornseifer	Gary Shepherd
Bruce Griffith	Gregory Skufca
Laura Hamilton	Edward Tanzini
Steve Jonas	Clark Volz

**MEMBERS ABSENT**

Talmadge Battle  
Ken Cichewicz  
Connie Kostrzewa  
Daniel Streeter  
Odail Thorns, Jr.

**STAFF**

Ed Oberski  
Pat Washburn  
Ken Kurecka  
Darlene Kalahar  
Ray Ogden  
Esther Sanders  
Katie Kindred

**GUESTS**

Andrea Bridgewater, ACI	Jason Palmer, DLEG
Randy Barst, Saginaw DHS	Carmell Anderson, USDOL/BAT
Trisha Andrezjewski, Saginaw FOC	Amy Patterson, Saginaw FOC
Sue Prine, Saginaw FOC	Grace Burger, Bay MW!
Olga Pilar, ACI	Bill LaMere, SVRC
Robert Wainwright, APT	

**ITEM #1      CALL TO ORDER**

Bruce Grant, Chairman of the Saginaw Midland Bay Workforce Development Board called the meeting to order at 3:33 p.m., at the Bay County Michigan Works! Service Center, North Pointe Plaza, The Eugene Gwizdala Room, 4061 N. Euclid, Bay City, Michigan.

**ITEM #2      ROLL CALL**

The Workforce Development Board members listed as present were in attendance.

**ITEM #3      APPROVAL OF AGENDA**

Contract for Fiscal Consultant was added as Item 10-E under New Business. Item 8-C—Report from Saginaw Future will be presented at the next WDB meeting.

**ITEM #4      CORRECTING AND APPROVING THE MINUTES**

The minutes for October 4, 2005 of the Saginaw Midland Bay Workforce Development Board are amended to reflect that Tom Begin was present at the meeting and Julie Carey was absent from the meeting.

**The minutes, as amended, were approved by unanimous acclamation.**

**ITEM #5      AUDIENCE FOR THE PUBLIC**

The audience was introduced. There was no public comment.

**ITEM #6      INTRODUCTIONS**

There were no introductions.

**ITEM #7      COMMUNICATIONS**

**A. THIS WEEK @ MEDC OCTOBER 7, 2005 ARTICLE: GRANHOLM ANNOUNCES FUNDING TO SUPPORT RIVERFRONT DEVELOPMENT IN BAY CITY**

The Board reviewed the Michigan Economic Development Corporation (MEDC) report that Governor Granholm will provide funding for Riverfront Redevelopment in Bay City.

**B. OCTOBER 17, 2005 EMPLOYMENT & TRAINING REPORTER ARTICLE: MICHIGAN SCHOOLS EMBRACE WORKKEYS, COLLEGE TEST**

The Board reviewed the October 17, 2005 Employment & Training Reporter Article entitled Michigan Schools Embrace WorkKeys and College Test.

**C. ANNUAL DINNER REMINDER: MONDAY, DECEMBER 12, 2005**

It was announced that the Annual Dinner is scheduled for Monday, December 12, 2005, 3:30 p.m. at Saginaw Valley State University (SVSU).

**ITEM #8      REPORTS**

**A. CHAIRPERSON'S REPORT: REQUIREMENT FOR EXECUTIVE COMMITTEE ACTION**

Chairman Grant reported that management has requested that the Executive Committee take action to finalize WDB direction regarding the Business Services Team and the 2006 RFP and general program design. Management

based its request on the necessity for timely action so as not to delay the 2006 RFP process. Chairman Grant authorized management to arrange for timely Executive Committee meetings to address those issues.

## **B. DIRECTOR'S REPORT**

### **1. BRIEF AWARD PRESENTATION**

Tim Quinn received an award for his tenure as Chairman of the Workforce Development Board. The Workforce Development Board unanimously applauded Mr. Quinn.

### **2. PERFORMANCE REPORTS**

The Board reviewed the monthly performance reports. In addition the Board reviewed the portion of the Department of Labor & Economic Growth's annual report relating to Saginaw Midland Bay Michigan Works! performance.

### **3. RSA UPDATE**

The Board received a brief update on Regional Skills Alliance activities and priorities.

### **4. SAGINAW FRIEND OF THE COURT PERFORMANCE**

The Board reviewed the monthly performance report for the Saginaw Friend of the Court (FOC) non-custodial parent referral contract.

## **ITEM #9 OLD BUSINESS**

There was no old business.

## **ITEM #10 NEW BUSINESS**

### **A. EAG RECOMMENDATION FOR REVISIONS TO THE WIA YOUTH PROGRAM**

The Board discussed the Workforce Investment Act Youth Program and RFP design developed and recommended by the Educational Advisory Group.

It was noted that Agenda Item 10-A, number 4, 1<sup>st</sup> bullet-point should read:

#### **4. The In-School and Out-of-School RFPs:**

- Are general in nature. (ie. They do not specify a preferred program design.)

**Motion by Dave Corcoran, support by Julie Carey:**

That the Workforce Development Board approve the Educational Advisory Group's recommendations for the Workforce Investment Act Youth RFP and Program as set forth in Agenda Item 10-A, as amended.

**Motion passed by voice vote.**

**B. RECOMMENDATION FOR MISSION STATEMENT AND VISION STATEMENT**

**Motion by Steve Jonas, support by Ruth Retlewski:**

That the Workforce Development Board adopt the following Mission Statement:

Saginaw Midland Bay Michigan Works! strengthens the local economy:

- By providing assistance to employers that reduces their time, effort, cost and uncertainty in hiring and retaining qualified employees;
- By increasing the skills and marketability of the local labor force to meet the needs of employers; and
- By coordinating with various partner agencies to maximize these services.

And the following Statement of Vision:

Saginaw Midland Bay Michigan Works! shall offer a user-friendly and cost efficient system that provides employers with assistance in the hiring process and in reducing turnover; that positively impacts the local labor market by providing jobseekers with barrier removal, necessary skills training, job readiness and retention training, and job search assistance; and in which key agencies will see great value in establishing partnerships.

**Motion passed by voice vote.**

**C. RECOMMENDATION FOR 2-YEAR STRATEGIC PLANNING GOALS**

**Motion by Steve Jonas, support by Ruth Retlewski:**

That the Workforce Development Board adopt the bullet-point Two-Year Strategic Planning Goals presented in Agenda Item 10-C.

**Motion passed by voice vote.**

**Motion by Tim Quinn, support by Julie Carey:**

That in addition to the approved strategic plan goals, management shall develop a contingency plan to handle large lay offs.

**Motion passed by voice vote.**

Chairman Grant requested management to present general action plans for the strategic plan goals and lay off contingency plan at the January Board meeting.

**D. STAFF RECOMMENDATION TO NEGOTIATE AND CONTRACT FOR A HEALTH CARE CLINICAL CALENDAR SYSTEM**

The Board discussed the staff recommendation in Agenda Item 10-D.

**Motion by Terry King, support by Kathy-Cholak Jones:**

That the Board approve a contract with The Spicer Group for development and initial implementation of a health care clinical calendar system in an amount not to exceed \$28,500.00 contingent upon successful negotiations; and in the case negotiations with The Spicer Group do not result in agreement, the Board approve a contract with SVSU in an amount not to exceed \$30,000.00 contingent upon successful negotiations.

**Motion passed by voice vote.**

**E. STAFF RECOMMENDATION TO CONTRACT FOR FISCAL CONSULTANT SERVICES**

It was reported that the Michigan Works! Association conducted procurement for a fiscal consultant on management's behalf and at management's request. This a routine service provided to Michigan Works! Agencies by the Michigan Works! Association. The purpose of the fiscal consulting services would be to 1) review our existing fiscal system and cost allocation plan/procedures, 2) recommend and assist in implementing a new fiscal system and cost allocation plan/procedures, if determined necessary, or modifications to existing systems, plans, procedures if determined necessary; and 3) recommend and assist with procuring and implementing a new fiscal software program, if determined necessary.

The Michigan Works! Association received three bids: Judy Koonter: \$1,550 per day; Rochelle Daniels \$2,600 per day; and Strader Taylor: \$1,750 per day. The Association recommended Mr. Taylor based on cost and availability.

**Motion by Edward Dornseifer, support by Jim Bates:**

That Saginaw Midland Bay Michigan Works! is authorized to contract with the Michigan Works! Association for the fiscal consulting services of Strader Taylor in an amount not to exceed \$30,000.00.

**Motion passed by voice vote. Dissenting votes: Kathy Czerwinski and Gregory Skufca.**

**ITEM #11 ADJOURNMENT**

The meeting adjourned at 4:50 p.m.