



A Private-Public Partnership Serving Kalamazoo and St. Joseph Counties  
222 S. Westnedge Avenue, Kalamazoo, Michigan 49007-4628

**Workforce Development Board Executive Committee Meeting Minutes  
March 5, 2009**

Workforce Development Board Chair, Mary Oudsema, called the meeting to order at 7:31 a.m. at the W. E. Upjohn Institute for Employment Research, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

**Executive Committee Members Present:** Dennis Berkebile (PS), Thom Brennan (PS), Susan Einspahr (PS), Lisa Godfrey (PS), Mary Oudsema (PS)

**Members Absent:** Joe Herdus (PS), Jerry Love (PS), Barry Visel (PS)

**MW Staff Present:** Kathy Olsen, Craig Schreuder, Kara Stewart, Suprotik Stotz-Ghosh, Bob Straits

**Guests Present:** John Dillworth (Goodwill), Curt Mastos (MI-HRDI), Tim McGann (LMC), Dolly Roselip (Y.O.U.)

**APPROVAL OF MINUTES**

**Motion made by Lisa Godfrey and supported by Susan Einspahr to approve the Workforce Development Board Full Board meeting minutes of February 5, 2009. Motion carried.**

**STAFF REPORTS**

**Program Plans** – Kara Stewart requested board consideration and approval of the *Michigan Works System Administrative Plan for 2009*. She reported the plan is a non-financial administrative document that incorporates a range of forms, certifications, stipulations, and administrative procedures applicable for all programs funded through the Michigan Department of Energy, Labor and Economic Growth (DELEG). The time period covered for the plan is from January 1, 2009 through December 31, 2009. Kara also requested approval of additional funding in the amount of \$15,955 under the *No Worker Left Behind (NWLB) Initiative* to supplement current resources to support individuals receiving training under the Workforce Investment Act (WIA) Dislocated Worker Program and noted that these funds must be spent by June 30, 2009.

**Motion made by Lisa Godfrey and supported by Dennis Berkebile to approve the Michigan Works System Administrative Plan for 2009 and the additional No Worker Left Behind (NWLB) Workforce Investment funding for the Dislocated Worker Program. Motion carried.**

**American Recovery and Reinvestment Act** – Craig Schreuder distributed a summary of key provisions of the American Recovery and Reinvestment Act (ARRA) of 2009. He reported the amounts designated on the summary for the Adult, Youth and Dislocated Worker Programs were national figures and noted the amount for the adult program should be corrected to read \$500 million. Highlights of the ARRA were as follows: the funding must be spent quickly and wisely; stimulus funding is in addition to regular appropriations; WIA regulations apply; the focus is to serve the unemployed and underemployed; there is a strong emphasis on education and training for high demand occupations, specifically those in green jobs and healthcare sectors; needs-related payments are encouraged; the majority of youth funding is to support summer youth activities; eligibility for the WIA Youth is revised to include up to 24 year olds; additional reporting will be required to address accountability, transparency and accomplishments; and Trade Adjustment Assistance was re-authorized for two years with several changes that will impact all states. The summary also included an estimated timeline for implementation. Craig reported the local procurement for the Youth Program included provisions for providing a summer youth program and the Request for Proposal stated that the vendor selected would be responsible for all WIA Youth services for the RFP period. The vendor selected for Kalamazoo-St. Joseph Michigan Works Area is Youth Opportunities Unlimited (Y.O.U.).

Dennis Berkebile reported stimulus funding for transportation included funding for grants. Other dollars were allocated through a formula to support local entities. Funding must be spent within two years; however it must be obligated and ready for bidding within the first ten months.

**Request for Proposal (RFP) Committee** – Craig Schreuder reported the Request for Proposal Committee met earlier this week. There were several bids submitted. The Adult Program is being awarded to Youth Opportunities Unlimited (Y.O.U.) and the Dislocated Worker Program is being awarded to Michigan Human Resource Development, Inc (M-HRDI).

**Program Status Report** - Suprotik Stotz-Ghosh reported the performance numbers for the core Workforce Investment Act programs and Employment Services are ahead of goals for the first 7 months of the contract period. The State is recommending ways to reduce the State budget that includes recommendations related to the positive outcomes of the Michigan Prisoner Re-entry Initiative. Michigan is one of the only States that is reducing the prison population. He reported the Truth in Sentencing law requires that prisoners serve their minimum sentence; however many are past their earliest release date. In Michigan, prisoners are currently serving 140% of their sentence and the plan is to reduce this. There will be additional funds to serve the increased population; however, the majority of these funds will go to the parole office. The focus will continue to be on keeping communities safe. The Comprehensive Approaches to Sex Offenders Management (CASOM) pilot project will be concluding at the end of March. Many of the recommendations that came from this pilot have been implemented statewide. He gave an example of an assessment tool that was developed by the project coordinator, Dallas Oberlee.

**Legislative Update** – Bob Straits reported that in addition to the stimulus monies, funding increases are expected in all the core programs. The funding is for training and support for the participants served and there is not a lot of flexibility beyond what is currently allowed. With the increased funding, there will be an increased emphasis on monitoring by State and federal auditors. Additional stimulus funding for programs such as weatherization and transportation may also flow through the Michigan Works System.

Bob Straits noted that the most immediate concern regarding implementation is identifying job sites for the summer youth program and supervision for the sites. Craig reported Y.O.U., our service provider, has an internal process in place that is sufficient and they recently provided the Michigan Works Association with a youth work experience packet that is being shared as a best practice throughout the State. Dolly Roselip reported that for the summer program, the age of the population eligible is 14 to 24 and there are child labor laws that must be followed for 14-16 year olds. Participant wages are paid for through the program and job sites must provide the materials and supervision. The current plan is to place 500-600 participants and she noted that Y.O.U. has previous experience with placing well over 1,000 participants in a summer work experience program. Program staff met with representatives from the City of Kalamazoo Parks and Recreation Department, the County of Kalamazoo and many non-profits to develop work experience sites. Dolly stated that placements can also be with the private sector and program staff are also looking for job sites in St. Joseph County. She requested that members forward any additional job leads to her. Susan Einspahr stated that an economic development representative for the City of Kalamazoo contacted her to inquire as to how the City could be of assistance. She offered to set up a meeting to explore other opportunities and noted that summer youth activities are also a concern of the Department of Public Safety and they may want to be involved.

Bob Straits reiterated that the current Youth RFP included a provision for a summer program and the proposal specs were broad enough to include stimulus funding for youth.

**Motion made by Lisa Godfrey and supported by Thom Brennan to confirm the intent of the Kalamazoo-St. Joseph Workforce Development Board that all monies designated for youth programs shall go through the vendor selected in the most recent Youth RFP for the period specified in the RFP. Motion carried.**

#### **COMMITTEE REPORTS**

**Executive Committee** – No report.

**Monitoring and Evaluation Committee** – Kathy Olsen reported the Monitoring and Evaluation Committee met in February to review the Dislocated Worker Program and Services. The Committee found that Dislocated Worker staff are making efforts to identify participants for the program, are staying connected to the participants and are providing the necessary assistance. The participants interviewed by the Committee were well educated with many years of work

experience. Examples included two participants previously employed at Pfizer, one as a chemical operator and another who worked in critical spare parts. The others interviewed included someone who worked with the mainframe system in a bank, a catering sales manager, and a person with years of accounting experience who lacked a degree.

**Marketing Committee** – Kathy Olsen reported she will be meeting with representatives from each of the service providers later this week to discuss local marketing efforts and that she would like to re-establish a Marketing Committee of the Board. Interested Board members should contact her.

**MEMBERS TIME** – Mary Oudsema reminded members to sign the Conflict of Interest Disclosure Statement recently mailed to them and to return the signed form to Kathy Olsen.

**CITIZENS TIME** – None

**NEXT MEETING** – The next Executive Committee meeting is scheduled for 7:30 a.m. on Thursday, April 2, 2009 at the W. E. Upjohn Institute. The next full WDB meeting is scheduled for May 14, 2009 at 8:00 a.m. at the Three Rivers Service Center. Mary reminded members that this date is a change from the original schedule and the change was announced at February’s full Board meeting. Kathy Olsen reported the Monitoring and Evaluation Committee’s visit at Goodwill Industries has been postponed. The Committee will meet as planned on Thursday, March 19, 2009 from 7:30 – 9:00 a.m.; however, the location is changed to the W.E. Upjohn Institute in Kalamazoo. An agenda will be sent out prior to the meeting.

**ADJOURNMENT** – The meeting was adjourned at 8:15 a.m.

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Robert Straits

Date

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Mary Oudsema

Date