



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  
July 10, 2008**

WDB Chair, Mary Oudsema called the meeting to order at 7:33 a.m. at the W. E. Upjohn Institute for Employment Research, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

**Executive Committee Members Present:** Lisa Godfrey (PS), Jerry Love (PS), Mary Oudsema (PS), Marilyn Potgiesser (PS)

**Executive Committee Members Absent:** Dennis Berkebile (PS), Thom Brennan (PS), Susan Einspahr (PS), Joe Herdus (PS)

**Other Members Present:** Omar Alston (DOC), Jack Urban (At-large)

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

**Guests Present:** Karen Carlisle (Y.O.U.), Jack Mekemson (Goodwill), Robert Harrison (LMC), Representative Robert Jones

**APPROVAL OF MINUTES**

**Motion made by Jerry Love and supported by Marilyn Potgiesser to approve the WDB meeting minutes of June 5, 2008. Motion carried.**

**STAFF REPORTS**

**Workforce Development Plans** – Kara Stewart requested Board consideration and approval of the PY2008 One Stop Operations Plan, the PY2008 Professional Development Capacity Building Plan, the WIA Performance Incentive Plan and the PY2008 Incumbent Worker Training Program Plan. She reported the amount identified in the plan summary for the One Stop includes estimated carry-in dollars. The funds identified for Capacity Building support education and development of staff. The Performance Incentive funding was received as a result of exceeding PY2006 performance standards and plans are to use the funds to support the Business Services Team development. The Incumbent Worker Training Plan focuses on strengthening the skills of incumbent workers for businesses located within the Kalamazoo-St. Joseph Michigan Works Area in several high priority areas: health care, manufacturing, and high-growth and emerging industries. We cannot limit the residency of employees and the plan includes cross county coordination.

**Motion made by Lisa Godfrey and supported by Jerry Love to approve the PY2008 One Stop Operations Plan, the PY2008 Professional Development Capacity Building Plan, the WIA Performance Incentive Plan and the PY2008 Incumbent Worker Training Program Plan. Motion carried.**

**JET RFP Review Committee** – Kara Stewart reported the Request for Proposal for the Jobs, Education and Training (JET) Welfare to Work Training Program will be released July 3, 2008 and proposal responses are due July 28. She asked for a minimum of three volunteers to serve on the RFP Review Committee. Lisa Godfrey, Jerry Love, Mary Oudsema and Marilyn Potgiesser volunteered to serve on the Committee.

**Program Status Report** – Suprotik Stotz-Ghosh reported the formula used for computing the year-to-date employment goal was changed. Each program has a different emphasis which is reflected under “other key outcomes.” In highlighting activities of special initiatives, he reported representatives from CASOM are scheduled to make a presentation to the Michigan Department of Corrections Resource Team. The Team is responsible for setting policy and is interested in the evidence-based practices being used in Kalamazoo County to manage sex offenders when released from prison. Suprotik also reported the 16 individuals who completed the Road Construction Apprenticeship Readiness (RCAR) Training Program included 8 women and 11 minorities; there are 6 placements as of May 31, 2008.

**Legislative Update** – Bob Straits reported the downturn in the economy has lead to increased funding for core workforce development programs in the appropriations bills being introduced at the federal level. This years State budget includes funding for Governor Granholm’s No Worker Left Behind Initiative and Adult Basic Education. To assist individuals who have exhausted their current benefits, the federal Unemployment Insurance has been extended. Representative Robert Jones reported the State Transportation and Education budgets have not been approved and it is helpful to know about special programs such as RCAR. There is also a proposal at the federal level to increase funding for prisoner re-entry programs.

**COMMITTEE REPORTS**

**Executive Committee** – Mary Oudsema reported Kalamazoo is being considered as the 2009 host site for the annual Michigan Works for People Conference.

**Monitoring and Evaluation Committee** – Suprotik Stotz-Ghosh reported the Monitoring and Evaluation Committee’s June meeting was the final meeting for the 2007-08 program year. The Committee met with representatives from area community colleges to examine the systemic barriers and challenges in developing short-term training programs and to create a better continuum of education between Michigan Works and community colleges. Attendees also listened to a presentation on “Breaking Through” a national and statewide initiative of Jobs For the Future (JFF) that focused on improving serving a population that is not ready for college. Marilyn Potgiesser stated that she hopes to see a continued regional effort to evaluate training needs and gaps. Following-up on her previous request for training programs in healthcare occupations that are in demand, she reported KVCC is giving serious consideration to developing CNA training. She also received inquiries from GOCC and KCC regarding developing a surgical tech training program.

**Marketing Committee** – Kathy Olsen reported the RCAR graduates were recognized at a State graduation ceremony on July 8, 2008 in Detroit where Governor Granholm presented a certificate to each participant who completed the training. Graduates who spoke at the ceremony told how the opportunity has changed their lives. Bob Straits reported although there were multiple delays in the beginning of program implementation, staff at the Michigan Department of Labor and Economic Growth has been very supportive of the initiative. The faith-based community has also been a strong advocate and extremely helpful with the implementation.

Kathy Olsen also reported the spring 2008 newsletter for the Kalamazoo-St. Joseph Michigan Works area was recently mailed and extra copies were available at the meeting for those interested.

**OLD BUSINESS** – None.

**MEMBER’S TIME** – Marilyn Potgiesser reported the IT Department at Bronson is creating a database to organize carpooling and bus rides for its employees in an attempt to address the rising costs of transportation.

**CITIZEN’S TIME** – Representative Robert Jones thanked Board members and staff for the work they do. He agreed to meet with Jack Urban in the near future to gather more information about the RCAR Initiative.

**NEXT MEETING** – The next Executive Committee meeting is scheduled for 7:30 a.m. on Thursday, August 7, 2008 at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan. The next meeting of the full Workforce Development Board in scheduled for 8:00 a.m. on September 4, 2008 at the Michigan Works Service Center in Three Rivers. The annual Michigan Works for People Conference will be held September 7-9, 2008 in Detroit, Michigan. The next Monitoring and Evaluation Committee meeting is scheduled for Thursday, September 18, 2008 from 7:30 – 9:00 a.m. at the Upjohn Institute in Kalamazoo.

**ADJOURNMENT** – With no further business to discuss the meeting was adjourned at 8:21 a.m.

---

Robert A. Straits	Date	Mary Oudsema	Date
-------------------	------	--------------	------