



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
August 2, 2007**

WDB Chair, Jerry Love called the meeting to order at 7:31 a.m. at the Michigan Works/Upjohn Institute, 222 South Westnedge Avenue, Kalamazoo, Michigan.

Executive Committee Members Present: Dennis Berkebile (PS), Thom Brennan (PS), Susan Einspahr (PS), Lisa Godfrey (PS), Jerry Love (PS), Mary Oudsema (PS), Marilyn Potgiesser (PS)

Executive Committee Members Absent: Joe Herdus (PS), Linda Marcon (PS)

MW Staff Present: Jeanne Konrad, Kathy Olsen, Craig Schreuder, Kara Stewart, Bob Straits,

Guests Present: Karen Carlisle (Y.O.U./KRESA), John Davis (DHS), Jack Mekemson (Goodwill), Dolly Roselip (Y.O.U./KRESA), Tom Rueber (Y.O.U./KRESA)

APPROVAL OF MINUTES

Motion made by Dennis Berkebile and supported by Thom Brennan to approve the Workforce Development Board Executive Committee meeting minutes of July 12, 2007. Motion carried.

COMMITTEE REPORTS

Executive Committee

Plans – Craig Schreuder requested Board consideration and approval of workforce development plans for program year 2007. He reported total funding that includes carry-in for the *Workforce Investment Act Adult Program* is \$925,921. This amount is a 1% increase over program year 2006 funding. Total funding, including carry-in, for the *Workforce Investment Act Dislocated Worker Program* is \$1,224,358 which is a 24% increase over program year 2006 funding. Funding for the *Workforce Investment Act Youth Program* is \$1,503,031. This also includes carry-in and is a 20% increase over 2006 program year funding. Because the Kalamazoo-St. Joseph MW area has a high concentration of low-income youth, additional youth funding in the amount of \$19,665 was received for the *Workforce Investment Act High Concentration Youth Program*; this amount is 50% less than program year 2006. The *2007 One Stop Operations* funding that includes carry-in is \$136,991; this is a 6% increase over program year 2006.

Motion made by Lisa Godfrey and supported by Susan Einspahr to approve the 2007 Program Plans for the Workforce Investment Act Adult Program, Dislocated Worker Program, Youth Program, High Concentration Youth Program and One Stop Operations. Motion carried.

Program Policies – Craig Schreuder reported guidelines and policies issued for the implementation of the No Worker Left Behind (NWLB) initiative standardizes Workforce Investment Act service criteria, training program criteria for statewide application, and compels increased coordination between Michigan Works Service Centers and community colleges. This requires Workforce Development Boards to re-evaluate their local MW policies and make revision as necessary in order to align with NWLB State policies. For the Kalamazoo-St. Joseph MW area, two WDB policies have been revised to meet NWLB guidelines. *Policy 13 Individual Training Account (ITA) System* was changed to increase the ITA limit and the time allowed for training, it also identifies that waiver decisions will be made by the Michigan Department of Labor & Economic Growth, adds academic supportive services, and clarifies how the training period is calculated. Changes to *Policy 17 Program Eligibility Definitions and Standards* include deleting the 10% maximum limit for enrolling participants who are not on public assistance or considered low income, modifies eligibility requirements to reflect the NWLB eligibility, and revises the self-sufficiency income level to include employed persons whose family income is \$40,000 or less.

Motion made by Mary Oudsema and supported by Thom Brennan to approve the revisions to the Workforce Development Policy 13 “Individual Training Account (ITA) System” and Policy 17 “Program Eligibility Definitions and Standards.” Motion carried.

Monitoring and Evaluation Committee – No report.

Marketing Committee – Kathy Olsen reported the Department of Transportation is working with the Michigan Works Association to post signs at State highway exits that would identify MW service center locations. In order to post a sign on the expressway, the service center must be within a certain number of miles of the exit and local signage must be in place prior to the State posting signs. Each Michigan Works area has the option of deciding whether or not they would like to order signs and there would be a small cost to do so.

Members agreed that the Kalamazoo Service Center is located too far from I-94 for any highway signage to be beneficial. The current Three Rivers Service Center location is very close to US 131; however staff are checking into the possibility of moving to another location in the near future.

STAFF REPORTS - Bob Straits reported the No Worker Left Behind Initiative is employer driven and focuses on training for occupations in demand. As a result of this initiative, there most likely will be an increase in the number of individuals enrolled in training due to the relaxed eligibility criteria. Craig reported the ten year occupational forecast is the base document used to determine in demand occupations; however, other local data and many other local conditions are considered when determining high demand occupations. The occupational forecast is formally updated every three years. Training programs must be approved and listed on the State’s Career Education Consumer Report (CECR) website in order for program participants to enroll. Bob noted that all approved programs are not necessarily in demand.

Bob asked Board members for their comments on the amount of information they would like to have included on the monthly activity reports. A fairly simple report would include number served, number placed in jobs, the number who complete training and the cost per participant associated with each program. If desired, a more detailed report could be provided. The consensus of members was that criteria that affects funding is important and a fairly simple report would suffice. Committee members expressed an interest in knowing how local performance compares to other areas of the State, perhaps on a quarterly basis. Members also stated that the quality of services, customer service, and how effective each of the subcontractors are in the community is also important.

MEMBER’S TIME – John Davis announced that Marion Udow, Michigan’s Director of Human Services recently announced her retirement. John Davis also announced that the Humane Society is offering a free spade and neuter program for the pets of public aid recipients.

CITIZEN’S TIME – None

NEXT MEETING – The next Executive Committee meeting is combined with the full Workforce Development Board meeting and is scheduled for 8:00 a.m. on Thursday, September 13, 2007. The meeting will be held at Three Rivers Heath located in Three Rivers, Michigan.

ADJOURNMENT – With no further business to discuss the meeting was adjourned at 8:35 a.m.

Robert A. Straits

Date

Jerry Love

Date