



A Private-Public Partnership Serving Kalamazoo and St. Joseph Counties  
222 S. Westnedge Avenue, Kalamazoo, Michigan 49007-4628  
**Workforce Development Board Meeting Minutes**  
**September 4, 2008**

WDB Chair, Mary Oudsema called the meeting to order at 8:02a.m. at the Three Rivers Michigan Works Service Center, 16587 Enterprise Drive, Three Rivers, Michigan.

**Members Present:** David Allen (PS), Omar Alston (For Kim Luther [DOC]), Cathi Knapp (Econ Dev), Robin Baker (At-Large), Dennis Berkebile (PS), Thom Brennan (PS), Diane Donovan (PS), Don Edgerly (PS), Susan Einspahr (PS), Bill Farmer (Labor), Margaret Gagen (CBO), Chris Kadulski (DHS), Mary Oudsema (PS), Casey Putnam (Educ), Anne Sampair (PS), Steward Sandstrom (PS), Robert Smith (MRS), Jack Urban (At-Large), Barry Visel (PS)

**Members Absent:** Rick Anderson (Labor), Lisa Godfrey (PS), Jim Harrington (Educ), Erv Heidbrink (Labor), Joe Herdus (PS), Ellen Kisinger-Rothi (CBO), Jerry Love (PS), Linda Marcon (PS), Marilyn Potgiesser (PS)

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

**Guests Present:** Karen Carlisle (Y.O.U./KRESA), John Dillworth (Goodwill), Walter Jones (PS), Bruce Kocher (KVCC), Curt Mastos (HRDI), Tim McGann (LMC), Tom Rueber (Y.O.U./KRESA), Kari Scare (GOCC), Eric Stewart (Y.O.U./KRESA), Cincy Sullivan (Y.O.U./KRESA), Rusty Trip (IUOE), Gary Wheeler (GOCC), Ray Williams (DHS)

## RECOGNITIONS

On behalf of the Workforce Development Board, Mary Oudsema presented plaques to individuals and organizations for their outstanding dedication and commitment in providing service and assistance to the Kalamazoo-St. Joseph Michigan Works workforce development programs. Recipients included Dr. Bruce Kocher for his work with the Prisoner Re-Entry Initiative; Diane Donovan for her work with the Service Centers in Kalamazoo and Three Rivers; and Rusty Tripp, representing the International Union of Operating Engineers Local 324 for their work with the Road Construction Apprenticeship Readiness (RCAR) Program. Four other organizations were also recognized for their contributions to the RCAR Program; however representatives were unable to attend the meeting. Those organizations were the Michigan Regional Council of Carpenters Local 525, the Construction Laborers Local 355, the Iron Workers Local 340, and the Operative Plasterers and Cement Masons Local 16.

## PROGRAM

**Education** – Dr. Gary Wheeler, Glen Oaks Community College’s (GOCC) president, gave a presentation on Glen Oaks Community College that included statistics regarding enrollment, revenues and expenses. He reported on partnership opportunities with K-12, adult education, students transitioning from high school to college, English as a Second Language (ESL) in higher education, and developing academy programs targeted to growing key industries. Public input and involvement is being encouraged as to what GOCC can do more of, what they can do different and how they can improve their service to the community.

**Economic Development** – Cathy Knapp, St. Joseph County Economic Development Corporation’s (SJCEDC) executive director gave a presentation that included a brief history and recent activities of the organization. Cathy reported the focus of the SJCEDC is on retraining and attracting jobs, supporting and growing an agricultural economy, being a good steward of natural resources, and coordinating efforts with other key partners for regional economic development within a four county area. She reported SJCEDC, along with the cities of Three Rivers and Sturgis recently hired a grant writer to work with all three organizations in an effort to secure additional funding for economic development for the region.

## APPROVAL OF MINUTES

**Motion made by Dennis Berkebile and supported by Stewart Sandstrom to approve the WDB meeting minutes of May 2, 2008. Motion carried.**

**Motion made by Dennis Berkebile and supported by Susan Einspahr to approve and the WDB Executive Committee meeting minutes of July 10, 2008. Motion carried.**

## STAFF REPORTS

### WDB Appointments and Renewals

Motion made by Steward Sandstrom and supported by Susan Einspahr to approve the reappointments of Richard Anderson (Labor), Robin Baker (At-large), Dennis Berkebile (PS), Thom Brennan (PS), Don Edgerly (PS), Margaret Gagen (CBO), James Harrington (Education), Erv Heidbrink (Labor), Chris Kadulski (Public assistance), Kim Luther (Corrections), Linda Marcon (PS), Marilyn Potgiesser (PS), and Jack Urban (At-large) to the Kalamazoo-St. Joseph Workforce Development Board for two-year terms beginning January 1, 2009 and ending December 31, 2010. Motion carried.

Motion made by Steward Sandstrom and supported by Thom Brennan to approve the following appointments to the Kalamazoo-St. Joseph Workforce Development Board: Anne Sampair, Fifth Third Bank, representing the private sector (replacing Shelby Meyer) for the remainder of a two-year term beginning immediately and ending December 31, 2009; Robert Smith representing Michigan Rehabilitation Services (replacing Margie Hojara-Hadsell) for the remainder of a two-year term beginning immediately and ending December 31, 2008 and for another two-year term from January 1, 2009 through December 31, 2010; and Omar Alston representing Corrections as an alternate for Kim Luther for the remainder of a two-year term beginning immediately and ending December 31, 2008 and for another two-year term from January 1, 2009 through December 31, 2010. Motion carried.

WDB Schedule – Kathy Olsen requested Board consideration and approval for the 2009 Workforce Development Board meeting schedule. She reported the 2009 schedule is similar to previous years except that the January and July Executive Committee and the September full Board meetings are scheduled for the second Thursday of the month instead of the first Thursday due to the New Years, 4<sup>th</sup> of July and Labor Day holidays.

Motion made by Diane Donovan and supported by Thom Brennan to approve the WDB 2009 meeting schedule as presented. Motion carried.

Requests for Proposal (JET) – Kara Stewart thanked Board members who served on the RFP Committee to review proposals received for the Jobs, Education and Training (JET) Program. Lake Michigan College was selected as the JET service provider for St. Joseph County and Goodwill Industries was selected as the JET service provider for Kalamazoo County. The awards are for a three year period; however, contracts will be for one year and are renewable for the second and third years based on successful performance.

Requests for Proposal Incumbent Worker – Suprotik Stotz-Ghosh distributed a summary of proposals received for Incumbent Worker Training funds. He reported a two hour meeting is scheduled for Tuesday, September 16, 2008 and requested volunteers from the Board to serve on the Committee. Cathy Knapp volunteered to serve on the RFP Committee.

Program Status Report – Suprotik Stotz-Ghosh reported changes were made to the Program Status Report to give a better summary of the performance that includes the total number served, the employment rate and the retention rate compared to the contract goals. The WIA programs began a new contract year on July 1 and the performance numbers for those programs include one month of activity. The program year for JET programs end on September 30 and data for those programs is for a ten month time period. Suprotik reported the special initiatives included in the report require staff to collaborate with other partners to increase employment opportunities and to support families enrolled under these special initiatives.

Legislative Update – Suprotik Stotz-Ghosh reported there is a priority of service for veterans and spouses of veterans in all workforce development programs that are federally funded. He also reported the Michigan Works areas are expecting to receive a significant increase in funding for training that includes dollars under the National Emergency Grant (NEG) to serve individuals affected by the declining auto industry and additional dollars to fund the Governor's No Worker Left Behind initiative.

## COMMITTEE REPORTS

Executive Committee – Mary Oudsema announced Kalamazoo is being considered as a possible location for the 2009 Michigan Works for People conference.

**Monitoring and Evaluation Committee** – Suprotik Stotz-Ghosh reported the Monitoring and Evaluation Committee will meet with representatives from each of the service providers in September to review progress on addressing systemic issues that were identified in 2007. Work Keys will also be an agenda topic for this meeting. He reported the use of Work Keys in K-12 is progressing and the Committee will discuss its relevance in workforce development and possible application to the Michigan Works system.

**Marketing Committee** – Kathy Olsen reported Curt Mastos will receive an honorable mention at the Michigan Works annual conference for his excellence in customer service working with partners.

**NEW BUSINESS**

Dr. Walter Jones, III, Executive Director of Construction Community Builders, Inc. (CCBI) reported on the activities of CCBI and the company’s School of Instruction. He reported the School currently has a nine month training course for carpenter apprenticeships. On-the-Job Training is available to complement the classroom training. Future plans are to extend the training program to two years. He reported that the training is licensed with the Michigan Department of Labor and Economic Growth. Dr. Jones expressed a desire to receive referrals to the training program from Michigan Works and requested a meeting to further explore the possibilities.

**MEMBERS TIME**

There were no comments.

**CITIZENS TIME**

There were no comments.

**UPCOMING MEETINGS**

Mary Oudsema announced the next WDB Executive Committee meeting is scheduled for 7:30 a.m. on Thursday, October 2, 2008 at the Upjohn Institute. The next full WDB meeting is scheduled for 8:00 a.m. on Thursday, November 6, 2008 at the Upjohn Institute. The next Monitoring and Evaluation Committee meeting is scheduled for 7:30 a.m. on Thursday, September 18, 2008 at the Upjohn Institute.

**ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 9:25 a.m.

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Suprotik Stotz-Ghosh \_\_\_\_\_ Date

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Mary Oudsema \_\_\_\_\_ Date