

WORKFORCE DEVELOPMENT BOARD
Executive Committee Meeting Minutes
October 2, 2003

WDB Vice-Chair, Thom Brennan, called the Executive Committee meeting to order at 7:30 a.m. at Michigan Works!/Upjohn Institute, 536 West Lovell Street, Kalamazoo, Michigan.

WDB Members Present: Thom Brennan (PS), Susan Einspahr (PS), Lisa Godfrey (PS), Jerry Love (PS), Mary Oudsema (PS), Pat Pangburn (PS), Suprotik Stotz-Ghosh (CBO). Membership – 9, Attendance 7 (78%), PS (86%)

MWA Staff Present: Kathy Olsen, Craig Schreuder, Kara Stewart, Bob Straits

I. Meeting Minutes

MOTION: Motion made by Lisa Godfrey and supported by Jerry Love to approve the WDB Executive Committee meeting minutes of September 4, 2003. **Vote: Unanimously approved.**

II. Committee Reports

A. Executive Committee

- 1. Work First 2004-0 Plan** – Craig Schreuder reported funding for Work First is slightly below last years level, the program structure has not changed and approximately the same number of individuals will be served. There may be some changes forthcoming if the Governor elects to recall Welfare-to-Work funds. A much more significant change is expected for Program Year 2005.

MOTION: Motion made by Lisa Godfrey and supported by Jerry Love to approve the Work First 2004-0 Plan. **Motion carried.**

- 2. Program Guideline Statements** – Craig Schreuder reported on the program guideline statements presented for approval.
 - a. 2003-08 Selection Policy for “Job Ready”** –Terminology was changed in this policy in order that defined acceptable behavior was expected in all situations.
 - b. 2003-13 Individual Training Account System** –This policy was updated from a previous version. Changes include: an increased value of an Individual Training Account; added information to clarify that grants that do not specify that they must be applied to direct training costs may be received directly by the participants for training related expenses; and added criteria for using ITA accounts for distance learning.
 - c. 2003-16 Termination for Disruptive Behavior** – Following discussion members agreed to change the general guideline statement to read “Participants may be terminated from any activity when it is observed and documented that any of the following behaviors have occurred *during program training or service*; and that justification for immediate suspension and/or termination shall not be limited to the situations listed. Additionally, members agreed to change situation #5 to read: Use and/or possession of illegal drugs and/or alcohol “*on the premises of the training and/or service activity.*”
 - d. 2003-19 Revision 01 – Participant Attendance in Training Activities**- A section was added to this policy to define “absence for good cause.” Following discussion, committee members asked that language be added to define “immediate family” as well as a provision for requesting a waiver and reviewing such request on an individual basis.

MOTION: Motion made by Lisa Godfrey and supported by Susan Einspahr to approve Program Guideline Statements 2003-08 Selection Policy for Job Ready and 2003-13 Individual Training Account System as submitted and to approve 2003-16 Termination for Disruptive Behavior and 2003-19 Rev 01 Participant Attendance in Training Activities subject to the agreed upon changes recommended by the committee. **Motion carried.**

3. EAG appointment

MOTION: Motion made by Mary Oudsema and supported by Jerry Love, to approve the appointment of Tom Topham, EFE Director for the Eastern Service Area, to the Education Advisory Group. Motion carried..

4. WDB 2004 Meeting Schedule

MOTION: Motion made by Mary Oudsema and supported by Susan Einspahr to approve the WDB 2004 meeting schedule as submitted. Motion carried.

5. WDB Election of Chair and Vice Chair

MOTION: Motion made by Lisa Godfrey and supported by Susan Einspahr to elect Thom Brennan as Chairperson and Jerry Love as Vice Chairperson of the Kalamazoo-St. Joseph Workforce Development Board for the calendar year beginning January 1, 2004. Motion carried.

6. WDB DART Committee Chair Appointment

MOTION: Motion made by Jerry Love and supported by Suprotik Stotz-Ghosh to appoint Margie Hojara-Hadsell as Chair of the WDB DART Committee. Motion carried.

B. Monitoring and Evaluation Committee – Kara Stewart reported the Monitoring and Evaluation Committee met in September at the Kalamazoo Radisson to review the Partners in Adult Learning Programs for both counties. The Committee found the programs to be very successful and the participants interviewed reported they found participation in the program to be very rewarding. Funding available through September 30 has been expended and subcontractors were advised to close down the programs in both counties. The PAL allocation for the new program year is expected to be reduced by 90%, however there has been no formal notification from the state. Current PAL subcontractors were asked to submit a proposal as to how this small amount could be used with the understanding that they would have to secure additional funding to operate a program. Suprotik Stotz-Ghosh reported the subcontractors did explore other community funding. The meetings with the Kalamazoo Foundation were not successful. They had hoped that ESL would be a small component of the Kalamazoo Poverty Initiative, but that is not happening. The Hispanic Council has increased their offering of ESL but the PAL Program was more flexible and resulted in better outcomes.

C. Marketing Committee – Mary Oudsema distributed brochures for the Incumbent Worker Training Program and noted the deadline for applying for funding is October 15, 2003. Mary also reported that the annual report is being printed and members should soon receive a copy in the mail.

IV. Staff Reports –Bob Straits reported WIA re-authorization is not complete. Currently there are seventeen performance standards and federal legislation is being proposed to reduce the number and to measure success through the use of wage records. Currently, such things as entered employment, placement in training-related employment, etc. are used to measure success. Locally, the Adult WIA program will be co-located with Employment Services. The Youth Programs will remain physically separate and will be located at Employment and Training Connections. The Dislocated Worker Program will continue to be located at the Employment Service Center and will be operated by HRDI.

Some of the sources that make up the funding for Welfare Reform Programs are likely to be eliminated next year. We could be faced with a reduction in Welfare Reform yet this year; the House passed a 22% rescission and so far, the Senate has not. The Welfare Reform Program that ended September 30 looks good.

Kalamazoo-St. Joseph MWA was recently monitored and the monitor had high praise for our programs, especially the procurement system, which is considered to be a best practice. The federal government suggested we write it up and promote it around the country. Kara Stewart reported the state monitored four areas. Records were in good order and documentation was found in files for

all areas monitored.

There have been some transitional problems with changing Work First subcontractors. In St. Joseph County, the new subcontractor for Work First is continuing to operate the program in the same building along with the Employment Services and WIA Programs that are operated by Kalamazoo/RESA. In Kalamazoo County the transfer of Work First from ETC to Goodwill Industries is going very well. Committee members agreed that it is important that all subcontractor staff understand the importance of positive partner relationships.

MW Staff are looking into a building located behind Damon's as a possible location for Employment Services. The square footage of this building is approximately half the space of the current building, however it has many more amenities. Staff are at a point where a decision may need to be made very quickly. The suggested new location does not have enough space to handle the number of people who attend the weekly Work First Joint Orientation meetings and staff are exploring using the state's training facility located next door to FIA for this orientation. If that can be agreed upon, then the move would be possible. In St. Joseph County the Joint Orientation is held at FIA and it is working very well. Members agreed the proposed site is a good location and committee members were in support of this option.

- I. **Members Time** – Mary Oudsema reported the Kalamazoo Gazette would be printing on the new presses very soon. They building expansion will also have a meeting room and the WDB was invited to consider scheduling a future meeting in the new building.
- II. **Next Meeting** - The next Executive Committee meeting is Thursday, November 6, 2003 at 7:30 a.m. and would be followed by the quarterly full board meeting. The location will be announced at a later date.
- III. **Adjournment** – With no further business to discuss, the meeting adjourned at 8:25 a.m.

Robert A. Straits

Date

Thom Brennan

Date