



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  
October 2, 2008**

WDB Chair, Mary Oudsema called the meeting to order at 7:35 a.m. at the W. E. Upjohn Institute for Employment Research, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

**Executive Committee Members Present:** Susan Einspahr (PS) Lisa Godfrey (PS), Joe Herdus (PS), Jerry Love (PS), Mary Oudsema (PS), Barry Visel (PS)

**Members Absent:** Dennis Berkebile (PS), Thom Brennan (PS), Marilyn Potgiesser (PS)

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

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

**Guests Present:** John Davis (DHS), John Dillworth (Goodwill), Tim McGann (LMC), Rhonda Ostrander-Cook (Goodwill), Dolly Roselip (Y.O.U./KRESA)

**REVISION TO THE AGENDA**

Review and approval of the Disability Program Navigator Initiative for PY08 was added to the agenda.

**APPROVAL OF MINUTES**

**Motion made by Lisa Godfrey and supported by Susan Einspahr to approve the WDB meeting minutes of September 4, 2008. Motion carried.**

**STAFF REPORTS**

**Incumbent Worker Training Grants** – Suprotik Stotz-Ghosh reported the RFP Committee reviewed proposals received from local businesses for Incumbent Worker Training grant funding. The Committee ranked the proposals in three categories. Thirteen of them were classified as Tier I and were recommended for immediate funding pending clarification of some minor outstanding issues. Four additional proposals were ranked as Tier 2 and were recommended for funding if additional funds become available. Tier 3 included four applications that did not meet all of the criteria and therefore were not being considered for funding.

**Motion made by Lisa Godfrey and supported by Joe Herdus to approve the Incumbent Worker Training Grants. Motion carried.**

**Kalamazoo County Transportation Authority** – Jack Urban reported the Kalamazoo County Transportation Authority (KCTA) is responsible for operating a county-wide transportation system and there will be a proposal on the November 4, 2008 ballot asking for approval of a tax to support it. Members agreed that the lack of adequate transportation is often a barrier to seeking and maintaining employment for many individuals. Committee members were asked to assist in delivering the message to the general public regarding the need for transportation assistance. They agreed that the document included in the agenda packet titled “Citizens for Community Transportation (CFCT) - Frequently Asked Questions” would be appropriate to share with the service providers and to ask the providers to make it available to their customers. Jack Urban offered to send the document in electronic format to Kathy Olsen for distribution to the service providers.

**Program Status Report** – Suprotik Stotz-Ghosh asked members for their input regarding the new format for reporting contract performance. One member commented that it was simple and easy to read. Suprotik highlighted the progress reported for the special initiatives. He reported 79 active participants enrolled in the Michigan Prisoner Re-Entry Initiative (MPRI) are employed and 141 are enrolled at Michigan Works. Twenty-four of the 25 families enrolled in the Securing Children’s Opportunities Possibilities and Empowerment (SCOPE) Program are MPRI families and includes 50 children. There are 8 placements in the Road Construction Apprenticeship Readiness (RCAR) Program. Demographic information will be reported mid-year and at the end of the program year. This information will be included in next month’s report.

**Disability Program Navigator Initiative Grant** - Kara Stewart reported \$10,000 was allocated to the Kalamazoo-St. Joseph Michigan Works Area for capacity building training to assist individuals with disabilities in navigating the employment services

system, and related services within the local service area. She reported the funds will be used for professional development of staff to develop and/or enhance skills in reasonable accommodation resources and strategies; disability etiquette; accessibility and inclusion strategies; diversity awareness; and regulations addressing individuals with disabilities under WIA, the Vocational Rehabilitation Act and the Americans with Disability Act. She reported on training that was provided with the funds received last year and that the DART Committee was asked to make recommendations for future training using the new funds.

**Motion by Lisa Godfrey and supported by Jerry Love to approve the Disability Program Navigator Initiative Plan for PY2008. Motion approved.**

**Legislative Update** – Craig Schreuder reported with the current economic crisis, there has been a lot of legislative activity but not with workforce development. The Kalamazoo-St. Joseph MWA received official notice that we will be receiving National Emergency Grant (NEG) funding that will be used to work in conjunction with Trade Act funding. Eligibility was broadened to include companies associated with the auto industry. The current policy requires enrollment to take place by March 30, 2009. This requirement will be difficult to meet and we are asking for a date change. We have also received notice that there will be General Fund General Purpose (GF/GP) funding for the No Worker Left Behind (NWLB) Initiative and we will have two years to spend the funds.

### **COMMITTEE REPORTS**

**Executive Committee** – Mary Oudsema reported she attended the Michigan Works Conference in September. This was the first time she attended and she reported the conference was well organized. The workshops she attended were extremely valuable and the speakers were great.

**Monitoring and Evaluation Committee** Barry Visel reported the Monitoring and Evaluation Committee met in September with representatives from all of the service providers. The Committee reviewed progress made during the past year on system barriers that were identified by the service provider staff in the fall of 2007. Progress was also made on the development of the Business Services Team. The team hopes to purchase software for tracking business contacts. Everyone was pleased with the new Three Rivers location; however service providers indicated they could use additional space due to the increased demand for services. The group also had discussion regarding the National Career Readiness Certificate (NCRC) and how to promote the use of Work Keys with area businesses. It is a challenge getting businesses to recognize the WorkKeys certification and the importance of it.

**Marketing Committee** – Kathy Olsen reported Michigan Works will be co-sponsoring the upcoming Leadership Kalamazoo breakfast event featuring speaker Bill Strickland. Susan Einspahr reported Bill Strickland is a MacArthur Genius, Author and Social Innovator. He has developed an extraordinary jobs training center and community arts program to give disadvantaged children and adults opportunities to improve their lives. Members were asked if they would like to change the location and time of the November full Board meeting to the Kalamazoo Radisson to take advantage of the opportunity to hear Mr. Strickland speak. Committee members agreed to have the Workforce Development Board members attend as a group and to have the Executive Committee meet at the Kalamazoo Radisson prior to the breakfast. Committee members also requested to limit the agenda to items requiring to be formerly addressed.

**OLD BUSINESS** – None.

**MEMBER'S TIME** – None.

**CITIZEN'S TIME** – None.

**NEXT MEETING** – The next Executive Committee is scheduled for 7:00 a.m. on Thursday, November 6, 2008 at the Kalamazoo Radisson, 100 W. Michigan Avenue, Kalamazoo, Michigan. Immediately following the Executive Committee, the full Board will meet at the Kalamazoo Radisson at the Kalamazoo Leadership Breakfast Event. The program will be a presentation by Mr. Bill Strickland. The next Monitoring and Evaluation Committee meeting is scheduled for Thursday, October 16, 2008 from 7:30 – 9:00 a.m. at the Kalamazoo Michigan Works Service Center 1601 S. Burdick Street, Kalamazoo, Michigan.

**ADJOURNMENT** – With no further business to discuss the meeting was adjourned at 8:25 a.m.

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Craig Schreuder

Date

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Mary Oudsema

Date