



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 4, 2007**

WDB Chair, Jerry Love called the meeting to order at 7:30 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), Joe Herdus (PS), Jerry Love (PS)

**Executive Committee Members Absent:** Linda Marcon (PS), Mary Oudsema (PS), Marilyn Potgiesser (PS)

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

**Guests Present:** John Davis (DHS), John Dillworth (Goodwill), Curt Mastos (HRDI), Tim McGann (LMC), Cincy Sullivan (Y.O.U./KRESA)

**APPROVAL OF MINUTES**

**Motion made by Lisa Godfrey and supported by Susan Einspahr to approve the Workforce Development Board meeting minutes of September 13, 2007. Motion carried.**

**STAFF REPORTS**

**Workforce Development Plans** – Kara Stewart requested Board consideration and approval of the *No Worker Left Behind Core Services Plan for program year 2007*. She reported the Michigan Department of Labor and Economic Growth allocated an additional \$72,662 in Wagner-Peyser Employment Services funding to the Kalamazoo-St. Joseph Michigan Works Area to support core services for the State's No Worker left Behind (NWLB) Initiative.

**Motion made by Joe Herdus and supported by Thom Brennan to approve the No Worker Left Behind 2007 Program Plan for core services. Motion carried.**

**Workforce Development Program Policies** – Craig Schreuder reported Workforce Development Board policies were updated to comply with State policies. *Policy 18 Monitoring* was changed to incorporate a section for data validation; to add programs not funded through the Michigan Department of Labor and Economic Growth but which are a part of the Michigan Works System, such as the Michigan Prisoner Re-Entry Initiative; and to clarify the various levels of monitoring. *Policy 23 Sexual and Other Forms of Workplace Harassment* is a new policy required by federal and state policy to address sexual and workplace harassment. *Policy 24 Grievance and Complaint Policy and Policy 25 Equal Opportunity and Non-Discrimination* separates two topics that were previously combined into one policy. The Grievance and Complaint procedures were removed from Policy 25 and language was added to incorporate procedures to monitor services to protected classes. The Grievance and Complaint language that was removed from Policy 25 became the basis for Policy 24 and additional language was added to include grievances and complaints from vendors and subcontractors. *Policy 26 Reasonable Accommodations* was reorganized and edited to eliminate redundancy.

**Motion made by Lisa Godfrey and supported by Thom Brennan to approve the Workforce Development Policies 18 Monitoring, 23 Sexual and Other Forms of Workplace Harassment, 24 Grievance and Complaint Policy, 25 Equal Opportunity and Non-Discrimination, and 26 Reasonable Accommodations. Motion carried.**

**WDB Reappointment** – Kathy Olsen requested Board consideration and approval for the reappointment of Steward Sandstrom, representing the private sector and the Kalamazoo Regional Chamber of Commerce, to the Kalamazoo-St. Joseph Workforce Development Board for another two-year term beginning January 1, 2008 and ending December 31, 2009.

**Motion made by Lisa Godfrey and supported by Joe Herdus to approve the reappointment of Steward Sandstrom, representing the private sector and the Kalamazoo Regional Chamber of Commerce, to the Kalamazoo-St. Joseph Workforce Development Board for another two-year term beginning January 1, 2008 and ending December 31, 2009. Motion carried.**

**Program Status Report** – Suprotik Stotz-Ghosh reported the *21<sup>st</sup> Century Initiative* supports workforce development at a regional level and incorporates a more demand driven focus to work with area businesses. This past week individuals who completed the first *Business Services Professional* training at Michigan State University were presented with a certificate of completion. Local staff who received this certification were Cincy Sullivan Curt Mastos, Bill Webster (UAW International Representative), Denny Frey (retired) and Suprotik. A second class is currently being trained and a third class will begin in January. Locally, staff created a Business Service Team and developed a plan to introduce the training to the staff who work with businesses. Cincy Sullivan stated the MSU training has broadened her knowledge of State and local resources available to help businesses. Formerly each individual program conducted business outreach and this was not always coordinated among the partners; now, through the Business Services Team, business outreach is at a much higher level of coordination. Suprotik also reported Lake Michigan College became the service provider for the *Michigan Prisoner Re-entry Initiative* for Kalamazoo and St. Joseph Counties on October 1, 2007. The *Work First / Jobs, Education and Training (JET) Program* new program year began on October 1 and both Goodwill and Lake Michigan College experienced a significant reduction in funding to provide services under this program.

**Legislative Update** – Bob Straits reported the *Workforce Investment Act (WIA)* and *Welfare Reform (WR)* legislation has not been reauthorized. WIA programs continue to operate at approximately the same level of funding as the previous year; however there is a threat of a funding rescission. Only TANF funding was allocated for Work First / JET and the total funds allocated is considerably less than the previous year. JET was designed with increased case management; however, with less funding this will be difficult. During the recent threat of a State shut-down, the *Michigan Prisoner Re-entry Initiative* was considered an essential public service and was not at risk of shutting down; yet low income individuals and those with mental health issues could not be served if the State shutdown occurred. There is not a lot of new funding for the Governor's *No Worker Left Behind Initiative*; however, some existing funds are being transferred to support this initiative.

#### COMMITTEE REPORTS

**Executive Committee** – No Report

**Monitoring and Evaluation Committee** – Dennis Berkebile reported the Monitoring and Evaluation Committee and service provider staff attended a seminar on September 20, 2007. The presenter was David Barrett, Director of Talent Managements at Cascade Engineering. Cascade is a progressive company where innovation is supported by the owner. The presenter spoke about Cascade's belief in the triple bottom line and their Welfare to Career Initiative for individuals hired through the Work First Program. Supports for this initiative include having a DHS case manager located at the plant and partially funded by Cascade. Understanding different cultures is included in Cascade's employee training.

**Marketing Committee** – No report.

**NEW BUSINESS** – Committee members were asked to suggest topics for the next meeting of the full Workforce Development Board scheduled for November 1, 2007. Suggestions were: (1) A presentation on the Economic Scan Results for a five-county area that includes Kalamazoo and St. Joseph Counties presented by George Erickcek or Brad Watts; (2) An update on the Kalamazoo Promise research completed by Michelle Miller-Adams; and (3) The results of the Regional Life Science Study presented by Ron Kitchens or Bridget Close.

**MEMBER'S TIME** – None.

**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, November 1, 2007. The meeting will be held at the Upjohn Institute for Employment Research, 300 S. Westnedge, Kalamazoo, Michigan.

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

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Robert A. Straits

Date

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Jerry Love

Date