



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
November 6, 2008**

Workforce Development Board Vice Chair, Jerry Love, called the meeting to order at 7:00 a.m. at the Kalamazoo Radisson Gilmore Board Room, 100 West Michigan 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), Marilyn Potgiesser (PS) Barry Visel (PS)

Members Absent: Mary Oudsema (PS)

Other WDB Members Present: Omar Alston (DOC), Bill Farmer (Labor)

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

Guests Present: John Davis (DHS), John Dillworth (Goodwill), Walter Jones (PS)

APPROVAL OF MINUTES

Motion made by Susan Einspahr and supported by Marilyn Potgiesser to approve the WDB Executive Committee meeting minutes of October 2, 2008. Motion carried.

STAFF REPORTS

Program Plans – Craig Schreuder reported the Jobs, Education and Training (JET) Program Plan for FY09, the Food Assistance Employment and Training (FAE&T) Program Plan for FY09 and the WIA Statewide Activities for High Concentration of WIA Eligible Youth Program Plan for PY08 are the same as last year. The Program Plan for the WIA National Emergency Grant PY08 is new. Individuals eligible for participation in the WIA NEG Program include those directly associated with the automobile industry, including suppliers. Additionally, the Michigan Department of Labor and Economic Growth (MDLEG) broadened the criteria for participation to include eligible dislocated workers living in communities adversely impacted by the re-structuring of the automobile industry; of which, MDLEG qualified all Michigan counties. Individuals must be enrolled by March 31, 2009.

Motion by Lisa Godfrey and supported by Thom Brennan to approve the FY09 Plans for Jobs, Education and Training (JET) Program and the Food Assistance Employment and Training (FAE&T) Program; and to approve the PY08 Plans for the WIA Statewide Activities for High Concentration of WIA Eligible Youth Program and the WIA National Emergency Grant. Motion approved.

Program Policy – Craig Schreuder reported the Workforce Investment Act (WIA) performance measures contain a measure for “Employment and Credential Rate.” This standard measures the percent of participants employed and who received a credential. The criteria for the award of a certificate are based on industry and/or employer standards. For the first time since this measure was initiated, the Kalamazoo-St. Joseph MWA’s Dislocated Worker Program failed to meet this measure. An analysis of data revealed that the contributing factor for the lower employment and credential rate was the lack of a specific policy and procedure to enable the award of credential skills learned during On-the-Job training. Revision 01 to WDB Policy 12 “Standards for On-the-Job Training” outlines a process for making an award of credentials for skills learned while participating in On-the-Job Training.

Motion made by Lisa Godfrey and supported by Susan Einspahr to approve WDB Policy 12 Revision 01 Standards for On-the-Job Training. Motion carried.

MPRI – Appointment of Co-Chairs, Community Representative and Fiduciary – Bob Straits reported in previous years, the MPRI Steering Committee has been an oversight body for the MPRI contract between the Department of Corrections and the Upjohn Institute. The MPRI Initiative is now under a new structure of governance and throughout the State, MPRI Steering Committees are a formal component of the initiative. He requested Board consideration and approval of the appointments of the four MPRI co-chairs, the MPRI community representative and the MPRI fiduciary.

Motion made by Joe Herdus and supported by Thom Brennan to approve the appointments of Will Riley, Deputy Warden of the Parnell Facility Michigan Department of Corrections; Kim Luther, Kalamazoo Area Manager, Michigan Department of Corrections; David Anderson, Kalamazoo City Commissioner; and Robert Straits, Director Kalamazoo-St. Joseph Michigan Works Area as the Co-Chairs for the MPRI Steering Committee for a period beginning immediately and ending September 30, 2009.

Motion made by Joe Herdus and supported by Thom Brennan to approve the appointment of David Anderson, Kalamazoo City Commissioner as the Community Representative on the MPRI Steering Committee for a period beginning immediately and ending September 30, 2009.

Motion made by Joe Herdus and supported by Thom Brennan to approve the W.E. Upjohn Institute for Employment Research as the MPRI fiduciary for a period beginning immediately and ending September 30, 2009.

DART – Appointment of WDB liaison – Bob Straits reported Robert Smith was recently appointed as the Michigan Rehabilitation Services District Manager for Southwest Michigan and was previously approved to serve on the Kalamazoo-St. Joseph Workforce Development Board (WDB) representing rehabilitation services. He requested Board consideration and approval of the appointment of Robert Smith as the Board liaison for the Disability Awareness Resource Team (DART) Committee of the Board.

Motion made by Joe Herdus and supported by Thom Brennan to appoint Robert Smith, District Manager, Michigan Rehabilitation Services as the WDB liaison for the Kalamazoo-St. Joseph Michigan Works DART Committee 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.

2009 Alumni Award Nomination – Kathy Olsen reported nominations were received from local service providers for the Michigan Works Association’s annual Alumni Award Ceremony to be held late January or early February 2009. The focus for this year’s award is to emphasize Alumni who have been placed in high demand occupations, which include health care, medical and customer services, information technology, and other professional and technical positions. She requested Board approval to submit the nomination of Jeffrey Bradfield, a recipient of welding training through the Dislocated Worker Program, to represent the Kalamazoo-St. Joseph Michigan Works Area at the 2009 Alumni Award Celebration.

Motion made by Susan Einspahr and supported by Marilyn Potgiesser to approve the nomination of Jeffrey Bradfield as the recipient of the 2009 Alumni Award representing the Kalamazoo-St. Joseph Michigan Works Area. Motion carried.

Jobs for Michigan Graduates – Bob Straits reported “Jobs for Michigan Graduates, Inc.” is a 501(c)(3) non-profit that has been in existence for a number of years and the purpose outlined in the organization’s articles of incorporation is broad. Michigan law requires that the board of directors of a nonprofit corporation consist of at least three directors and that he, along with the Board chair and vice-chair are currently listed. Bob asked members present for their comments on continuing the organization as it currently stands and on expanding the board of directors. Members agreed that the articles of incorporation and bylaws should be reviewed and suggested having further discussion at a future meeting when there is more time, since today’s time is limited.

NEXT MEETING – The next Executive Committee is scheduled for 7:30 a.m. on Thursday, December 4, 2008 at the W.E. Upjohn Institute, 300 South Westnedge Avenue, Kalamazoo, Michigan. The next full Workforce Development Board is scheduled for 8:00 a.m. on Thursday, February 5, 2009 at the W. E. Upjohn Institute. The next Monitoring and Evaluation Committee meeting is scheduled for Thursday, November 20, 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 7:22 a.m.

Following the meeting, those present joined the remaining Board members in the Radisson Ballroom for the Kalamazoo Leadership Breakfast event featuring speaker Bill Strickland.