



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
December 6, 2007**

WDB Chair, Jerry Love called the meeting to order at 7:30 a.m. at W. E. Upjohn Institute for Employment Research, 222 S. Westnedge Avenue, Kalamazoo, Michigan.

Members Present: Thom Brennan (PS), Susan Einspahr (PS), Lisa Godfrey (PS), Joe Herdus (PS), Jerry Love (PS), Marilyn Potgiesser (PS)

Members Absent: Dennis Berkebile (PS), Linda Marcon (PS), Mary Oudsema (PS)

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

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

AGENDA

Chair Jerry Love requested that the Food Assistance and Food Assistance Supportive Services Plan be added to the agenda under the Workforce Development Plans.

APPROVAL OF MINUTES

Motion made by Susan Einspahr and supported by Marilyn Potgiesser to approve the WDB meeting minutes of November 1, 2007. Motion carried.

STAFF REPORTS

Workforce Development Plans - Kara Stewart requested Board consideration and approval of four program plans. She reported total funds, including carry-in, for the **PY07 Employment Services Program Plan** is \$494,931. These funds would be used for workforce development employment services at service centers located in Kalamazoo and Three Rivers. An additional \$10,000 was added to the \$10,524 carry-in funds for the **PY07 Disability Navigator Initiative**. These funds will be used for capacity building training to improve staff's ability to assist individuals in navigating the employment services system. The Disability Awareness Resource Team (DART), a standing advisory committee of the WDB, will help plan training and evaluate other needs that could be addressed with these funds. Funding in the amount of \$74,027 was received to support additional training and case management activities under the **No Worker Left Behind Initiative**. An allocation in the amount of \$7,827 was received for the **FY08 Food Assistance Employment and Training Program**. This is one twelfth of the allocation and it will be used to assist individuals, 18 to 50 years old and without dependents, to maintain their food assistance eligibility by participating in a work program or training activity. The long-term goal is to assist the individuals in obtaining unsubsidized employment.

Motion made by Marilyn Potgiesser and supported by Joe Herdus to approve plans for the PY07 Employment Services Program, the PY07 Disability Navigator Initiative, the No Worker Left Behind Initiative, and the FY08 Food Assistance Employment and Training Program. Motion carried.

Workforce Development Program Proposals – Ben Damerow reported the Request for Proposals (RFP) for Incumbent Worker Training Grants and the RFP evaluation form were updated to include suggestions from the Board that were made during the previous year's review. The RFP was released on November 5, 2007 and proposals were due on December 3. Proposals were reviewed by staff and he requested Board consideration and approval of their recommendations. The first tier of recommended proposals met all the requirements. Proposals listed under the second tier have concerns to be resolved; these would be recommended for funding if concerns are resolved and if funds become available. Board members requested further information regarding the need for training funds of one fairly large employer that was listed in the first tier. Members of the Business Services Team who were present at the meeting indicated the training grants provide them an opportunity to build a closer relationship with the employers. Receiving a grant requires businesses to post job openings on the Michigan Talent Bank and the grants are an excellent tool to open dialogue, especially when a business currently uses a staffing agency for hiring or is so large that it is difficult to get in the door.

Motion made by Lisa Godfrey and supported by Marilyn Potgiesser to award Incumbent Worker Training Grants to the first tier of businesses recommended; and to fund the second tier if concerns are resolved and if funding becomes available either from new funding or a first tier company that is unable to use the funds awarded. Motion carried.

Workforce Development Policies – None.

Program Status Report – Suprotik Stotz-Ghosh presented a draft format for reporting monthly program information to the Board. Section I of the report would contain data regarding the core workforce development programs. Committee members requested that percentages reflect how the percentages are determined. Section II would include outcome data related to special initiatives to increase employment (e.g. MPRI Program) and to provide support to families (e.g. CASOM and SCOPE grants). Members requested that data regarding the No Worker Left Behind Initiative be added to this section (i.e. number interested, trained, and types of training). Section III would include narrative information pertaining to activities that foster regional economic and community development such as activities and projects of the Business Services Team. Committee members suggested adding a section that compares contract actual cost to the proposed cost and the variances, as well as a glossary of terms at the end of the report for easy reference. Members also requested that demographic data be reported quarterly.

Legislative Update – Craig Schreuder reported there has been some progress on the reauthorization of the Workforce Investment Act. The new Trade Act reauthorization includes expanding the number of industries that qualify and it too has had some progress in the legislature. At the State level, budgets were passed and appropriations received; however, the allocations for the JET program included an allocation only for the first 30 days. Our total allocation for the JET Program is a 6.5% reduction compared to last year. Some Michigan Works areas experienced a 25% reduction.

COMMITTEE REPORTS

Executive Committee

Program for February Full WDB meeting – Members agreed to recognize the local nominees who were considered for the annual Alumni Award at the February 7, 2008 full Workforce Development Board meeting. The program will also include a presentation on Business Services.

Election of Chair and Vice Chair for 2008

Motion made by Lisa Godfrey and supported by Susan Einspahr to nominate Mary Oudsema as Chair of the Kalamazoo-St. Joseph Workforce Development Board and Jerry Love as Vice Chair for the 2008 calendar year. Motion carried.

Motion made by Lisa Godfrey and supported by Susan Einspahr that the nominations be closed and a unanimous ballot cast for Mary Oudsema as Chair and Jerry Love as Vice Chair. Motion carried.

Monitoring and Evaluation Committee – Jeanne Konrad reported the Monitoring and Evaluation Committee reviewed the Adult Program and services during the month of November. She noted that program staff indicated that the No Worker Left Behind Initiative has resulted in an improved working relationship with both community colleges in the area and expanded training opportunities are now available for participants. The participants interviewed reported that services received met their needs and the process to enroll was not difficult. The service providers were asked to identify the top three issues that each is facing in serving participants in the programs they operate. Issues submitted along with suggested criteria to narrow the focus were discussed. In January the committee will determine which issues to focus on for continuous improvement during this program year.

Marketing Committee – Kathy Olsen reported the Business Services Team will be working on a new brochure to promote employer services.

OLD BUSINESS – None.

MEMBER'S TIME – None.

CITIZEN’S TIME – None.

NEXT MEETING –The next Executive Committee meeting is scheduled for Thursday, January 3, 2008 at 7:30 a.m. at the Michigan Works/Upjohn Institute office in Kalamazoo. The next combined Executive Committee and full WDB meeting is scheduled for Thursday, February 7, 2008 from 8:00 a.m. to 9:30 a.m. at the W.E. Upjohn Institute for Employment Research. The next Monitoring and Evaluation Committee meeting is scheduled from 7:30 – 9:30 a.m. on Thursday, January 17, 2008 at the Youth Opportunities Unlimited office in Kalamazoo.

ADJOURNMENT – With no further business to discuss the meeting was adjourned at 8:40 a.m.

Craig Schreuder

Date

Jerry Love

Date