WORKFORCE DEVELOPMENT BOARD
February 6, 2003

WDB Chair Marilyn Potgiesser called the meeting to order at 8:13 a.m. in Room C-1420 at Kalamazoo Valley Community College, M-TEC located at the Groves, I-94 and 9th Street, Kalamazoo, Michigan.

WDB Members Present: Richard Anderson (Labor), John Boss (Labor), Thom Brennan (PS), Lynne Centa (MRS), Steve DeKilder (Labor), Diane Donovan (PS), Tom Drabik (PS), Susan Einspahr (PS), Joe Herdus (PS), Myra Johnson (PS), Chris Kadulski (FIA), Ralph Kauffman (Educ), Jerry Love (PS), Linda Marcon (PS), Mary Oudsema (PS), Pat Pangburn (PS), Marilyn Potgieser (PS), Armando Romero (PS), Suprotik Stotz-Ghosh (CBO). Membership – 28, Attendance 19 (68%), PS (63%)

MWA Staff Present: Peter Battani, Kathy Olsen, Craig Schreuder, Jan Smith, Bob Straits

Guests Present: Sharon Parks, MI League for Human Services**.**

I. **Meeting Minutes** **Motion:** **To approve the WDB meeting minutes of November 12, 2002. Support: Joe Herdus. Vote: Unanimously approved.**

II. **Presentation to Outgoing WDB Chair** - Marilyn Potgiesser presented a plaque to Joe Herdus in recognition of his distinguished and devoted service as the 2001 and 2002 chair of the Kalamazoo-St. Joseph Workforce Development Board.

III. **Presentation/Orientation** – Bob Straits presented an overview of Michigan's workforce development system and the local governance of the system. He further explained the program and functional organization of the Kalamazoo-St. Joseph Michigan Works System. Craig Schreuder presented a summary of the planning process from the federal to the local level. Craig summarized the procurement process and the guidelines that must be followed for procurement activity, methods and proposals. Craig also gave a brief presentation on the contracting and monitoring process that included the development of a contract, program review, responsibilities of the Monitoring and Evaluation Committee and ongoing internal management of the contracting process. Peter Battani reported on local operations for communicating with subcontractors, staff development, technical assistance, partner and program development, community networking and marketing. Jan Smith updated members on issues regarding disability awareness, accessibility and reasonable accommodations. Jan highlighted current issues and requirements and reported on what is being done locally to increase awareness and to improve accommodations at the service centers.

IV. **Legislative Update Report** – Sharon Parks, Senior Planning Research Associate from the Michigan League of Human Services reported on how legislation and policy impact programs. Sharon reported the Michigan League for Human Services is a state level policy organization based in Lansing and their focus in on legislative policy that affects low income, research analysis, public education and advocacy. The current focus is on workforce development issues. Sharon's presentation included an update on the state budget crisis, the causes for the lack of state funds, and background on the current year budget. Sharon spoke about how state revenues have been decreasing and compared the resulting effects of solving the crisis through spending reductions and through solutions that would increase revenue.

V. **Next Meeting** - The next full board meeting is Thursday, May 1, 2003 at approximately 8:00 a.m., immediately following the Executive Committee meeting on the same date. The location will be announced at a later date.

VI. **Adjournment** - With no further business, the meeting was adjourned by Chair Marilyn Potgiesser at 11:00 a.m.

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Robert A. Straits Date Marilyn A. Potgiesser Date