



A Private-Public Partnership Serving Kalamazoo and St. Joseph Counties

222 S. Westnedge Avenue, Kalamazoo, Michigan 49007

WORKFORCE DEVELOPMENT BOARD and

WDB EXECUTIVE COMMITTEE

Meeting Minutes of November 6, 2003

WDB Chair, Marilyn Potgiesser called the meeting to order at 8:05 a.m. at the Three Rivers Community Center, 103 S Douglas Avenue, Three Rivers, Michigan.

WDB Members Present: David Allen (Econ Dev), Rick Anderson (Alternate-Labor), Thom Brennan (PS), Steve DeKilder (Labor), Diane Donovan (PS), Tom Drabik (PS), Mark Fricke (PS), Lisa Godfrey (PS), James Harrington (PS), Joe Herdus (PS), Margie Hojara-Hadsell (MRS), Ellen Kisinger-Rothi (CBO), Jerry Love (PS), Mary Oudsema (PS), Marilyn Potgiesser (PS), Bernie Stankewicz (Educ). Membership – 27, Attendance 16 (59%), PS (63%)

MWA Staff Present: Kathy Olsen, Craig Schreuder, Kara Stewart, Bob Straits, Linda Whitlock

Guests Present: John Davis (FIA), Chris Felding (LCISD), Barbara Gordon (Consultant), Ernie Howard (HRDI), Jakki May (ETC), Curt Mastos (HRDI), Tim McGann (LCISD), Jack Mekemson (Goodwill), Glenn Oxender (GOCC), Nancy Percival (ETC), Helen Welsh (ETC)

I. **Meeting Minutes** **Motion made by Jerry Love and supported by Joe Herdus to approve the WDB Executive Committee meeting minutes of October 2, 2003**
Vote: Unanimously approved.

Motion made by Thom Brennan and supported by Jerry Love to approve the WDB meeting minutes of September 4, 2003
Vote: Unanimously approved.

II. **Committee Reports**

A. **Executive Committee** - Marilyn Potgiesser announced the WDB meeting schedule for 2004 was enclosed with the agenda packet.

B. **Monitoring and Evaluation Committee** – Jerry Love reported the Monitoring and Evaluation Committee did not meet during October. The committee's next meeting is scheduled for Thursday, November 20 to review the WIA Adult services and programs in Kalamazoo and St. Joseph Counties.

C. **Marketing Committee**

1. **Annual Report** - Kathy Olsen distributed copies of the annual report for Program Year 2002 (July 1, 2002 through June 30, 2003).

2. **Alumni Award Nomination** - Kathy Olsen reported a number of nominations were received for the annual alumni award and staff are recommending that Traci Carpenter, a former WIA participant, be selected to represent the Kalamazoo-St. Joseph MWA as this year's Alumni Award recipient. She reported Traci is a single parent with five children. Traci completed medical assistant training at Olympia Career Institute. She drove one hour each way on a daily basis for her schooling and maintained good attendance. During her training period she was hospitalized for a short time, however quickly made up the assignments she had missed and graduated with an overall grade point average of 87.72 Assistance received through the WIA Program included a major portion of her tuition, books and fees. She completed her externship at Bronson OB/GYN where she now works full-time.

Motion made by Lisa Godfrey and supported by Jerry Love to approve the selection of Traci Carpenter as this years Alumni recipient representing Kalamazoo-St. Joseph MWA.
Vote: Unanimously approved.

III. Program

- A. Commitment to Excellence Award** - Chair, Marilyn Potgiesser presented the Kalamazoo-St. Joseph annual Commitment to Excellence Award to Jakki May to recognize her outstanding commitment to providing excellent customer service. Jakki May is an employee of Employment and Training Connections at the Three Rivers office.
- B. Michigan Economic Development Corporation (MEDC)** - Barbara Gordon, member of the MEDC Advisory Board reported Don Jakeway is the new CEO of the organization. Don is eager to become acquainted with the Michigan Works Areas and he will be traveling around the State to meet with partners. Barbara gave an update on key issues currently on the MEDC agenda. She reported business attraction, retention and job growth is the focus of the Michigan Economic Growth Authority (MEGA) and that MEGA has put together incentive packages to bring new companies to Michigan in order to create jobs. The Life Sciences Corridor has been transferred into the Technology Tri-Corridor and includes Life Sciences, Homeland Security and Advanced Manufacturing. A third focus is on the manufacturing sector and manufacturers around the state will evaluate national and international manufacturing issues affecting the state. A web forum is being created where 12,000 companies throughout the state can participate in a web-based discussion group. The status of the state budget is a concern as well because the MEDC needs funding in order to operate. Although the MEDC leadership has changed, it is expected that MEDC will remain focused on technology, business retention and community assistance.
- C. Lewis Cass Intermediate School District** – Tim McGann, from the Lewis-Cass Intermediate School District (LCISD) reported on the Work First Program in St. Joseph County and the LCISD philosophy in operating the program. Participants in the program are expected to show up every day and to be on time. If a participant is late or misses a class he/she must start over the following week. During the first week, the class curriculum covers soft skill training, attitude, behaviors, creating a professional resume, and mock interviewing. The participants are given choices to be successful, however the staff will not do the work for them. When the participants begin applying for jobs they are expected to report to Work First every day prior to job hunting and to return at the end of the day with completed forms. Staff verify applications and case managers meet daily to discuss client needs and status. Staff believe in presenting themselves as role models for the participants by dressing professionally every day and setting good examples. For many of the participants, enrollment in the program involves changing behavior and attitudes from three and four generations living on welfare. Case managers meet with participants to discuss their progress and goals throughout their enrollment in the program. Board members were asked to assist in educating other employers on the need to understand the culture of those in poverty, the changes they are going through and the need to work with participants hired from the program.

- IV. Staff Reports** – Bob Straits reported the current initiative with the Workforce Investment Act reauthorization is the use of a progression model for measuring performance that will give weight to the number of barriers a client has vs. serving customers without barriers. At the local level we currently focus on serving the more disadvantaged population. For the WIA Adult Program, the entered employment rates and program exits are on target for the first quarter. The numbers are lower in the Dislocated Worker Program due to a number of participants entering into training programs. Performance measures for the Youth Program are on target for the first quarter. In the Work First/Welfare Reform Programs many participants who had jobs are re-entering the system due to the economy. The high number of facilitated services through Employment Services indicates the increased number of individuals looking for employment. Funding for the Partners in Adult Learning (PAL) Program was cut from 10 million to 1 million and the remaining amount may be the next casualty of future budget cuts.

- V. Members Time** – Tom Drabik announced the official grand opening of the MidLink facility was held and that this is a great renovation of the former GM stamping plant.

David Allen recognized American Axle in Three Rivers for their planned 50,000 square foot expansion.

- VI. Citizens Time** – Glenn Oxender reported Lansing Community College is building a Career Pathway System based on a research study conducted by a consulting firm they hired. The approach is a different direction than what has been used in Michigan in the past. This approach first identifies jobs and career paths. This is followed by the curriculum development and funding.

John Davis from the Family Independence Agency (FIA) reported donations of food and gifts are needed for a number of families

and the FIA is looking for volunteers to adopt a family for the holidays, either individually or through their employer. John distributed the FIA newsletter that contained further information.

An announcement was made that the Police Officers Association was seeking volunteers to help sort and stack boxes of food for their food drive on November 19 and 20 at the Kalamazoo fairgrounds.

VII. **Next Meeting** - The next Executive Committee meeting is scheduled for Thursday, December 4, 2003 at 7:30 a.m. at the Michigan Works!/Upjohn Institute office in Kalamazoo. The next full board meeting is Thursday, February 5, 2004 at approximately 8:00 a.m., immediately following the Executive Committee meeting on the same date. The location for the full board meeting will be announced at a later date.

VIII. **Adjournment** - With no further business, Chair Marilyn Potgiesser adjourned the meeting at 9:05 a.m.

Robert A. Straits

Date

Marilyn A. Potgiesser

Date