

**WORKFORCE DEVELOPMENT BOARD  
Executive Committee Meeting  
January 9, 2003**

Chair Marilyn Potgiesser called the Workforce Development Board Executive Committee meeting to order at 7:38 a.m. at Michigan Works/Upjohn Institute, 536 West Lovell Street, Kalamazoo, Michigan.

**Committee Members Present:** Thom Brennan (PS), Susan Einspahr (PS), Joe Herdus (PS), Jerry Love (PS), Mary Oudsema (PS), Pat Pangburn (PS), Marilyn Potgiesser (PS), Suprotik Stotz-Ghosh (CBO) Membership – 9, Attendance – 8 (89%), PS (88%)

**Staff Present:** Kathy Olsen, Craig Schreuder, Kara Stewart, Bob Straits

**I. APPROVAL OF MINUTES**

**MOTION:** To approve the Workforce Development Board Executive Committee meeting minutes of  
**Joe Herdus** December 5, 2002  
**Support:** Jerry Love. **Vote:** Unanimously approved.

**II. COMMITTEE REPORTS**

**A. Executive Committee**

**1. Michigan Works! Association Annual Dues**

**MOTION:** To approve the payment of \$7,000 for Kalamazoo-Joseph MW annual dues to the Michigan  
**Joe Herdus** Works Association.  
**Support:** Mary Oudsema. **Vote:** Unanimously approved.

- 2. Letter of Support for Kalamazoo County 211 line** – Bob Straits reported Gryphon Place submitted an application to the Michigan Public Service Commission for a 211 telephone line to be designated as the community resource information and referral answering point for Kalamazoo County. The WDB has been asked to submit a letter of support. Suprotik Stotz-Ghosh reported the Greater Kalamazoo United Way is providing a large portion of the funding for this initiative.

**MOTION:** To send a letter from the WDB to the Michigan Public Service Commission in  
**Thom Brennan** support of the application submitted by Gryphon Place for the Kalamazoo County Emergency 211 designated telephone line.  
**Support:** Jerry Love. **Vote:** Unanimously approved.

**3. WDB Apopointment**

**MOTION:** To approve the appointment of Tom Drabik, replacing Mark DeLaurence and representing  
**Joe Herdus** the private sector, for the balance of a two-year term beginning immediately and ending December 31, 2004.  
**Support:** Pat Pangburn. **Vote:** Unanimously approved.

- 4. Annual Alumni Award Event** - Bob Straits reported the annual Alumni Award Celebration is scheduled for February 5, 2003 in Lansing. MW Staff will arrange a special meeting with a legislative representative from Kalamazoo or St. Joseph County following the event. Members of the Executive Committee were invited to attend.

- 5. Planning for February 6, 2003 quarterly WDB meeting** – Plans for the annual meeting were discussed and members agreed to have MW staff give an orientation similar to the one done previously. Members also requested a legislative update. Members agreed to have the meeting at KVCC M-TEC.

**B. Monitoring and Evaluation Committee – No report**

**C. Marketing Committee** –Kathy Olsen reported the a well written article 25 regarding the service center and unemployed workers appeared in the Kalamazoo Gazette on December 25. A copy was available for members to review.

**III. STAFF REPORTS**

**A. Program Status** – Craig Schreuder reported *Career Preparation* is funded under the School Aid Act. We are completing the second year and planning for the third year of a three-year cycle. Schools in Kalamazoo and St. Joseph Counties are progressing well. Michigan’s “Education YES” legislation will require Education Development Plans (EDP), however these are in place in our schools.

Bob Straits reported there is a concern regarding *WIA* program performance. Information is received 6-9 months after a person exists from the program and this is not timely enough to make a difference in program performance. Early retirements of FIA staff have resulted in a significant increase in the caseloads of remaining FIA workers, thus affecting the services to clients in the *Welfare to Work* programs. MW staff have communicated a request for corrective action to HRDI regarding procedures used in the *Dislocated Worker Program* and are waiting for a written response. Notification was received that UA will move out of the Service Center building in Kalamazoo within 90 days; however, it is still uncertain what direction the state will take regarding *employment services*. Members briefly discussed the current location of the service center as well as the possibility of other locations on a bus line that may be available and are barrier free.

Kara reported the State is very impressed that our WDB members are involved in the monitoring process of our subcontractors.

Craig reported *Request for Proposals* will be issued for four different programs this year. They include WIA Adult, WIA Dislocated Worker, Employment Services and Welfare to Work. This will require a very intensive RFP process this year. Members agreed to review all the RFP’s at the same time however requested that additional WDB members be involved. Members will be asked at the February full board meeting to participate in the upcoming RFP review process. Members requested agencies who submit responses be asked to reduce the narrative and that they summarize facts in a bulleted list format. Susan commented that she appreciates the work that Craig does in organizing and preparing the materials for the committee’s review and that Craig’s efforts are very helpful in the overall review process.

**B. Legislative Update** – Bob Straits reported the appointment of David C. Hollister as head of the new state department that will combine five departments into one appears to be certain. At this point, funding continues for PAL, however there is a growing concern in Michigan that it will be cut. Federal funding reductions in WIA are expected to be approximately ten percent and the effect on Michigan will depend on Michigan’s performance compared to the other states. The reauthorization of TANF and Welfare to Work funding levels is uncertain at this time.

**IV. MEMBERS TIME** – Suprotik Stotz-Ghosh reported members of the PAL funding committee met with staff at the Kalamazoo Foundation to discuss contingency funding based on expected reductions in state funding. The Foundation indicated the PAL group is the first to approach the Foundation as a result of reductions in state funding and a plan will need to be developed as to how to address this in the community. The Foundation encouraged more planning and contacting other funding sources, as well as building a stronger sustainable program.

**V. CITIZENS TIME** –None

**V. UPCOMING MEETINGS** –The next WDB Executive Committee meeting is scheduled for Thursday, February 6, 2003 and the next full WDB meeting will immediately follow on the same day. Kathy will confirm using KVCC M-TEC as the location and will notify members.

**VII. ADJOURNMENT** - With no further business to discuss, the meeting was adjourned by Chair Herdus at 823 a.m.

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Robert A. Straits Date

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Marilyn Potgiesser Date