

**WORKFORCE DEVELOPMENT BOARD
Executive Committee Meeting
February 6, 2003**

Chair Marilyn Potgiesser called the Workforce Development Board Executive Committee meeting to order at 7:32 a.m. at KVCC M-TEC, Room C-1420, 7107 Elm Valley Drive, 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, Jan Smith, Bob Straits

I. APPROVAL OF MINUTES

MOTION: To approve the Workforce Development Board Executive Committee meeting minutes of
Joe Herdus January 9, 2003
Support: Susan Einspahr. **Vote:** Unanimously approved.

II. COMMITTEE REPORTS

A. Executive Committee

1. Workforce Development Board Appointment

MOTION: To approve the appointment of Eric Shaffer, representing the private sector, to the
Joe Herdus Workforce Development Board for the balance of a two-year term beginning immediately and ending December 31, 2004
Support: Susan Einspahr. **Vote:** Unanimously approved.

2. EAG Appointments

MOTION: To approve the appointment of Glenn Oxender to the EAG, replacing Marsi Liddell and
Joe Herdus representing post secondary education; and the new appointments to the EAG of Robert Duke and Terry Conklin, both representing superintendents for secondary education, for the balance of two-year terms beginning immediately and ending December 31, 2004.
Support: Susan Einspahr. **Vote:** Unanimously approved.

3. Program Guideline Statements – Jan Smith reported the Program Guideline Statement – 25 “Grievance and Complaint Procedure” was changed to reflect updates in the terminology used with little revision to the content. A copy of the grievance brochure outlining the process for filing a grievance is attached to the policy.

MOTION: To approve Program Guideline Statement –25 “Grievance and Complaint
Joe Herdus Procedure”.
Support: Jerry Love. **Vote:** Unanimously approved.

Jan Smith reported the State requires a guideline to address reasonable accommodations. The language used in writing the Program Guideline Statement - 26 “Reasonable Accommodations” was taken from the Equal Opportunity Policy Guide. Written procedures to be followed in providing reasonable accommodations are forthcoming. Plans are to complete an accessibility checklist once it is received from the Department of Labor. Services to individuals with disabilities will be monitored by the state next month, however a physical assessment will not be done at this time. Jan further reported that MRS and MW staff visited both service centers and MRS provided suggestions as to what changes could be made and purchases necessary in order to better serve these individuals. A grant was provided for this purpose and purchase orders for some equipment are in process.

MOTION: To approve Program Guideline Statement –26 “Reasonable Accommodations”
Joe Herdus Support: Jerry Love. Vote: Unanimously approved.

4. **Annual Alumni Award Event** - Marilyn Potgiesser reported it was unique that Kalamazoo-St. Joseph MWA had a husband and wife team, Brenda and Robert McGowen, to each receive the Alumni Award. The McGowen’s were very excited and many members of their family attended the event, including an 80-year-old grandfather. Representatives Rick Shaffer and Cameron Brown presented the awards to Robert and Brenda. Joe Herdus stated it was very rewarding to hear the alumni success stories from around the state.

B. **Monitoring and Evaluation Committee** – Jerry Love reported the Monitoring and Evaluation Committee met at Goodwill Industries to review the Work First Programs. The participants interviewed spoke favorably of the staff and of the services received in the program and it appeared that the complaints shared during last years review have been resolved. The committee agreed that transportation continues to be a barrier, however noted that retention is extremely high for those who received a car through the program. Committee members discussed the use of private employment agencies for job placements and stressed the importance of strengthening relationships with these agencies in order to increase permanent employment opportunities for program participants.

C. **Marketing Committee** –Kathy Olsen reported the Alumni Event was well attended.

III. STAFF REPORTS

A. **Program Status** – Bob Straits reported *WIA* goals are at approximately 50%. Staff continue to monitor enrollments and procedures used in the dislocated worker program. Enrollments in the *Work First Programs* are at approximately 25% of goals. *Employment Services* is doing very well in spite of what is happening with the Unemployment Agency (UA). Channel 8 produced a story on the unemployment office in January and Channel 3 is doing one this week. Michigan Works was not associated with UA in either story. Funding for the *Partners in Adult Learning (PAL)* was abruptly terminated; six hours later the decision was conditional. Locally, the decision was made to end the program and if funds become available it could be restarted fairly quickly. Some of the PAL staff were transferred to the Work First Program.

B. **Legislative Update** – Bob Straits reported he participated on the Governor’s transition planning team. The team last met in January and made a couple of recommendations to David Hollister. Sharon Parks will give a legislative update at today’s full Workforce Development Board meeting immediately following the Executive Committee meeting.

IV. **MEMBERS TIME** – None.

V. **CITIZENS TIME** –None.

V. **UPCOMING MEETINGS** –The next WDB Executive Committee meeting is scheduled for Thursday, March 6, 2003 at Michigan Works/Upjohn Institute, 536 West Lovell Street, Kalamazoo, Michigan.

VII. **ADJOURNMENT** - With no further business to discuss, the meeting was adjourned by Chair Potgiesser at 802 a.m. After a short break, the full Workforce Development Board meeting convened.

Robert A. Straits Date

Marilyn Potgiesser Date