



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  
April 6, 2006**

WDB Chair, Jerry Love called the meeting to order at 7:32 a.m. at Michigan Works!/Upjohn Institute, 222 S. Westnedge Avenue, Kalamazoo, Michigan.

**Executive Members Present:** Lisa Godfrey (PS), Jerry Love (PS), Linda Marcon (PS), Mary Oudsema (PS), Marilyn Potgiesser (PS), Suprotik Stotz-Ghosh (CBO)  
Membership 9, Attendance-6 (67%), PS-6 (83%)

**Executive Members Absent:** Thom Brennan (PS), Susan Einspahr (PS), Joe Herdus (PS)

**Other WDB Members Present:** Nasim Ansari

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

**Guests Present:** Curt Mastos (HRDI), Dolly Roselip (Y.O.U.)

**I. Approval of Minutes**

**Motion made by Lisa Godfrey and supported by Marilyn Potgiesser to approve the WDB meeting minutes of March 2, 2006. Motion carried.**

**II. Committee Reports**

**A. Executive Committee**

1. **Plans** – Craig Schreuder reported on allocations awarded to the Kalamazoo-St. Joseph MW Area. This included additional funding from the WIA National Reserve fund in the amount of \$2,354 that may be expended in either the WIA Adult or the WIA Dislocated Worker Program. WIA Incentive funds, in the amount of \$26,012, was awarded to the Kalamazoo-St. Joseph MWA for meeting or exceeding WIA performance standards during program year 2004. An additional \$17,696 was received for the Trade Adjustment Assistance (TAA) program to assist workers that have lost their jobs due to work being sent to foreign countries.

**Motion made by Lisa Godfrey and supported by Mary Oudsema to approve the plans for the additional PY05 WIA National Reserve Funds, WIA Incentive Funds for PY2004 Performance, and the additional Trade Adjustment Act (TAA) Funds. Motion carried.**

2. **Request for Proposals** – Kara Stewart reported the RFP Committee met and approved the proposal received for the Adult Program. There are some minor adjustments to the proposal that will be negotiated during the contracting process. One proposal was received for the Dislocated Worker Program and the Committee requested that the bidder respond to questions that were raised during the review and resubmit some of the components of the proposal. Bob Straits reported concerns of the RFP Committee will be resolved prior to the contracts being negotiated.

- B. Monitoring and Evaluation Committee** – Suprotik Stotz-Ghosh reported the Monitoring and Evaluation Committee met in Three Rivers to review the Work First Program and services in St. Joseph County. He reported there was excellent attendance at the meeting and committee members were pleased with the changes made in providing services and the increased efforts being made to match people with the right jobs. Only one participant was available to be interviewed. The participant reported the changes to the program were evident. The committee was also pleased with the collaboration and sharing of information between service center partners and felt this could be viewed as a model site. The lack of public transportation in St. Joseph County continues to be a concern.

**C. Marketing Committee** – Linda Marcon reported on a number of local job fairs that Michigan Works recently participated in, as well as upcoming job fairs. She stated that May is Workforce Development Professionals Month. On May 19, 2006 MW Employment Services is sponsoring an all-day training for partner staff that will focus on meeting employer’s needs, talking like businesses think, and how to get the private sector to use our services. The speaker is Mr. Larry Robbin, Executive Director of Robbin and Associates. Larry has over 40 years of experience in workforce development in the private and public sectors. Staff from neighboring MWAs are invited to attend and the invitation is also being extended to members of the Workforce Development Board. Members requested that staff send copies of the Michigan Works Association’s Return on Investment brochure, which was included with the agenda packet, to the commissioners for Kalamazoo and St. Joseph Counties.

**III. Staff Reports** - Bob Straits reported the Upjohn Institute audit was just completed and there were no findings. The auditors also reviewed the subcontractor’s annual audit reports. The State monitor was in Kalamazoo last week to review files and Bob reported there were no findings. Program performance is on target with the exception of low exit numbers in the Youth Program. This is expected since many of the exits in this program take place near the end of the school year. The correct dates for the MPRI Program are October 1, 2005 through September 30, 2006. However, the program’s actual start date in Kalamazoo County was early December. Kalamazoo is one of thirteen pilot sites in the State. Funds for this program come from the Department of Corrections and it appears this is once area of the State where funding is increasing. The WIA reauthorization continues to be tied up in the legislation and funding cuts are expected by July 2007. Changes to the Work First program continue to be discussed at the State level. One issue that needs to be resolved at the State level is obtaining valid State identification for individuals being released from prison.

**IV. Member Time** – Nothing to report.

**V. Citizen’s Time** – Dolly Roselip reported she received a call from staff at Southwest Michigan First inviting Michigan Works to join them at a meeting later today with employers from the manufacturing sector at KVCC’s M-TEC. Curt Mastos reported he will also be attending a meeting later today with staff from the St. Joseph County Economic Development Corporation and city representatives in St. Joseph County, to discuss some of the same issues that are on the agenda at M-TEC.

**VI. Next Meeting** - The next Executive Committee meeting is scheduled for Thursday, May 4, 2006 at 7:30 a.m. at a location in St. Joseph County. The meeting will be followed by the full Board meeting. Kathy Olsen stated the meetings may be combined into one. The agenda for the full Board meeting will include a presentation on the “Reality Check” class that is held at the service center for individuals interested in CNA training and a presentation on labor market information. One member suggested a presentation on the curriculum from the book “Bridges Out of Poverty” and how it might apply to workforce development would be a good topic to consider for a future meeting. The next Monitoring and Evaluation Committee meeting is scheduled for Thursday, April 20, 2006 at 7:30 a.m. at Goodwill Industries in Kalamazoo for the purpose of reviewing the Work First program and services in Kalamazoo County.

**VII. Adjournment** – With no further business to discuss the meeting was adjourned at 8:05 a.m.

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Robert A. Straits

Date

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Jerry Love

Date