



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  
June 7, 2007**

WDB Chair, Jerry Love called the meeting to order at 7:35 a.m. at the Michigan Works/Upjohn Institute, 222 South Westnedge Avenue, Kalamazoo, Michigan.

**Executive Committee Members Present:** Dennis Berkebile (PS), Thom Brennan (PS), Lisa Godfrey (PS), Joe Herdus (PS), Jerry Love (PS), Linda Marcon (PS), Mary Oudsema (PS), Marilyn Potgiesser (PS)

**Executive Committee Members Absent:** Susan Einspahr (PS),

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

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

**APPROVAL OF MINUTES**

No Action

**COMMITTEE REPORTS**

**Executive Committee**

**Workforce Development Policy Review** - Craig Schreuder reported all local policies were reviewed by staff for consistency with current state and federal policies and continued relevancy to local program activities. Many revisions included updating references as well as editing and formatting changes that did not change the policy content. Staff are recommending that the Workforce Development Board Guideline Statements be renamed Workforce Development Board (WDB) Policies; that the WDB Policies be numbered without reference to a specific year; that all policies have a continuing expiration date unless the WDB determines a policy be formally reviewed by the Board within a specified period; and that changes to policies to reflect a change in state or federal policy, regulation references, or updating date would not need review by the WDB. Craig requested Board consideration and approval of revisions to five WDB policies for the Kalamazoo-St. Joseph Michigan Works Area: Policy 01-Program Design for WIA and ES, 05 - Supportive Services, 07 – Investment Strategy for WIA Resources, 13 – Individual Training Account (ITA) System, 17 – Program Eligibility Definitions and Standards, and 19 – Participant Attendance in Training Activities.

**Motion made by Thom Brennan and supported by Joe Herdus to approve the Kalamazoo-St. Joseph Workforce Development Board Policies 01 - Program Design for WIA and ES, 05 - Supportive Services, 07 – Investment Strategy for WIA Resources, 13 – Individual Training Account (ITA) System, 17 – Program Eligibility Definitions and Standards, and 19 – Participant Attendance in Training Activities. Motion carried.**

**Request for Proposal Evaluation – Michigan Prisoner Re-Entry Initiative (MPRI)** – Bob Straits provided copies of the Comprehensive Prisoner Re-Entry Plan Summary that included the roles and responsibilities of the Workforce Development Board, the Upjohn Institute, the Community Coordinator, the MPRI Co-Chairs, the Steering Committee and the Facility Coordinator. He reported the primary goal of MPRI is to reduce recidivism. MPRI will expand beginning October 1, 2007 to include St. Joseph County and a Request for Proposals (RFP) was released seeking one primary service provider to operate the MPRI program in both counties. The funding allocated for the two-county area is based on a current formula that includes a flat amount for administration (\$62,500) and community coordination (\$87,500). The balance of funding is based on a projected number of returnees at \$1,600 each. Bob reported local complimentary activities include a SCOPE (Securing Children’s Opportunities, Possibilities and Empowerment) grant from the Kalamazoo Foundation in the amount of \$168,039. The primary goal of the SCOPE grant is to stop the intergenerational cycle of crime. The plan is to serve 25 families of incarcerated individuals who will participate in MPRI. The Kalamazoo Foundation and MW staff are seeking a matching grant from the JEHT Foundation. In addition, a CASOM grant was received from the Federal Office of Justice through the

Michigan Department of Corrections (DOC) in the amount of \$250,000. The primary goal of this grant is to develop comprehensive approaches to sex offender management. Kalamazoo County is piloting this program with the State DOC to address the “special obstacles” of sexual offenders. Bob requested that two Executive Committee members serve on a committee to review the RFP proposals which are due June 22. The RFP Committee is scheduled to meet July 11. Lisa Godfrey and Jerry Love volunteered to serve on the MPRI RFP Committee. Dennis Berkebile also stated he may be available if needed. Committee members requested an updated glossary of acronyms to include the Department of Corrections programs.

**Incumbent Worker Program Eligibility Criteria** – Craig Schreuder reported at last year’s review of the Incumbent Worker Proposals, the WDB requested that prior to this year’s release of Incumbent Worker Program Applications, that additional discussion be conducted with the Board to establish guidelines consistent with the WDB priorities. Craig distributed a summary of the criteria and priorities for the Incumbent Worker Training Grants. Members suggested rewording the criteria that would be used to indicate the business workforce to be trained must be located within the Kalamazoo-St. Joseph Michigan Works Area; i.e workers could live in another county as long as the place of business where they worked was within the Kalamazoo-St. Joseph MWA. Members also suggested adding the industries cited by the state as high-wage, high-skill, or high-demand, if not already included, under the type of businesses that would be given preference during the selection process.

**Monitoring and Evaluation Committee** – Jeanne Konrad reported the Monitoring and Evaluation Committee reviewed the Work First Program and Services in St. Joseph County. Overall, committee members were impressed with the work that Lake Michigan College (LMC) staff was doing to assist the population they are serving and staying connected with them throughout the process. John Davis commented that the greatest challenge for the participants served is finding employment.

**Marketing Committee** – Kathy Olsen distributed copies of the newsletter and annual report for program year 2005-06.

**STAFF REPORTS** - Bob Straits reported the program year for the Workforce Investment Act Programs ends June 30, 2007.

**MEMBER’S TIME** – Dennis Berkebile commented that it would be appropriate to include homeland security and/or defense and alternative energy to the list of preferred businesses for the Incumbent Worker Training Grants; doing so would help to keep and grow these businesses in Michigan.

**CITIZEN’S TIME** – None

**NEXT MEETING** – The next Executive Committee meeting is scheduled for Thursday, July 12, 2007 at 7:30 a.m. at the Upjohn Institute/Michigan Works office in Kalamazoo. The next Monitoring and Evaluation Committee meeting is Thursday, June 21, 2007 at the Michigan Works Service Center in Kalamazoo.

**ADJOURNMENT** – With no further business to discuss the meeting was adjourned at 8:50 a.m.

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Robert A. Straits

Date

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Jerry Love

Date