



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  
August 18, 2006**

WDB Chair, Jerry Love called the meeting to order at 7:35a.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-5 (83%)

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

**Other WDB Members Present:** Nasim Ansari (PS)

**MW Staff Present:** Ben Damerow, Kathy Olsen, Craig Schreuder, Bob Straits

**I. Approval of Minutes**

**Motion made by Linda Marcon and supported by Suprotik Stotz-Ghosh to approve the WDB Executive Committee meeting minutes of August 3, 2006. Motion carried.**

**II. Committee Reports**

**A. Executive Committee**

- 1. Plans** - Craig Schreuder requested approval of plans for program year 2006 allocations to the Kalamazoo-St. Joseph MWA. (a) **Dislocated Worker Scholarship Program** - Workforce Investment Act (WIA) Rapid Response Reserve funding in the amount of \$43,078 for the support of a Dislocated Worker Scholarship Program. The scholarship program will provide dislocated workers with traditional training and, where available, accelerated training to enable them to transition to new employment in a growing or emerging industry sector. Training opportunities will follow the existing protocol for the identification of training opportunities. (b) **Regional Strategies for 21<sup>st</sup> Century Workforce Development Plan** - Rapid Response Reserve funding in the amount of \$110,000 for the support of activities leading towards the development of coordinated regional strategies for creating the 21<sup>st</sup> century workforce. Coordinating partners include the Kalamazoo-St. Joseph MWA, the Barry-Branch-Calhoun MWA, Southwest Michigan First, Battle Creek Unlimited and local community colleges. Workforce development, economic development and education representatives will gather for a full day meeting on Thursday, September 14, 2006 at the Borgess Navigation Center. Executive Committee members are invited and encouraged to attend. (c) **WIA Youth 2-Year Comprehensive Plan** is a non-financial long-range plan intended to provide the foundation for the programs and services offered under the WIA. (d) **WIA Adult & Dislocated Worker 2-Year Comprehensive Plan** - is a non-financial long-range plan intended to provide the foundation for the programs and services offered under the WIA.

**Motion made by Lisa Godfrey and supported by Marilyn Potgiesser to approve the WIA Rapid Response Dislocated Worker Scholarship Program for PY06, the Regional Strategies for 21<sup>st</sup> Century Workforce Development Plan for PY06, the WIA Youth 2-Year Comprehensive Plan, and the WIA Adult & Dislocated Worker 2-Year Comprehensive Plan. Motion carried.**

2. **Incumbent Worker Training Grant** - Ben Damerow distributed a summary of the proposals received for Incumbent Worker Training Grants. Local priorities to consider during the evaluation of the applications received included employers with 250 or less employees; businesses in manufacturing or healthcare; trainings that will result in a significant upgrade in employee skills, which will make the business more competitive; and businesses whose grant proposals represented a significant layoff avoidance strategy. Staff recommended a first tier of applications for funding. A second tier of proposals was identified in the event that a company in the first tier is unable to do the training as planned. In addition, Ben reported a number of proposals received were not being recommended for funding because the grant application was incomplete, the training plan was incomplete, or the training identified did not show a significant upgrade in skill and/or lay-off aversion. Committee members recommended limiting awarding grants only to companies located within the Kalamazoo-St. Joseph MWA and requested that the companies located outside of the area be referred to the appropriate contact within the MWA they are located.

**Motion made by Mary Oudsema and supported by Linda Marcon to approve the Incumbent Worker Training Grant Tier 1 proposals with the exception of Mol-Son, Inc. and Peloton, Inc. and to reprioritize the Tier 2 proposals. Motion carried.**

- III. **Staff Reports** – No report.
- IV. **Member Time** – Suprotik Stotz-Ghosh stated he appreciated the summary staff provided for the Incumbent Worker Training Grant proposals. He also reported the Greater Kalamazoo United Way Kick-off event for this year’s campaign is scheduled for September 14. Linda Marcon reported there will be a forum with university presidents on September 7, 2006 at KVCC.
- V. **Citizen’s Time** – No comments.
- VI. **Next Meeting** - The next Workforce Development Board meeting is scheduled for Thursday, October 5, 2006 at 8:00 a.m. The meeting will be a combined meeting of the Executive Committee and Full Board. The next Monitoring and Evaluation Committee meeting is scheduled for Thursday, September 21, 2006 at 7:30 a.m.
- VII. **Adjournment** – With no further business to discuss the meeting was adjourned at 8:40 a.m.

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Robert A. Straits

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Date

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Jerry Love

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Date