

**WORKFORCE DEVELOPMENT BOARD**  
**Executive Committee Meeting**  
**October 3, 2002**

The Workforce Development Board Executive Committee meeting was called to order by Chair Joe Herdus at 7:31a.m. at Michigan Works/Upjohn Institute, 536 West Lovell Street, Kalamazoo, Michigan.

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

**Staff Present:** Peter Battani, Kathy Olsen, Bridget Timmeney, Kara Stewart, Bob Straits

**I. APPROVAL OF MINUTES**

**MOTION:** To approve the Workforce Development Board Executive Committee meeting minutes of  
**Susan Einspahr** September 17, 2002.  
**Support: Jerry Love. Vote: Unanimously approved.**

**II. COMMITTEE REPORTS**

**A. Executive Committee**

1. **Plans** - Craig reported the *Incumbent Worker Program Incentive Grant* is an additional \$60,708 in incentive funds that will be used for the same purpose as the already approved Incumbent Worker Program. Resources will be focused on "strengthening incumbent worker skills." Funds provided through the *Reed Act Service Center Accessibility Grant* will facilitate efforts to enhance the accessibility of resources available at the Michigan Works! Service Centers for persons with disabilities. The Disability Awareness Resource Team (DART) Committee will be making recommendations as to how to use these funds for improving access to the Service Center facilities and to the resources available within the facilities.

**MOTION:** To approve the Incumbent Worker Program Plan Incentive Grant and the Reed Act  
**Lisa Godfrey** Center Accessibility Grant 2003-00.  
**Support: Jerry Love. Vote: Unanimously approved.**

2. **Committee Chairs**

**MOTION:** To approve the appointment of Jerry Love and Suprotik Stotz-Ghosh as Co-Chairs of the  
**Thom Brennan** Monitoring and Evaluation Committee for the remainder of calendar year 2002 and for the 2003 calendar year; and for Mary Oudsema to continue as Chair of the Marketing Committee.  
**Support: Susan Einspahr. Vote: Unanimously approved.**

3. **WDB 2003 Schedule** - Kathy Olsen presented a tentative WDB schedule for the 2003 calendar year with a recommendation that the quarterly board meetings be held immediately following the Executive Committee meetings during the months of February, May, September and November. **Committee members approved the recommended 2003 WDB meeting schedule by consensus.**

- B.. **Monitoring and Compliance Committee** -Jerry Love reported the Monitoring and Evaluation Committee recently met in Three Rivers to review the Partnership in Adult Learning Programs operating in Kalamazoo and St. Joseph Counties. Overall, the committee was pleased with the success of this program in both counties and the high level of enthusiasm and commitment from PAL staff and students. Individuals enrolled in the program have been able to improve their English through the English as a Second Language (ESL) component and others have been able to improve their basic educational skills through the Adult Basic Education (ABE) component. The participant's interviewed were all very grateful to have the opportunity to participate.

Many of those interviewed were also employed and appreciated the flexibility of classroom times and locations. The committee's concern is how to sustain the PAL Program if and when state funding ceases to exist. - Suprotik Stotz-Ghosh reported that he spoke to PAL staff regarding having a joint meeting with the partners to discuss future funding and they were receptive of this idea.

- C. **Marketing Committee** -Mary Oudsema distributed copies of the annual report for the program year ending September 30, 2002. Mary reported that Michigan Works will be hosting the upcoming Chamber Before Hours event and invited members to attend. Michigan Works will host the open house at the Kalamazoo Chamber office from 7:30 - 9:00 a.m. on October 10. In preparing for the Chambers's 100<sup>th</sup> anniversary, the awnings at the chamber office will be replaced and Michigan Works will have the opportunity to have signage with increased visibility. A suggestion was made to investigate having a regular article in the chamber newsletter.

**III. STAFF REPORTS**

- A. **Program Status Report** - Bob Straits reported programs are doing well. The Dislocated Worker Program is low in numbers due to staff concentrating on TAA NAFTA. The current focus is to bring these numbers closer to goals. Future WIA evaluations will include wage and hour records from UA.
- B. **Legislative Update** - Bob Straits reported there is a small allocation for PAL for the next year, however it is uncertain if this funding will remain after a new governor is elected. At the federal level, the priority focus is on world affairs.

- IV. **MEMBER COMMENTS** - Joe Herdus reported Mary Cagney will be retiring and requested the board members approve presenting her with a certificate from the board for her contribution to the Welfare Reform Programs in Kalamazoo County.

**MOTION:** To present Mary Cagney with a certificate of appreciation from the Workforce Development Board for her contribution to the Welfare Reform Programs in Kalamazoo County.  
**Marilyn Potgiesser Support: Susan Einspahr. Vote: Unanimously approved.**

- V. **NEXT MEETING** - The next full WDB meeting is scheduled for November 12. Program topics suggested for this meeting: Economic forecasting regarding the future as a result of the election outcomes; an overall update of current programs, the English as a Second Language Program; an update on the MW office at the Chamber.

The next WDB Executive Committee meeting is scheduled for 7:30 a.m. on Thursday, November 7, 2002.

- VI. **ADJOURNMENT**-With no further business to discuss, the meeting was adjourned by Chair Herdus at 8:05 a.m.

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Robert A. Straits

Date

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Joseph Herdus

Date

