

**WORKFORCE DEVELOPMENT BOARD
Executive Committee Meeting
December 5, 2002**

Chair Joe Herdus called the Workforce Development Board Executive Committee meeting to order at 7:40 a.m. at Michigan Works/Upjohn Institute, 536 West Lovell Street, Kalamazoo, Michigan Works.

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: Kathy Olsen, Craig Schreuder, Kara Stewart, Bob Straits

I. APPROVAL OF MINUTES

MOTION: To approve the Workforce Development Board Executive Committee meeting minutes of
Lisa Godfrey November 7, 2002
Support: Susan Einspahr. **Vote:** Unanimously approved.

II. COMMITTEE REPORTS

A. Executive Committee – No report.

B. Monitoring and Evaluation Committee – Jerry Love reported the Monitoring and Evaluation Committee met with HRDI staff at the Michigan Works Service Center in Kalamazoo to review the Dislocated Worker Program. HRDI staff reported serving individuals who qualified for benefits under the Tower NEG Grant has been time intensive. The participants who met with the committee appeared to be assertive, qualified individuals who sought out services on their own and overall appeared to be successful. The individuals interviewed were pleased with the program, however each of them had suggestions for improvement. The committee members agreed that individual career assessments and outreach to dislocated workers other than through major business closings could be improved. Staff expressed concern about HRDI procedures. For example, HRDI recently advertised job openings for employers who did not wish to register the openings in the Talent Bank. The committee requested a follow-up, including HRDI's response for corrective action.

C. Marketing Committee -Mary Oudsema distributed copies of a brochure for Employee Enhancement Training for incumbent workers. Bob Straits explained this is a short-term grant that will be used for employers who have workers who need to upgrade skills to avert possible layoffs. Craig Schreuder added this grant is similar to EDJT grants; the difference is that EDJT was for customized training and the Incumbent Worker is not. However, if customized training is desired, the employer will pay fifty percent of the cost. The intent of the training is to avert layoffs by providing current workers with training for better jobs within the company and thus providing employment opportunities for program participants.

Mary reported that David Parkhill continues to make presentations to various business organizations as well as personal calls to businesses.

III. STAFF REPORTS

A. Program Status Report – Bob Straits reported the adult program is doing very well however standards being used to evaluate success do not give results until 18 months after the program ends and we are attempting to identify indicators early on that will assist in determining success in a more timely manner. WIA funding is up for renewal at the national level and staff are preparing to begin the RFP process for contracts commencing in July. Welfare Reform (WR) program statistics are on target. The WR programs are also subject to changes at the federal level. Early retirements have impacted all state departments, especially in FIA and UA. After this Friday only two UA personnel will remain located at the Kalamazoo office, yet UA occupies 60% of the building.

B. Legislative Update – Bob reported he has been asked to serve on a committee to assist with the transition team for the new governor.

IV. MEMBERS TIME – Mary Oudsema reported the Kalamazoo Gazette would be inserting tax forms in the February 2 issue of the newspaper. The forms will most likely be inserted in the Gazette Hometown issues the following day as well. The Kalamazoo Gazette is also planning to publish a special section on income tax and Mary suggested that perhaps a reporter could do a story on the EITC initiative.

Bob reported the EITC Initiative received a grant from the Kalamazoo Foundation for marketing the EITC initiative and the Gilmore Foundation was receptive to reviewing a grant application. Suprotik Stotz-Ghosh reported a master calendar is being prepared that will include a listing of all locations and times that will be offering free tax assistance.

V. CITIZENS TIME –None

V. UPCOMING MEETINGS –The next WDB Executive Committee meeting is scheduled for Thursday, January 9, 2003 and the next full WDB meeting is scheduled for Thursday, February 6, 2003.

VII. ADJOURNMENT - With no further business to discuss, the meeting was adjourned by Chair Herdus at 820 a.m.

Robert A. Straits

Date

Marilyn Potgiesser

Date