

**MINUTES  
OTTAWA COUNTY WORKFORCE DEVELOPMENT BOARD**

**DATE:** September 27, 2005

**TIME:** 3:30 p.m.

**LOCATION:** Michigan Works! Service Center, 121 Clover Avenue, Holland

<b>PRESENT:</b>	<u>Representatives – Business</u>	<u>Representatives – Other Organizations</u>
	Dick deSpelder	Eric Packer
	Richard Sibley	Scott Brouwer
	Bill Shattuck	Loren Snippe
	Jennifer Becksvoort	Carl Simpson
	Chad Tuttle	Rick Diamond
	Sara Hambley	Bill Herbst
	Keri McCarthy	

**ABSENT:** John Housler, Jodi Vilcans, Claudia Berry, Kevin O’Neill, Joy Gaasch

**QUORUM:** Yes

**STAFF:** Cathy Simons, Erin Kauth, Mary Kay Schoon, Emily Koster, Janet Anspaugh

**GUESTS:** Dan Clark (M-TEC)  
Marty Gonzalez (WIA Dislocated Worker)  
Raquel Ramirez (Employment Services)  
Brian Waters (DLEG Labor Market Analyst)  
Sandra Dupuis (Ottawa Area Intermediate School District)  
Sandy Snook, Patty Barnett (Kandu)

Call to Order

The meeting was called to order by Chairperson, Dick deSpelder.

Consent Items

A motion was made and seconded (Diamond/Simpson) to approve the agenda with the correction to the Executive Committee Minutes of September 9, 2005, that Rick Diamond was present at the meeting, and to approve the minutes of the July 26, 2005, WDB meeting. Motion carried.

Announcements

- a) Executive Committee meeting – October 7, 2005, 7:15 a.m., MWSC, Clover Avenue, Holland
- b) Workforce Development Boards were asked to respond to a survey. Results of the survey will be under discussion at the Department of Labor & Economic Growth WDB Regional Leadership Session, on October 10, 2005, in Grand Rapids.

Action Items

- a) Extension of Work First Contract  
The Work First Review Team reconvened to discuss the performance of Kandu Incorporated in providing the Work First program and in meeting required performance measures. Based on the group’s review of the program and on behalf of the Work First Review Team, Bill Herbst presented proposed contract negotiation points and performance goals for the Work First program, and presented the motion to extend the Work First contract with Kandu Incorporated for a second year (October 1, 2005 – September 30, 2006) with the negotiated changes in program design and performance. Motion seconded by Packer. Motion carried.

Work First Review Team: Bill Herbst, Sara Hambley, Chad Tuttle  
Department of Human Services Advisor: Dan Boter  
MWA Staff: Erin Kauth, Mary Kay Schoon, Emily Koster

- b) Amend Workforce Development Board Policy  
The Michigan Department of Labor and Economic Growth provide policy guidelines which address the issue of WDB conflict of interest and conflict of interest involving employees of the MWA and their subcontractors. Additional guidelines from DLEG regarding nepotism were required to be included in the local WDB policy. A motion was made and seconded (Shattuck/Sibley) to revise the Ottawa County Workforce Development Board Policy Number 1.1, *Conflict of Interest/Nepotism*, to include guidelines to guard against nepotism in all programs administered by the Workforce Development Board. Motion carried.

#### Discussion Items

- a) Job Connections South – This is the first WDB meeting to be held in the new location of the Michigan Works Service Center in Holland. The Board was provided with a list of Service Center partners and a floor plan of the Service Center. Board members were invited to stay after the meeting for a tour of the facility.

An Open House for the public is scheduled for Monday, October 17, 2005, from 3:00–6:00 p.m. with a ceremony at 4:00 p.m.

- b) Education Advisory Group (EAG) Reorganization – On November 10, 2005, MWA staff and members of the Workforce Development Board will meet with the Ottawa Area EAG offering an invitation to help revitalize the EAG and participate in addressing the career readiness needs of area youth, asking the EAG to be a standing committee of the Board and provide oversight for Workforce Investment Act Youth funds.

A report of the meeting will be provided at the November Workforce Development Board meeting.

- c) Greystone Group – An update of the Greystone Group’s progress on the employer and job seekers qualitative and quantitative surveys was provided for comment.
- d) Strategic Planning – Members of the WDB were assigned to a strategic planning task group. Each task group will meet to examine and update a goal. MWA staff will provide support for each group, scheduling task group meetings, etc. The task groups will meet prior to the November WDB meeting. Reports from each task group will be provided at the November WDB meeting.

#### Information Items

- a) MWA staff attended the *Michigan Works! for People Conference* on September 11-13, 2005, in Mt. Pleasant. Mary Kay Schoon reported on the conference.

Public Comment – There were no comments from the public.

Next Meeting: November 29, 2005

Meeting Adjourned 4:48 p.m.