

**MINUTES
OTTAWA COUNTY WORKFORCE DEVELOPMENT BOARD**

DATE: March 27, 2007

TIME: 3:30 p.m.

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

PRESENT:	<u>Representatives – Business</u>	<u>Representatives – Other Organizations</u>
	Bill Shattuck	Eric Packer
	Richard Sibley	Scott Brouwer
	Kaitlin Boyink	Carl Simpson
	Keri McCarthy	Rick Diamond
	Julie Kelley	Sandra Dupuis
	Don Disselkoe	Carl Occhipinti
	Jennifer Becksvoord	

ABSENT: Dick deSpelder, Claudia Berry, Joy Gaasch, Chad Tuttle, Sara Hambley, Bob Soeters, Loren Snippe, Randy Thelen

QUORUM: Yes

STAFF: Bill Raymond, Erin Kauth, Mary Kay Schoon, Janet Anspaugh

GUESTS: Rachael Jungblut (Grand Rapids Community College)
Brian Werschem, Michelle Pelligrini (Employment Services)

Call to Order

The meeting was called to order by Vice-Chairperson, Bill Shattuck.

Consent Items

A motion was made and seconded (Diamond/Packer) to approve the Agenda as presented, and approve the minutes of the January 30, 2007, WDB meeting. Motion carried.

Announcements

- a) Introduction of new Workforce Development Board members appointed by the Ottawa County Board of Commissioners on February 27, 2007:
 - Sandra Dupuis - Ottawa Area Intermediate School District - representing education
 - Carl Occhipinti - Michigan Rehabilitation Services – representing vocational rehabilitation
 - Randy Thelen – Lakeshore Advantage – representing economic development
- b) The next meeting of the WDB Executive Committee will be April 6th, 7:15 a.m. at the Michigan Works! Service Center in Grand Haven.
- c) Copies of the Michigan Works! DVD produced by Mac Media available for WDB members
- d) Thank you to Michelle Pelligrini for organizing and coordinating the three-day Job Fair at the Holland Michigan Works! Service Center on March 13-15, 2007. Great Job!

Action Items

- a) 2007 Slate of Officers
A motion was made and seconded (Packer/Disselkoen) to approve the proposed Slate of Officers for 2007. Motion carried. The elected officers are as follows:
- Chair – Dick deSpelder
Vice-Chair – Keri McCarthy
Executive Committee
- | | |
|---------------|----------------|
| Claudia Berry | Eric Packer |
| Keri McCarthy | Dick deSpelder |
| Rich Sibley | Joy Gaasch |
| Randy Thelen | Rick Diamond |
- b) Education Advisory Group (EAG)
A motion was made and seconded (Packer/Sibley) to appoint Nancy Manglos (The Chamber) and Marsha Wirth (MacMedia) to the Ottawa County Education Advisory Group. Motion carried.
- c) Incumbent Worker Contracts
A motion was made and seconded (McCarthy/Diamond) to ratify the action of the Executive Committee and award Incumbent Worker contracts to the companies listed below. The motion carried.
- JCI Lakewood, Holland - \$8,920
Mammoth, Inc., Holland - \$5,450
Metal Standard Corp., Holland - \$10,000
Resthaven Care Community, Holland - \$4,000
Tiara Yachts, Holland - \$10,000
Topcraft Metal Products Corp., Hudsonville - \$10,000
Windquest Group, Holland - \$4,487.50
- d) One-Stop Operator
A motion was made and seconded (Diamond/Simpson) to designate the Workforce Development Board as the One-Stop Operator for Ottawa County. Motion carried.

Discussion Items

- a) Presentation
Rachael Jungblut, Project Manager for the WorkKeys /National Career Readiness Certificate (NCRC) Innovation, provided information on the progress of WorkKeys/NCRC within the WIRED Initiative. The WorkKeys/National Career Readiness Certificate Innovation is one of only two innovations that have moved beyond the initial planning phase, receiving approval and second phase contingent funding from the WIRED Policy Council.
- b) Revised Activity Reports
Board members were provided with the revised activity report showing subcontractor performance through February 28, 2007. As reported by Erin Kauth, the new format aligns more closely with the State's Common Measures reporting system.
- c) WDB Special Work Session
The suggestion to schedule a special WDB work session in April will be discussed further by the Executive Committee at its April 6, 2007, meeting.

d) Review Teams

Employment Service - Responses to the Employment Service RFP are due on or before April 30th. WDB members serving on the review team are Rick Diamond, Keri McCarthy, Carl Occhipinti, and Claudia Berry, along with MWA staff, and Frances Arangure, who is the Operations Manager for Agricultural Employment Programs at the MWSC. The ES contract will be awarded to a provider at the May WDB meeting.

Incumbent Worker – The Incumbent Worker task group will reconvene to discuss changes to the application and score sheet.

WIA Youth, Adult and Dislocated Worker – WIA contracts will end on June 30th.
Review teams will reconvene to discuss contract extensions through June 30,
Recommendation will be presented at the May WDB meeting.

Public Comment – There was no public comment at this time.

Next Meeting: May 29, 2007 (This is a critical meeting – awarding of ES contract, WIA contract extensions)

Meeting Adjourned 4:55 p.m.