

**Workforce Development Board
Executive Committee Meeting
December 8, 2017**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:00 a.m. at Kellogg Community College, RMTc, 405 Hill Brady Rd, Battle Creek, Michigan.

WDB Executive Committee Members Present:

Morris Applebey (Labor) Paul David (PS) Colleen Knight (CBO)
Mike Bearman (PS) Lisa Godfrey (PS) David Maurer (PS)

WDB Executive Committee Members Absent:

Kris Jenkins (Educ) Shelley Klug (PS) Julie Rogers (PS)

Other WDB Members Present:

Randall Hazelbaker (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb Amy Meyers Barb Travis
Ben Damerow Kathy Olsen
Ashley Iovieno Kara Stewart

Michigan Works! Services / Program Staff Present:

Cheryl Beard (PATH/WEUI) Dallas Oberlee (PATH/WEUI)
Karen Carlisle (YOU/KRESA) Will Slone (HRDI)
Curt Mastos (M-HRDI) Eric Stewart (YOU/KRESA)

Guests Present:

Shabaka Gibson (BCU)

TRANSPARENCY AND INTEGRITY OF WDB DECISIONS

Conflict of Interest and Disclosure – Kathy Olsen asked members present if there were any items on the agenda requiring a vote for which a conflict of interest or a potential conflict of interest exists; and if so, the conflict should be declared at this time. There were none.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Mike Bearman and supported by Morris Applebey to approve the Workforce Development Board meeting minutes of November 10, 2017. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE and Member REPORTS

Veterans Committee – Kathy Olsen reported the Veterans Community Action Team (VCAT) Education Committee is planning on hosting a Virtual College Expo in early 2018. Participating colleges will each have approximately ten minutes to market their training programs. The next meeting of the VCAT Education Committee is scheduled for Wednesday, January 10, 2018 at 1:00 p.m. at Kellogg Community College (KCC), RMTc building. The VCAT Employment Committee will be meeting on Thursday, December 14, 2017 from 10:00 a.m. to 12:00 p.m. at the Upjohn Institute to discuss the past employment events and plan the next steps for this committee

Disability Awareness Resource Team (Exhibit B) – Kathy Olsen reported the approved meeting minutes from the Disability Awareness Resource Team (DART) September 19, 2017 meeting were included in the agenda packet (Exhibit B). The committee most recently met on November 14, 2017 at which there was discussion regarding the [13th documentary](#). Ben Damerow reported the documentary is an in-depth look at the abolishing of the 13th amendment and how it led to mass incarceration. Michigan Works! Southwest staff viewed the documentary at a staff meeting earlier this year and employees of the City of Kalamazoo also viewed the documentary for professional development. Mr. Damerow reported that Julie Rogers is recommending that the Board use one of the Monitoring meeting dates to offer a viewing of the documentary. All Board members would be invited. A couple of members expressed that they thought this would be a good idea and there were no objections.

NEW BUSINESS

Clemens Food Group Grant Extension (Exhibit C) – Amy Meyers requested board consideration and approval of a modification to the original Clemens Food Group award which would allow for an extended end date from the original date of January 31, 2018 to a new end date of June 30, 2018. The amount awarded in early 2017 was \$325,000 to assist Clemens in their expansion into Coldwater and there are no additional funds being granted with the extension. The award allowed for a team of individuals to be hired to provide staff and support dedicated to the Clemens' recruitment and hiring process. This team also worked with other local businesses to assist with their business service needs. Since the announcement of their expansion, almost 1000 individuals have been hired and trained, and the facility opened, as planned, for operation in September. The Business Services team has also been working with local employers to assist them with organizing hiring events and posting positions, to address their hiring needs, because of the mass hiring by Clemens Food Group. Due to the nature of the industry, Clemens predicted a 100% turnover rate within the first year of opening; and as of December, have already experienced 16% turnover. The extended date is being requested to be able to continue to provide ongoing business service support to local employers, as well as assist Clemens with the expected turnover. Kara Stewart reported there are approximately 70 open positions yet to be filled at Clemens.

Motion made by Dave Maurer and supported by Mike Bearman to approve the Clemens Food Group Grant Extension modifying the end date from January 31, 2018 to June 30, 2018. Motion carried.

STAFF REPORTS

Marketing (Exhibit D) – Kathy Olsen reported the Marketing Report (Exhibit D) that was included in the agenda packet included a list of upcoming events for businesses, job seekers and the public. She announced the procurement Technical Assistance Center (PTAC) is planning an employer event to be held in early 2018, details will be forthcoming. She also highlighted the media release in the agenda packet for the local awards for the Skilled Trades Training Fund (STTF) grants (Exhibit E). Events are updated almost daily on the website and she encouraged individuals to check it often.

Program Operations / Special Initiatives

Time Limited Food Assistance (TLFA) – Dallas Oberlee reported Time Limited Food Assistance (TLFA) begins January 1, 2018 in Kalamazoo County and on July 1, 2018 in Calhoun, Branch, St. Joseph counties. Staff are working with Loaves and Fishes to help inform affected individuals of the requirements of the program and other resources in the community. Informational neighborhood meetings are being scheduled; one will be held at the Eastside Neighborhood Association of Kalamazoo on December 12, 2017 and another on January 20, 2018 at the Douglass Community Association.

Workforce Innovation Fund (WIF) Training updates – Dallas Oberlee reported numerous training activities are being offered under the Workforce Innovation Fund (WIF) grant.

- *On-the-Job Training (OJT)* contracts have been written for some of the new hires at companies that are members of the Employer Resource Network (ERN).
- A *Warehouse Management and Inventory Control (WMIC)* class is taking place at the Urban Alliance's new training center. Individuals enrolled in the class have previously completed the Momentum Soft Skills Training class.
- Another *Certified Nurse Assistant (CNA)* training begins February 5, 2018 at Friendship Village. The class is being offered in partnership with Michigan Career Technical Institute (MCTI) and Michigan Rehabilitative Services (MRS).

- Another *Leadership Training* is scheduled to take place in February and March 2018 at Kalamazoo Valley Community College (KVCC) and ERN member companies can enroll new or soon to be new supervisors.
- A *Career Pathways Workshop* is scheduled for December 18, 2017. The focus will be on developing, building and supporting career pathways. Bronson is planning on sending 28 of their staff and Michigan Works! Southwest will have twelve staff in attendance.

On November 28, 2017, a couple of staff from Michigan Works! Southwest recently attended the W. K. Kellogg Foundation's event on [*Truth, Racial Healing and Transformation \(TRHT\)*](#). The event was held to introduce TRHT to the Kalamazoo community and to begin discussing how to move forward with developing a process to enhance the culture in Kalamazoo. Groups will be formed and will begin meeting in the near future.

The *Apprenticeship USA grant* has expanded apprenticeship opportunities in the Michigan Works! Southwest area. Coveris has four apprentices and Musashi has ten apprentices that will be starting classroom training at Kellogg Community College (KCC) Regional Manufacturing Technology Center (RMTC) in January 2018 under this grant.

Dallas Oberlee shared a *success story from the Trade Adjustment Assistance (TAA) Program*. She reported that the participant completed an Associate's degree in Industrial Electricity at Kellogg Community College. He found employment at Middleville tool and Die Company as a Tool Systems Engineer making approximately \$90,000 per year.

Business Services and Skilled Trades Training Fund (STTF) Update (Exhibit E) – Ashley Iovieno reported forty (40) applications for *Skilled Trades Training Funds (STTF)* were submitted on behalf of employers in the Michigan Works! Southwest area and thirty-three (33) grants were awarded. She referred attendees to the list of companies distributed at the meeting. (The list was also emailed to members prior to the meeting.) She reported the grant award total is approximately \$1.4 million for training more than 2,000 individuals. The breakdown of individuals to receive training includes 1,528 incumbent workers, 492 new hires, and 31 apprentices. Staff are currently working on submitting applications for industry-led collaboratives. One application will be for a consortium of seven companies for a total of \$27,000.

Kara Stewart reported Michigan Works! Southwest is partnering with the United Way of the Battle Creek and Kalamazoo Region for a regional *Career Exploration and Resource Fair* that will be held on February 20, 2018 at the Wings Event Center. The next planning meeting is Friday, December 15, 2017.

A *MiCareerQuest Southwest* event is being planned for St. Joseph County for a date in late March 2018. Students from Kalamazoo and Calhoun Counties participated in a MiCareerQuest Southwest event on November 1 and 2, 2017 at the Kalamazoo Expo Center.

Kara Stewart reported the 31 apprentices receiving training under the STTF grants is a huge increase from last year. She and other staff have been working on the development of a *non-traditional apprenticeship training for Early Childhood Development*. Partners for this initiative include Child Care Resources, Ready 4s, YWCA and Youth Opportunities Unlimited. Childcare has been identified as one of the biggest barriers to employment and many local employers are interested in this initiative. Staff are presenting on the Early Childhood Development apprenticeship at the State on Monday, November 11, 2017.

Labor Market Information (LMI) (Exhibit F) - Labor market reports generated from Burning Glass Analytics and Real Time Jobs Data that identified the top detailed occupations, skills greatest in demand, and employers with the most job openings in Prosperity Region 8, Michigan Works! Southwest, and each of the four counties in the MW! SW Area for the period October 1 through November 30, 2017 were included in the meeting's agenda packet (Exhibit F).

Regional Prosperity Initiative (RPI) - Jakki Bungart-Bibb reported the Regional Prosperity Initiative released a Request for Proposals(RFP) in September. The funding available was \$110,000. Proposals were due in October. The committee received four proposals and they elected to fund three of those for less than their requested amounts. The total amount funded was \$105,000. The committee decided to hold the remaining funds for mid-year requests.

- \$45,000 was awarded to Southwest Michigan Literacy Initiative for a distance learning network that allows for virtual instruction training and navigation services and supports.

- \$30,000 was awarded to Kinexus for the Jobs for Michigan Graduates (JMG) Program.
- \$30,000 was awarded to Urban Alliance/Momentum for their Technical Training Center.

Dashboard Report (Exhibit G) – Copies of the Michigan Works! Southwest Dashboard Report (Exhibit G) that was emailed to members in advance of the meeting were distributed. Jakki Bungart-Bibb reported page one of the Dashboard Report displays the labor participation comparisons by county between 2016 and 2017, along with the real-time labor demand information for the region. There were no notable changes from the previous month. Data on page two of the report reflected close to 65,000 visitors to the service centers since July 1, 2017. Staff assisted 866 employers with filling over 1,100 jobs. Currently, there are 543 participants receiving services under the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs. Of those enrolled, 211 participated in work-based learning or occupational skills training. The Offender Success (OS) Program Year began October 1, 2017. There are 94 participants in the OS Program and 61 of those have obtained employment. Page three of the report included data for PATH, Food Assistance, and Refugee services for the program year that also began on October 1, 2017. She reported the PATH work participation rate remains well above the state goal. There was a 1% increase in the employment rate over the previous month. The average wage is above the state and local goals. Page four of the Dashboard Report includes a summary of data for the information already provided by staff under the staff reports at today’s meeting.

Director’s Report – Ben Damerow distributed the Director’s Report dated December 8, 2017 and reported the federal Continuing Resolution (CR) that was funding the government expired today, December 8; however, Congress passed another two-week CR through December 22 to allow time to agree on departmental budget caps. Another CR is expected through January to allow appropriations to draft their final bills. The House and Senate committees will need to work through differences in their bills for a final spending plan. More details are expected at the end of January.

Mr. Damerow also reported the Governor of Maine has been requesting to be designated as a single state workforce area, with no local boards, since 2012. After he was denied by the new administration, he asked Secretary Acosta to end the state’s participation in WIOA programs. The state is now withholding available funding from the local workforce boards and intended to shut down services at the end of November. Secretary Acosta’s communications to the Governor tried to dissuade him from such a move and suggested he wait and see if a rider to forthcoming appropriations legislation would authorize federal official to waive WIOA requirements and allow new single state areas. The Governor released a statement saying the state will not add an additional layer of overhead that takes money out of occupational training. State officials will be working with the USDOL to identify how job training funding can continue to be provided to Maine with only one layer of administrative costs. For further details regarding this story, Mr. Damerow referred attendees to the courtesy reprint, distributed at the meeting, of the article that appeared on October 30, 2017 in the Employment & Training Reporter. He added that Maine is requiring that 60% of funding must go directly into training. In comparison, locally it is required that 25% of funding be directed to training. Local policies will be reviewed in 2018.

Mr. Damerow reported the Governor’s Talent Investment Board (GTIB) Unemployment Insurance Agency (UIA) Workgroup was assembled with a goal to expedite unemployed individuals return to work, decreasing the amount of time they are on unemployment, and reducing the cost to employers. The committee has representatives from the Talent Investment Agency, Workforce Development, and Unemployment Insurance Agency staff, along with local Michigan Works! representatives that include Karen Carlisle and Ben Damerow from Michigan Works! Southwest. The committee has researched best practices from other states and is currently developing solutions for a new process and enhanced services to individuals. One example of a best practice that was piloted locally, is the “Nudge” approach that made the UI process more customer friendly instead of compliance focused. Michigan Works! Southwest will be one of the pilot/testing sites for a new assessment and referral process. The new UI Director, Michelle Beebe, will be visiting Michigan Works! Southwest on December 21, 2017. Karen Carlisle reported the new director has been very responsive, listening and learning from committee members and the workgroup has strong forward momentum.

OLD BUSINESS

None.

MEMBER’S TIME

Colleen Knight provided an update on the Child Care Initiative in Branch County. She reported the Branch County Community Foundation is collecting surveys to gather data. She stated that nothing is finalized; however, they are looking at the social impact for renovating a county building and creating a start-up. The question remains as to who

will own the company? One thought is that investors would be the initial owners and would then turn the company over to the employees. A private company is working on a business plan and having a third-party analysis to determine if this would be a viable entity is a positive move for this initiative. She reiterated that nothing is finalized and that they would be reporting on the findings at a County Commission meeting in January 2018. She thanked Missy Lafferty and Kara Stewart for their assistance with the initiative.

Dave Maurer reported he serves on the Southwest Michigan First Board of Directors. The board members all represent the private sector. They are currently working on a five-year plan. Five task teams have been formed, including one for labor and talent and one for apprenticeships.

CITIZEN'S TIME

Ben Damerow introduced Barb Travis. He reported Ms. Travis was hired as the project coordinator for the Kellogg grant. Ms. Travis is from the Battle Creek area and has experience working in neighborhoods.

UPCOMING MEETINGS

Members were reminded of the next full Board and Executive Committee meetings.

The next meeting of the **full Workforce Development Board** is scheduled for Friday, February 9, 2018 from 8:00 - 9:30 a.m. at Kellogg Community College, RMTC, 405 Hill Brady Rd, Battle Creek, Michigan.

The next **Executive Committee** is scheduled for Friday, January 12, 2018 from 8:00 a.m. – 9:30 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

The dates for the other committee meetings were listed on the agenda as follows:

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, January 10, 2018 from 3:30 – 5:00 p.m. at Youth Opportunities Unlimited, 422 E. South Street, Kalamazoo, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting will be held late January or early February 2018. (Date TBD) from 2:00 - 4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

The next **Talent District Career Council (TDCC)** meeting is Thursday, December 14, 2017 from 1:00 – 3:00 p.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan. (Note: Date and location change)

Veterans Committee – The next VCAT Education Committee is scheduled for Wednesday, January 10, 2018 at 1:00 p.m. at Kellogg Community College (KCC), RMTC building and the VCAT Employment Committee is scheduled for Thursday, December 14, 2017 from 10:00 a.m. to 12:00 p.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:34 a.m.

Kathy Olsen

Date

Lisa A. Godfrey, Chair

Date