

**Workforce Development Board
Executive Committee
Meeting Minutes – October 13, 2017**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 7:57 a.m. at W.E Upjohn Institute, 300 S. Westnedge Ave., Kalamazoo, Michigan.

WDB Executive Committee Members Present:

Mike Bearman (PS) Lisa Godfrey (PS) Colleen Knight (CBO)
Shelley Klug (PS) Kris Jenkins (Educ) Julie Rogers (PS)

WDB Executive Committee Members Absent:

Morris Applebey (Labor) Paul David (PS) David Maurer (PS)

Other WDB Members Present:

Randall Hazelbaker (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb Ashley Iovieno Kathy Olsen
Ben Damerow Amy Meyers Angie Straley

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA) Will Sloan (HRDI) Nicole Wilkins (MWSW-PATH)
Curt Mastos (M-HRDI) Eric Stewart (YOU/KRESA)

Guests Present:

Paul Aivars (GOCC) Lisa Kisiel (BSBP)

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 Colleen Knight and supported by Mike Bearman to approve the Workforce Development Board meeting minutes of September 8, 2017. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE and Member REPORTS

Monitoring and Evaluation Committee – Shelley Klug reported the Monitoring and Evaluation Committee met on September 13, 2017 to review the Offender Success (OS) program and services. One participant met with the committee. His comments were insightful and he was enthusiastic and had willingness to pay it forward. He came to the program feeling a bit overwhelmed but found the staff to be very helpful. He was connected to Kadash Services for employment and the employer was encouraging and helpful. A suggestion for improvement was to offer mentoring for a longer period and perhaps share OS success stories with new participants entering the program. One employer, the HR manager from Popeye's, also met with the committee. The employer had been working with the OS program for quite some time and was dedicated to helping the participants go forward and did not focus on the past. She was currently employing ten individuals from OS. The employer also spoke about one employee who was hired from the program who struggled with reading recipes. Michigan Works! connected him to literacy services and the employer also worked

with him to place him in another job that required less reading. Ms. Klug reported Employment Services provides services to individuals with a criminal background who are not enrolled in OS. Mike Bearman added that he also attended the Monitoring Committee meeting and he was glad to hear from the employer that the work was not temporary and the employees hired have a chance to advance within the business. Ms. Klug reported the staff monitoring for OS included reviewing seventeen randomly selected files to ensure they contained the required documentation, met requirements and followed policy. Based on the observations from the staff monitoring, there were no corrective actions required.

Shelley Klug also reported on the results of a recent state data validation monitoring of WIOA Youth, Adult and Dislocated Worker files. Files had as many as 135 elements in each file. The requirements are very strict for files to pass and she was pleased to report that 81% of the files examined by the State monitor, passed the review.

Julie Rogers reported she recently attended a candidates' forum held at the Northside Association of Community Development (NACD) and noted there are lots of resources in the Kalamazoo area to assist individuals with a criminal background. She suggested sharing more success stories to show how these resources are helping individuals and that perhaps the HR Manager from Popeye's would be willing to participate in a video interview. Kathy Olsen reported there was a very good article that appeared in the Battle Creek Enquirer earlier this year that included a story about a former offender and the barriers he faced on the road to success. The article included a video. [Link to the article: <http://www.battlecreekenquirer.com/story/news/local/2017/03/16/can-ex-felons-get-local-jobs-numbers-against-them/94989880/>]

Veterans Committee – Kathy Olsen reported the Veterans Community Action Team (VCAT) Employer Summit took place on September 21, 2017 at the Air Zoo. The employers in attendance stated that they “loved the event, it was well organized, great information was provided, and the speakers were top notch.” She thanked the Michigan Works! Business Services staff who assisted with the event and gave special recognition to Jennifer Klemnow for leading the efforts for this event. The next VCAT Employment Committee meeting is tentatively scheduled for Thursday, November 2, 2017 from 10:00 a.m. to 12:00 p.m. at the Upjohn Institute to evaluate the day and plan follow-up activities.

The next Veterans Community Action Team (VCAT) Region 8 meeting is scheduled for Tuesday, October 24, 2017 from 10:00 a.m. to 12:00 p.m. at the Bible Baptist Church, located at 1700 N. Drake Road, Kalamazoo, Michigan.

Ben Damerow thanked everyone that helped with the event and mentioned receiving an email from Michael Wilson, the Region 8 VCAT Coordinator, that specifically thanked Jennifer Klemnow for all her hard work putting the event together.

Disability Awareness Resource Team – Kathy Olsen reported the approved meeting minutes from the Disability Awareness Resource Team (DART) June 13, 2017 meeting were included in the agenda packet. The committee most recently met on September 19, 2017 and the agenda included discussion on emerging issues that affect employment of individuals with disabilities as well as suggestions for disability awareness training for front-line staff. The training modules would be short and easily accessible with different topics offered every few months. More information will be provided at a later date.

Talent District Career Council – Kris Jenkins reported the Talent District Career Council met on September 21, 2017. The Calhoun Intermediate School District (CISD) is the fiduciary for Region 8 Adult Education and Jerry Johnson from the CISD provided an update on Adult Education Programs in Prosperity Region 8 and the standards the State will be using for assessing adult education programs. The agenda also included discussion of grants for Career Tech Education (CTE).

The date of the next meeting was changed because many of the TDCC members would be attending a conference. The new date is Thursday, December 14, 2017. She is working with Matt Lynn from the United Way of the Battle Creek and Kalamazoo Region for him to present on the same ALICE material that was provided to the WDB at the September WDB meeting.

Membership/Nominating Committee – Lisa Godfrey requested a change in the DENSO representative on the WDB. She requested Sarah Frink, Manager of Community Affairs & Talent Acquisition replace Paul Gallagher. This private sector appointment is for the balance of a two-year term that began October 1, 2016 and ends on September 30, 2018

and for an additional year beginning October 1, 2018 and ending September 30, 2019.

Motion made by Mike Bearman and supported by Shelley Klug to approve the appointment of Sarah Frink, replacing Paul Gallagher, as the representative from DENSO Manufacturing on the Workforce Development Board for Michigan Works! Southwest. The private sector appointment is for the balance of a two-year term that began October 1, 2016 and ends on September 30, 2018 and for an additional year beginning October 1, 2018 and ending September 30, 2019. Motion carried.

NEW BUSINESS

Employment Services PY17 Plan (Exhibit D1) – Amy Meyers requested board consideration and approval of the Employment Services (ES) Plan for PY17. A summary was included in the agenda packet. The ES Plan represented an allocation of \$417,697 for the period July 1, 2017 through June 30, 2018, reflecting flat funding from PY16. Ms. Meyers reported that employment services are available to any customer who visits the service centers. Employment Services focus on a variety of employment-related labor exchange services including: job search assistance, assessments, job referrals, placement of job seekers and recruitment services for employers. The four performance measures that are determined by the United States Department of Labor are:

- Entered employment during the second quarter after exit
- Retained employment during the fourth quarter after exit
- Median earnings during the second quarter after exit
- Employer measure

Partnership. Accountability. Training. Hope. (PATH) Plan FY18 (Exhibit D2) – Amy Meyers requested board consideration and approval of the Partnership. Accountability. Training. Hope. (PATH) funding plan for Fiscal Year 2018. She reported the detailed funding allocation totaled \$3,107,813 which reflects a decrease of about \$200,000 from last year's allocation. PATH funding comes from two different sources, federal TANF and state GFGP. PATH is a referral-based program for individuals who have applied for, or who are receiving, cash assistance through the Department of Health and Human Services (DHHS). Ms. Meyers reported that PATH begins with a 21-day Application Eligibility Period (AEP) where one-on-one services are provided for applicants to assist them in laying the foundation toward self-sufficiency. Upon completion of AEP, individuals transition into their participation in PATH, where they focus on finding and maintaining employment.

Food Assistance Employment and Training (FAE&T) Program Plan FY18 (Exhibit D3) - Amy Meyers requested board consideration and approval of the Food Assistance Employment and Training (FAE&T) funding plan for Fiscal Year 2018. Ms. Meyers reported that the total allocation of \$180,000 is an increase from the \$133,425 allocations of FY17. The FAE&T program is currently a voluntary program; however, effective January 1, 2018 Time Limited Food Assistance (TLFA) will be implemented in Kalamazoo County, and on July 1, 2018 in Branch, Calhoun and St. Joseph Counties. TLFA makes the programming no longer voluntary. Ms. Meyers stated that an increase in participants is expected and staff were informed to be prepared to serve 3-11% of the individuals referred.

Motion made by Colleen Knight and supported by Julie Rogers to approve the Employment Services Allocations Plan for PY17, the Partnership. Accountability. Training. Hope. Plan for FY18 and Food Assistance Employment and Training Plan for FY18. Motion carried.

STAFF REPORTS

Marketing (Exhibits E1-4) – Kathy Olsen reported the Marketing Report (Exhibit E1) that was included in the agenda packet included a list of upcoming events for businesses, job seekers and the general public. She highlighted a few of the events that included a Fall Hiring Blitz that took place on Wednesday, October 11, 2017 in Branch County, a new Proposal Writing Seminar sponsored by the Procurement Technical Assistance Center (PTAC) that is scheduled for October 25-26, 2017, and the next MiCareerQuest Southwest event scheduled for November 1 & 2, 2017 at the Kalamazoo Expo Center. She noted that this year's MiCareerQuest Southwest includes an open house and career fair from 4:00-7:00 p.m. on November 1. Flyers for these three events were included in the agenda packet (Exhibits E2-4). The upcoming hiring events includes a larger scale job fair in Battle Creek on Thursday, October 19 and a healthcare focused job fair on November 8 in Kalamazoo. Hiring events are updated almost daily on the website and she encouraged individuals to check it often.

Program Operations / Special Initiatives

Offender Success Program (OS) – Jakki Bungart-Bibb reported Michigan Works! Southwest is moving forward with an OS contract for another year with Kinexus. Under the contract, Michigan Works! Southwest will provide Employment Readiness and Social Support, which includes IDs and Transportation assistance, for the Michigan Works! Southwest area that includes Branch, Calhoun, Kalamazoo and St. Joseph counties. The OS contract period is October 1, 2017 through September 30, 2018.

Food Assistance Employment & Training (FAE&T) – Jakki Bungart-Bibb provided additional information regarding the Time Limited Food Assistance (TLFA) changes. She reported letters will initially go out sometime in October and then again in December to clients that will potentially be referred. Kalamazoo TLFA begins January 1, 2018 and Calhoun, Branch, St. Joseph counties will begin July 1, 2018. Currently, the estimated referrals for Kalamazoo will be as many as 2,375. With deferrals, the actual number to be served may be 3-11% of that number, which would be 72-262.

Training updates – Jakki Bungart-Bibb reported a CNA training was held in partnership with Friendship Village, Michigan Career Technical Institute (MCTI) and Michigan Rehabilitative Services (MRS). This training was open to individuals without a high school diploma or GED. Ten participants were enrolled, ten completed the course and passed the state certification. Nine of the 10 are employed. Another CNA training, similar to this one, is being considered for February 2018.

Staff are also in the planning stages of developing a refugee specific, production technician training at Kalamazoo Valley Community College (KVCC) with funding received from the Kalamazoo Community Foundation and are currently exploring the options for providing the training in multiple languages.

Business Services and Skilled Trades Training Fund (STTF) Update – Ashley Iovieno reported employer applications for Skilled Trades Training Funds (STTF) were submitted between the dates of September 18 and October 6, 2017. As of today, Michigan Works! Southwest has received 39 applications from employers in the MW Southwest area. Discussion followed regarding the positive changes to the STTF grant application for this program year. Changes include ESL training and bonuses for hiring veterans.

Ms. Iovieno reported that Apprenticeship week is November 13-17, 2017. Marketing materials are being distributed and events are being finalized surrounding that week. Ms. Iovieno reported MW staff are working with United States Department of Labor (USDOL) to bring new apprenticeships such as healthcare and early childhood development to the MW Southwest area.

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 August 1 through September 30, 2017 were included in the meeting's agenda packet (Exhibit F).

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 showed regional labor participation data for August 2017 along with a comparison to August 2016. Ms. Bibb reported in the MW Southwest four-county area, there were small differences in these categories, including a slight increase in the labor force. Data on page two of the report reflected 41,300 visitors to the Michigan Works! Southwest Service Centers for the year that began July 1, 2017. Staff assisted 570 employers in filling 654 jobs; and served 484 WIOA participants during this same period. Of those WIOA participants 147 participated in training opportunities that included On-the-Job Training (OJT), work experience and occupational skills or classroom training. Of the 168 Offender Success participants, 123 have been placed in employment from October 1, 2016 through September 30, 2017. Page three of the report included data for PATH, Food Assistance, and Refugee services. She reported the PATH work participation rate remains well above the state goal. The PATH employment rate is 52.2% which does not include the 121 individuals who gained employment during the Application Eligibility Period (AEP). The average wage for PATH was reported to be \$10.05; this amount exceeds both the state and local goals. The State goal for average wage is set to

be minimum wage and the local goal is \$10.00 an hour. Page four of the Dashboard Report includes a summary of data for the staff reports provided during the meeting, as well as media information.

Director’s Report – Ben Damerow reported at the federal level, the Senate Appropriations Committee passed its spending measure for Labor, Health and Human Services in September. The bill keeps current funding levels for Workforce Innovation and Opportunity Act (WIOA) programs and avoids major cuts in other related areas proposed by the Administration and House Appropriations.

Fund Source	Administration House	Senate	
WIOA	40% Reduction	2-5% Reduction	0% Flat Funded
Wagner Peyer	40% Reduction	100% Eliminated	0.75% Reduction
Apprenticeships	10% Reduction	100% Eliminated	0% Flat Funded

Mr. Damerow reported that in September 2017, members of the United States Workforce Association (USWA) met with key stakeholders and White House officials on workforce development strategies. Individuals included representatives from California, Maryland, Michigan and Texas. The group met with staff to Senator Stabenow, Counselor to Secretary Acosta, staff from the House Education and Workforce Committee, Department of Education, Business Roundtable, and National Governors Association.

White House officials are looking for two to three policy ideas to improve the workforce system. Members from USWA are planning a follow-up meeting with Michigan Works! Association staff in late October to develop and prioritize ideas.

Mr. Damerow reported that workforce development staff from Michigan’s Talent Investment Agency (TIA) are participating in an Operational Excellence (OpEx) initiative in response to the Governor’s call to excellence – envisioned as *enhanced service to the citizens of our State and greater participation of state employees in providing those services*. OpEx consists of an interactive team process to examine processes and procedures by which we deliver services. TIA will be focusing on job seeker and employer engagement as a part of OpEx. TIA has asked for staff from Michigan Works! Southwest to participate on the team to discuss best practices and areas of improvement. Julie Rogers requested to be informed when ideas are decided upon so she could help champion those ideas.

OLD BUSINESS

None.

MEMBER’S TIME

Kris Jenkins reported Roger Curtis from the Talent Investment Agency will be attending the Superintendents meeting for Barry, Branch and Calhoun Counties next Friday at to discuss the Career Alliance Pathways and the Going PRO Campaign.

Kris Jenkins reported on her experience helping her brother who has a disability, and their visit to the Michigan Works! in Livingston County. They spent three hours at the Service Center and found it to be a productive good day. Her brother was connected to shift work doing home health care. She reported it was an interesting experience to be on the other side receiving services.

Julie Rogers reported there is a shortage in housing stock in the Kalamazoo area and that a company in Plainwell is purchasing some of the housing stock. She suggested a need for holding a summit on the topic of affordable housing. Shelley Klug reported the definition of affordable housing is often misunderstood and that a formula is used that includes is a percent of wages. It is important to educate the public on what the formula is, the threshold of sustainable wages, and what is affordable rent. Mike Bearman reported an individual can still purchase a home in the City of Albion for \$20 thousand dollars.

Mike Bearman reported it is important to continue to remember that spouses of veterans need assistance along with the veterans. Mr. Bearman also reported the recent resignation of the City Manager in Albion will be a big loss to the community.

CITIZEN’S TIME

No announcements or reports.

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, November 10, 2017 from 8:00 - 9:30 a.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

The next **Executive Committee** is scheduled for Friday, December 8, 2017 from 8:00 a.m. – 9:30 a.m. at Kellogg Community College, RMTTC Room D, 405 Hill Brady Road, Battle Creek, 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, November 8, 2017 from 8:00 – 9:30 a.m. at Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, November 14, 2017 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 – Upcoming VCAT meetings – **TBD**

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:40 a.m.

Kathy Olsen

Date

Lisa A. Godfrey, Chair

Date