

**Workforce Development Board
Executive Committee Meeting
February 16, 2018**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 7:34 a.m. W.E. Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

WDB Executive Committee Members Present:

Morris Applebey (Labor) Lisa Godfrey (PS) David Maurer (PS)
Mike Bearman (PS) Shelley Klug (PS) Julie Rogers(PS)

WDB Executive Committee Members Absent:

Paul David (PS) Kris Jenkins (Educ) Colleen Knight (CBO)

Other WDB Members Present:

John Fiore (MRS) Randall Hazelbaker (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb Amy Meyers Sarah Pohl
Ben Damerow Kathy Olsen Kara Stewart

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA) Sam Dougherty (M-HRDI)
Amy Holman (PATH/WEUI) Curt Mastos (M-HRDI) Eric Stewart (YOU/KRESA)

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 December 8, 2017. One abstention (Julie Rogers). Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Kathy Olsen reported the Workforce Innovation and Opportunity Act (WIOA) Youth program and services was reviewed by the Monitoring and Evaluation Committee in January. Four young adults were interviewed, one was interested in a career in early childhood development with a hope of becoming a kindergarten teacher, one expressed a desire to pursue a career in accounting/administration, another participant planned on becoming a lawyer and the fourth participant who was present via video was currently working. The participant who had hopes of becoming a lawyer shared that through the Y.O.U. Youth Program she was able to attend a class at Western Michigan University as well as meet with a professor to discuss options for a future in law. The participant who attended via video disclosed that she suffered from social anxiety and with the help of Y.O.U. staff she found employment in a work environment that met her needs. Ms. Olsen reported there were inquiries during the meeting regarding referrals for individuals with disabilities. At the meeting, John Fiore from Michigan Rehabilitation Services (MRS) reinforced the fact that individuals with disabilities are served in the Youth Program and MRS is also available to assist these individuals. It was noted that it is often difficult to distinguish which participants in the program have

disabilities. Ms. Olsen reported the staff monitoring review that took place prior to the committee meeting, included the review of thirty (30) files and nine (9) participant interviews. Feedback from the participants interviewed was positive. A few minor issues were found and corrected and recommendations for continuous improvement were made. Dave Maurer reported there was one finding. The Youth Program has fourteen (14) required elements that must be made available; not all of them need to be provided by the service provider. When a partner entity is providing the service, there must be agreements (MOUs) in place for any services not directly provided by Y.O.U. and not all of the program's partnerships had this documentation in place at the time of the staff monitoring. Kathy Olsen further reported that the youth program staff also gave an informative presentation at the committee meeting that summarized the program activities, initiatives, and partnerships.

Veterans Committee (Exhibit I) – Kathy Olsen reported the [Harry W. Colmery Veterans Educational Assistance Act/Forever GI Bill](#) has been signed into law and this bill includes many changes to education benefits for veterans and their dependents. The Region 8 Veteran Community Action Team (VCAT) Education Subcommittee will be hosting a Southwest Michigan Veteran College Resource Webinar on March 14, 2018 from 3:00 p.m.– 4:00 p.m. (Exhibit I). The presentation will begin with staff from Western Michigan University discussing veterans' educational benefits and will be followed by representatives from the educational institutions in the area highlighting their services to veterans. The VCAT Employment Subcommittee is planning to hold an employment and networking event and a “traveling roadshow” that they will take to Michigan military bases to recruit veterans and their spouses. Both events are planned for late spring. She also reported the Career Life Expo scheduled for February 20, 2018 (Exhibit F3) will have a VIP hour preceding the public time for veterans and individuals with disabilities.

Disability Resource Awareness Team (DART) – John Fiore reported the Disability Awareness Resource Team (DART) completed the curriculum suggestions for the first desktop training module and this has been distributed to program staff. The topic for this first module is Americans with Disabilities (ADA) accommodations. Plans are to have a curriculum for a new topic every six to eight weeks. A couple of future topics would be assisting individuals with hearing loss and disability language. Mr. Fiore offered DART member support to the Workforce Development Board (WDB) and stated that if there is any topic related to individuals with disabilities that Board members should not hesitate to ask DART for assistance. He reported DART members will be participating in the upcoming Career Life Expo on February 20, 2018 with a focus on assisting customers with disabilities who are attending the event. A second cohort for Certified Nurse Assistant (CNA) training that is a partnership between Michigan Rehabilitation Services (MRS), the Michigan Career and Technical Institute (MCTI), Michigan Works! Southwest, and Friendship Village, began on February 5, 2018. The partners are hoping to offer this training three to four times per year.

Project SEARCH, a partnership between Community Mental Health (CMH), Bronson Healthcare, area schools, and MRS, has already placed some of the participants in the current cohort into employment. Recruitment for the next Project SEARCH cohort is underway. There is also a Project SEARCH at Duncan Aviation in Battle Creek and although it was once difficult to find participants for this opportunity, they are now having to turn people away due to class-size constraints.

John Fiore reported the mission statement, vision, and values for Lieutenant Governor Calley's [Employment First](#) initiative have been solidified but the objectives are still in draft form. A focus for the revisions was the shift from using terminology familiar to the human service sector to using business language to better engage employers.

He further reported that a new Bill has been introduced to eliminate sub-minimum wage. This is a divisive issue and more information is available to educate individuals on both sides. He offered to sit down with Board members to discuss how this would affect those with disabilities.

Julie Rogers thanked members of the DART committee for always striving to find ways to support members of our community with disabilities.

Talent District Career Council (TDCC) (Exhibit B) – Amy Meyers reported at the most recent Region 8 Talent District Career Council (TDCC) meeting, members engaged in a webinar focused on the transition from TDCC to the Career Educational Advisory Council (CEAC). Currently the membership of the TDCC is comprised of individuals throughout Prosperity Region 8. Beginning April 1, 2018, the TDCC will cease to exist and instead will split into two separate CEACs. The membership for the CEAC for Michigan Works! Southwest will have representation from the four-county region that includes the counties of Branch, Calhoun, Kalamazoo and St. Joseph. One of the biggest changes

from TDCC to CEAC is that Adult Education is no longer a required sector; however, the desire of members in the Michigan Works! Southwest region who currently serve on the TDCC, is to keep representation from Adult Education on the CEAC. Exhibit B in the agenda packet outlined the roles and responsibilities of the WDB and the CEAC. Metrics for the new council are still being determined. Kathy Olsen reported the fiscal agent for 61b funding that supports Early Middle College (EMC) is the Van Buren Intermediate School District (ISD) and the fiscal agent for Adult Education funding is the Calhoun ISD. Currently the fiscal responsibility for both includes the seven counties within Prosperity Region 8. Each fiscal agent would be required to report to both Michigan Works! areas. Further changes may be necessary and staff have asked for clarification.

NEW BUSINESS

Memorandum of Understanding (Exhibit C1-C3) – Amy Meyers requested Board consideration and approval of two non-financial Memorandums of Understanding (MOUs). The MOUs were previously approved; however, two of them, one for MSHDA (Michigan State Housing Development Authority) and one for the Bureau of Service for Blind People contained new language and formatting from their respective agencies. The language used meets the MOU requirements; however, both agencies followed templates that each of the agencies utilized state-wide.

Motion made by Mike Bearman and supported by Julie M. Rogers to approve the MSHDA and Bureau of Service for Blind People Memorandums of Understanding. Motion carried.

Work-Based Training for Special Populations (Exhibit D) – Amy Meyers reported the plan for Work-Based Training for Special Populations includes funding in the amount of \$21,200 for career services and work-based learning for those at risk of exhausting their unemployment benefits. This funding would supplement the Reemployment Service and Eligibility Assessment (RESEA) program funding which prior to last year, had no training component attached to it. She requested board consideration and approval for this plan.

Skilled Trades Training Fund (STTF) (Exhibit E) – Amy Meyers also requested board consideration and approval for the Skilled Trades Training Fund (STTF) Plan for Fiscal Year FY2018 which included an allocation in the amount of \$1,553,077.05. She reported the STTF is a competitive grant awarded to employers for short-term training that includes an industry recognized, transferrable credential. In response to a Board member inquiry as to what happens to funds awarded to employers that are not used, Kara Stewart reported that although it is not common for employers not to use their allotted funds, should that happen, the unused funding is returned to the State and is then redistributed by the State to another employer on a wait-list. Ben Damerow reported some funding is also set aside for consortium grant awards. Locally, one consortium grant application was submitted and staff are currently working to submit a second consortium application.

Motion made Julie M. Rogers and supported by Shelley Klug to approve the Work Based Training for Special Populations Plan and the Skilled Trades Training Fund (STTF) FY18 plan. Motion carried.

STAFF REPORTS

Marketing (Exhibit F1-F4) – Kathy Olsen reported the Marketing Report (Exhibit F1) included in the agenda packet included a list of upcoming events for businesses, job seekers and the public. Events are updated almost daily on the website and she encouraged individuals to check it often. Ms. Olsen highlighted the VCAT Education WebEx (Exhibit I), previously mentioned in the Veterans Committee report; and the Career Life Expo (Exhibits F2 & F3) scheduled for February 20, 2018. The Annual Report (Exhibit F4) was included in the agenda packet and printed copies were distributed at the meeting. The 2018 schedule for PTAC trainings was also distributed at the meeting.

Kathy Olsen announced there will be a screening of the documentary, *The 13th*, on May 4, 2018 from 1:00 p.m. – 3:00 p.m. in both Kalamazoo and Battle Creek with more information to come. There will also be another opportunity on March 1, 2018 to view the documentary *Resilience* in the Battle Creek area (Exhibit J).

Ben Damerow announced the book, *Evicted*, was selected for this year's [Reading Together](#) initiative in Kalamazoo. Lisa Godfrey added that there will be an event at Chenery Auditorium on March 16, 2018 where the community can [meet the author](#) and purchase the book.

Program Operations / Special Initiatives

Workforce Innovation Fund (WIF) Training updates – Jakki Bungart-Bibb reported the CNA training reported on during the DART report began training on February 5, 2018. The training is for ten weeks and ends with the students being invited to a job fair featuring Employer Resource Network (ERN) employers along with other healthcare companies in the area. Another Momentum soft-skills training began in January; this training is a pre-requisite for the Warehouse Academy training which will follow. A Leadership/Supervisor training began at Kalamazoo Valley Community College (KVCC) last week and there are seventeen (17) students enrolled. Another Leadership/Supervisor training will be offered in April.

Time Limited Food Assistance (TLFA) – Jakki Bungart-Bibb reported the time-limited waiver for individuals receiving food stamps expired in Kalamazoo County and as of January 2018. Approximately 150 referrals are made each week to Michigan Works! Southwest and 5-10% of the referrals choose to move forward with participating. Ms. Bibb reported that the Families Forward Demonstration Project to assist non-custodial parents with training and employment, is currently on hold with the hopes of it beginning in Calhoun County at the end of March.

Business Services and Skilled Trades Training Fund (STTF) Update (Exhibit G) – Kara Stewart reported the Career Life Expo will be taking place on February 20, 2018. Eric Stewart reported the event will be held at the Wings Event Center and over 80 employers and 25 community agencies will be participating. Breakout sessions on topics of interest to job seekers are scheduled to take place during the event. Topics that will be covered include Apprenticeship Training, Community Employment Programs, Expungement, and Financial Resources. Staff will be available to assist job seekers with resumes and interview practice. Prior to the event being open to the public, there will be a VIP hour from 12-1 p.m. for Veterans and individuals with disabilities. Transportation will be provided from the Michigan Works! Southwest Service Centers in Kalamazoo and Battle Creek. Mr. Stewart reported there are multiple event sponsors, as well as many volunteers to help with the event set-up and on the day of the event. The United Way of the Battle Creek and Kalamazoo Region (UWBCKR) approached Michigan Works! Southwest with an idea related to income which led to the planning of this event. He thanked the UWBCKR for their assistance and support. The event is being promoted on billboards, and multiple local news outlets that includes radio, television, print and social media. Ben Damerow thanked Eric Stewart and all the Michigan Works! staff for the great job they were doing planning and promoting the event. He reported Channel 3 News is scheduled to broadcast from the event and the United Way has provided funding to support the event costs. Board members recommended sending a thank you from the Workforce Development Board to the United Way. Kara Stewart recommended that a thank you also be sent to the Wings Event Center. Board members expressed their appreciation for the VIP hour to serve Veterans and individuals with disabilities.

Karen Carlisle reported many childcare agencies struggled with finding and retaining staff. To address this, she and Kara Stewart were working with other partners and the U.S. Department of Labor (USDOL) to develop a Childcare Development Apprenticeship training program. An application was submitted and approved. Child Care Resources (CCR) is the holder of the apprenticeship standards and their service area includes eight counties. Michigan Works! Southwest is the first in the State to have a childcare apprenticeship under a consortium of childcare providers. Kara Stewart reported two employees have already been identified by their employers as candidates for the apprenticeship training program. Additional childcare employers are inquiring about the training program and CCR staff are now working on an application process that will include three entry points: Career & Technical Education, Youth Opportunities Unlimited, and direct entrance through a participating employer. A pre-apprenticeship component may be added in the future. The process will also include the ability to earn a [Child Development Associate \(CDA\)](#) credential and the ability to eventually move into becoming an Early Childhood Educator. Ben Damerow reported this is a very unique opportunity to address the need for more affordable childcare and more childcare workers.

Kara Stewart also reported another *MiCareerQuest Southwest* event is scheduled to take place in St. Joseph County on March 27, 2018 at Glen Oaks Community College. The expectation is that 700 to 1,000 students will attend the event for hands-on career exploration.

Dashboard Report (Exhibit H) – Jakki Bungart-Bibb reported page one of the Michigan Works! Southwest Dashboard Report (Exhibit H) includes labor participation numbers and the real-time labor demand for December 2017. The top employers that advertised online is different than in the past and includes the Calhoun County Application Consortium and Berrien RESA. The numbers for both entities include many of the positions posted within the education system in those counties and although they currently have multiple positions open, it is likely that the number of ads listed contain

duplication from different job posting sites. Page two of the Dashboard Report indicated a significant increase in visitors to the Service Centers during the month of January 2018, most likely due to seasonal layoffs, which is typical during this time of the year. Members suggested adding a chart that would show a three-year side-by-side comparison of these numbers. Additional data reviewed on page two included data for WIOA registrations, Offender Success, the number of employers assisted, the number of jobs filled, and the number of individuals enrolled in work-based learning and training. Page three of the report included data for the Application Eligibility Period (AEP) / Partnership. Accountability. Training. Hope. (P.A.T.H.), Food Assistance Employment and Training (FAE&T), and Refugee Assistance. Ms. Bibb reported that both the P.A.T.H. Employment Rate of 54% and the Average Wage of \$10.43 had slightly increased over the course of the last few months. Page four of the report included data for the Skilled Trades Training Fund (STTF), the Employer Resource Network (ERN), outreach efforts, and training initiatives reported on by staff during the meeting.

Director’s Report – Ben Damerow distributed the Director’s Report dated February 15, 2018 and reported Congress recently reached a tentative budget agreement increasing defense spending by \$180 billion and non-defense spending by \$121 billion over the next two years. An agreement was also reached to create a stopgap Continuing Resolution which would keep the government funded through March 23, 2018. Mr. Damerow also shared that the specific spending would be left to appropriation committees with nonmilitary priorities for infrastructure, higher education programs, child care investments, and \$3 billion to combat the opioids and substance abuse epidemic. He added that there will be additional funding for RESEA.

Mr. Damerow reported the [Building U.S. Infrastructure by Leveraging Demands for Skills \(BUILDS\) Act](#) was introduced with bipartisan support by Michigan Representative Paul Mitchell and Ohio Representative Tim Ryan. This bill is similar to one seen in the Senate last year and would support implementation grants of up to \$2.5 million over three years as well as the renewal of grants of up to \$1.5 million. Mr. Damerow shared that this bill would require more trainings in the construction trades to provide the talent needed for rebuilding the nation’s infrastructure.

Mr. Damerow reported on Governor Snyder’s 2019 Budget, which was recently released. The budget plan would raise the allowance for K-12 schools by \$120 - \$240 per student. The lowest-funded districts would see the largest increases under the formula designed to close funding gaps. The governor is also recommending an extra \$50 for high school students who are enrolled in a career or technical training program.

Mr. Damerow reported the Governor is scheduled to release details of his “[Marshall Plan for Talent](#)” next week and it is hoped that Michigan Works! will have a role. The plan was developed in response to Amazon’s HQ2 bid and is being revised for future efforts to attract companies in need of a skilled workforce.

OLD BUSINESS

None.

CITIZENS’ TIME

None.

MEMBERS’ TIME

Mike Bearman opened a dialog about the Michigan Works! Southwest events and successes and how to better highlight them both locally and in the smaller communities.

Shelley Klug suggested a need for a brochure and/or an infographic that would include a summary of training programs available in the area that would provide a quick, easy to understand message, along with an elevator speech to support the marketing piece.

Mike Bearman reported Albion College is continually seeking volunteer opportunities for their students, especially those available in the area where the students live and attend school.

Julie Rogers reported the following:

- She will continue to serve on the Workforce Development Board as the representative from the Kalamazoo County Board of Commissioners.

- The Kalamazoo Veterans Services will be merging with Community Mental Health. The services will continue to be housed with the Department of Health and Human Services; the fiduciary will be Community Mental Health. The possibility exists that this model could be adopted by others throughout the nation.
- The Health Department will be moving. Beginning July 1, 2018 they will be located on North Bryant Street. Plans are to host an open house at the new location.
- The new date for the roll-out of the Kalamazoo County ID is the first week of March.
- A news segment on WOOD-TV8 announced a foreclosure prevention grant in the amount of \$40 thousand dollars from the Local Initiative Support Corporation (LISC) to assist homeowners with payment of back taxes. So far, only one person has applied. Interested parties should contact the Kalamazoo County treasurer, Mary Balkema, for more information.
- In lieu of attending the WDB December meeting, Julie Rogers attended a meeting at the Kalamazoo County Drug Courts for a behind the scenes information session. Although a Job Club exists in the court program, she has a meeting scheduled with Dallas Oberlee to see how the services from Michigan Works! Southwest could be included.
- The National Association of Counties (NACo) annual conference will be taking place during the first week of March and she requested that Ben Damerow provide her with a list of Board priorities for discussion items with legislators. She serves on the National Health Policy Steering Committee and the work requirement for Medicaid recipients is one important issue that will be discussed during the legislative visits.

Ben Damerow reported he recently spoke with Michigan Representative Bizon regarding concerns that some policy changes would result in an increase in customers accessing services at the service centers which would require additional funding. Rep. Bizon was receptive to the concerns.

UPCOMING MEETINGS

Members were reminded of the next Full Workforce Development Board and Executive Committee meetings.

The next **Full Workforce Development Board** is scheduled for Friday, May 11, 2018 from 8:00 a.m. – 9:30 a.m. at Kellogg Community College, Grahl Center, 125 Seeley Street, Coldwater, MI 49036.

The next **Executive Committee** is scheduled for Friday, March 9, 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, April 11, 2018 from 8:00 – 9:30 a.m. at Michigan Works! Southwest Service Center, 1601 S. Burdick Street, Kalamazoo, MI 49001.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, May 15, 2018 from 2:00 – 4:00 p.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

The next **Talent District Career Council (TDCC)** meeting is Wednesday, March 28, 2018 from 1:00 – 3:00 p.m. at Kalamazoo Regional Educational Services Agency (KRESA), 1819 E. Milham Road, Kalamazoo, MI 49002.

Veterans Committee – The next VCAT Education Committee is scheduled for Monday, March 12, 2018 at 3:00 p.m. at the Kellogg Community College (KCC), RMTTC building for a trial run of the WebEx event. The VCAT Education WebEx is scheduled for Wednesday, March 14, 2018 at 3:00 p.m. The VCAT Employment Committee is scheduled for Monday, February 26, 2018 at 10:00 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

ADJOURNMENT

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

Kathy Olsen

Date

Lisa A. Godfrey, Chair

Date