

**Workforce Development Board
Meeting Minutes – November 10, 2017**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:00 a.m. at the W.E. Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

INTRODUCTIONS – Chair Lisa Godfrey welcomed everyone in attendance and requested that each person introduce themselves.

WDB Members Present:

Morris Applebey (Labor)*	Dan Dunn (PS)	David Maurer (PS)*
Allen Balog (PS)	John Fiore (MRS)	Jan Opalewski (PS)
Trevor Bidelman (Labor)	Sarah Frink (PS)	Julie Rogers (PS)*
Jill Bland (EconDev)	Lisa Godfrey (PS)*	Ken Willcutt (Labor)
Paul David (PS)*	Kris Jenkins (Educ)*	*Exec Committee
Michell Davis (CBO)	Shelley Klug (PS)*	

WDB Members Absent:

Omar Alston/Lisa Johansen (DOC)	Sheila Beaty/Karen Doubleday (DHHS)	Windy Rea (Job Corps)
Richard Anderson (Labor)	Jamie Bos (PS)	David Sutherland (PS)
John Banks (PS)	Randall Hazelbaker (PS)	Frank Tecumseh (PS)
Mike Bearman(PS)* / Derek King (Alternate for Bearman[PS])	Colleen Knight (CBO)*	Roger Tuinier (Alternate for Rogers)
	Mark O’Connell (Educ)	Patty Vanaman (WDA)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA)	Dallas Oberlee (WEUI-PATH)	Will Slone (M-HRDI)
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Other Guests in Attendance

Paul Aivars (GOCC)	Representative Jon Hoadley	Senator Margaret O’Brien
Mark McKeon (Bethany)	Representative Brandt Iden	

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 Julie Rogers and supported by John Fiore to approve the Workforce Development Board Executive Committee meeting minutes of October 13, 2017. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Dave Maurer reported the Monitoring and Evaluation Committee reviewed Employment Services, the One Stop Operator and Trade Act program and services on Nov 8, 2017. Staff have made good progress in standardizing operations throughout the four-county Michigan Works! Southwest service area. The review included interviewing a representative from the BC Vision initiative who shared information regarding numerous hiring events and preparation fairs that were held in the Battle Creek community and the support provided by staff from Michigan Works! Southwest. Two participants were also interviewed by the committee. Both were receiving services funded by the Trade Act and were very satisfied with the services and assistance received. He also reported there were no findings from the staff monitoring that preceded the committee's visit.

Veterans Committee – Kathy Olsen reported as a follow-up to the recent event held for businesses on the topic of how to become a veteran friendly employer, the VCAT Employment Committee hosted a Veteran Employment and Joint Service Transcript workshop for veterans and their spouses on November 8, 2017 at the Service Center in Battle Creek. A flyer for this event was included in the agenda packet (Exhibit C2). The next VCAT Education Committee is scheduled for Wednesday, November 29, 2017 from 1:00-2:00 p.m. at Kellogg Community College, RMTC building.

Disability Awareness Resource Team (DART) – John Fiore reported the DART Committee focuses on advising the WDB on providing employment services and supports to individuals with disabilities. One workgroup of DART has been working on a recommended training plan for front-line staff. The training modules will be structured in such a way so that staff can complete the modules at a time that coordinates with their work load. Another workgroup put together a matrix of the partners who work with individuals with disabilities, the services they provide, contact information and websites. At each DART meeting, members also discuss emerging issues that will affect individuals with disabilities and advocacy efforts that are taking place. Mr. Fiore also reported on a pilot project between Michigan Rehabilitation Services (MRS) and Michigan Works! Southwest to maximize the strengths from each agency to assist individuals with disabilities. MRS is providing the more intensive supports and MWSW is assisting with the range of employment services available at the Service Center. The next DART committee meeting is scheduled for November 14, 2017.

Talent District Career Council (TDCC) – Kris Jenkins thanked staff for their efforts in holding another [MiCareerQuest Southwest](#) event. It was truly a regional effort and the feedback received from students and staff from Calhoun, Kalamazoo and Lewis/Cass school districts was very positive. She reported \$1.4 million in MI STEM grant funds are available statewide under the 2017-18 School Aid Act. Kalamazoo Regional Educational Service Agency (KRESA) applied to be the fiscal agent for an eight-county area that includes Prosperity Region 8 plus Barry County. Under the grant, KRESA will manage the funds that will be used to support a regional director who will report to the State of Michigan. An application for expansion of Early/Middle College (EMC) programming is due on November 15, 2017. The request is to expand all EMC programs to include local demand that is outside of what the State has identified as high skill, high wage, in-demand. One example she provided is the local demand for graphics, especially in the manufacturing sector; yet graphics was not included on the State list. The TDCC approved the application electronically and will formally approve it at the next TDCC meeting which is scheduled Thursday, December 14, 2017. The agenda for the meeting will also include a presentation from Matt Lynn from the United Way on the ALICE data for Prosperity Region 8. The presentation will be similar to what was presented to the WDB at the September 8 quarterly meeting.

NEW BUSINESS

Election of Chair and Vice Chair – Julie Rogers reported the Nominations Committee is recommending that Lisa Godfrey continue as the WDB chair for another year and that Shelley Klug serve as the vice-chair. The committee met with the nominees and each has agreed to serve. She reported the committee would accept other nominations

from the floor and noted nominees must be from the private sector. There were no additional nominees from the floor.

Motion made by Julie Rogers and supported by both Kris Jenkins and Allen Balog to accept the nomination of Lisa Godfrey as Chair and Shelley Klug as Vice-Chair of the Workforce Development Board for Michigan Works! Southwest; and to close the nominations and cast a unanimous ballot. Motion carried.

Talent District Career Council (TDCC) Roster Changes (Exhibit B) – Kathy Olsen requested WDB consideration and approval for changes to the Talent District Career Council (TDCC) roster. She reported receiving notice late yesterday of one additional change to the TDCC roster that was included in the agenda packet. Elksnis Geisler, Interim Assistant Dean of Assessment & Academic Services replaced Tracie Labadie at Glen Oaks Community College (GOCC). Other changes to the TDCC roster include the addition of Paul Aivars, Director of Business Outreach and Services at GOCC to serve as an alternate for Geisler; the addition of Deb Coates to serve as an alternate for Tom Buszek representing Kalamazoo Valley Community College (KVCC); and the addition of Robert Smith who replaced Scott Starkweather as the Director of Career and Technical Education at the Van Buren Technology Center.

Motion made by Shelley Klug and supported by Dave Maurer to approve the changes to the TDCC roster as presented. Motion carried.

Trade Adjustment Assistant (TAA) Plan for FY18 (Exhibit F) - Amy Meyers requested Board consideration and approval of the Trade Adjustment Assistance (TAA) Plan for FY18. She reported TAA is a federal program that provides services to workers who have lost their jobs because of foreign trade. The planned allocation for Michigan Works! Southwest for FY18 is \$535,000. This represents an approximate fifteen percent decrease from last year's funding allocation. The allocation is divided into two categories. First, program funds in which funding is utilized for training services; and second, case management funds for which the purpose is to provide participants with the support they need for reemployment. In response to a question from a Board member, Ms. Meyers reported the TAA policy does allow MW areas to request additional funds if needed and in the past, many of the requests were awarded.

Motion made by Paul David and supported by Morris Applebey to approve the Trade Adjustment Assistance (TAA) Plan for FY18. Motion carried.

STAFF REPORTS

Marketing (Exhibits C1-C3) – Kathy Olsen reported the Marketing Report (Exhibit C1) included in the agenda packet is a list of upcoming events for businesses, job seekers and the public. She highlighted the flyers included in the packet. One flyer (Exhibit C2) is to promote the Veteran Employment and Joint Services Transcript Workshop previously mentioned under the Veterans Committee report. The other flyer (Exhibit C3) is to promote the Albion Job Fair scheduled for December 14, 2017 and Job Fair Prep events that will precede the job fair. She reported that hiring events are updated almost daily on the website and encouraged individuals to check it often. Michigan Works! Southwest also has a weekly Jobs Bulletin that individuals can subscribe to. The Bulletin includes upcoming hiring events, local job openings, and training opportunities. The [link to subscribe](#) is located on the website. She also reported that the slide show that has been playing on the screen in the front of the room are photos take at the MiCarerQuest Southwest event that Kara Stewart will report on.

Program Operations / Special Initiatives – Dallas Oberlee thanked Michigan Works! Southwest Employment Services/Kalamazoo RESA staff for their assistance in planning for the *Albion Job Fair* (Exhibit C3) that is scheduled for December 14 and for their commitment to providing assistance at the three Job Fair Preparation events scheduled prior to the job fair.

The focus for the *Workforce Innovation Fund* grant has been on training. Momentum/Urban Alliance, in partnership with Kalamazoo Valley Community College is offering a *Warehouse Management and Inventory*

Control Academy (WMIC). Employers from the Employer Resource Network (ERN) have identified this training as a need. Individuals enrolled in the training will be graduates of the Momentum Soft Skills Training Program and the cost for the WMIC Academy will be paid for with the WIF grant. ERN Employers have also expressed an interest in developing *Career Pathways*. Staff and employers will receive training on how to establish pathways to help move entry-level workers into higher level jobs.

Dallas Oberlee distributed copies of an article titled [*“Shared Alliance bolsters Battle Creek’s child care centers”*](#) that appeared in A Second Wave Media publication on October 30, 2017. The day care facilities in the Battle Creek Area formed an Alliance to support each other. The Alliance allows for sharing the responsibility of the administrative functions so that the day cares can focus more on the care of the children and families they serve. The Alliance is a member of the *Employer Resource Network*.

Staff have been planning for the implementation of a [*Families Forward Demonstration Project*](#) in the Battle Creek area. The focus will be to assist non-custodial parents who are struggling. The project was originally scheduled to begin in the summer of 2017; however, the start was delayed due to the lack of a federal waiver. It is now scheduled to begin January 1, 2018 pending the receipt of the waiver. [The waiver was received after this meeting took place.]

Changes to the Food Assistance Program are being implemented because of the expiration of a federal waiver that was previously granted to Michigan. The changes begin in Kalamazoo County on January 1, 2018 and on July 1, 2018 in Branch, Calhoun and St. Joseph Counties. The change implements *Time Limited Food Assistance (TLFA)* for individuals ages 18-49 without dependents who apply for food assistance. Under TLFA, the individual must meet specific work requirements to receive benefits. Staff anticipate there will be approximately 2,500 referrals beginning January 1, 2018. Staff are also working with the local food banks in anticipation of an increase in the number of requests the food banks will receive because of TLFA. Individuals applying for food assistance will be required to work at least twenty (20) hours a week or participate in other eligible employment and training activities. The number of required hours will depend on the activity. Michigan Works! will assist with job search and employment and can also provide some support services to retain employment. The Department of Health and Human Services (DHHS) sent out letters on November 27, 2017 to individuals who will be affected. The change was previously implemented in the Grand Rapids area and staff will be meeting with their staff to learn from them. [More info at: http://www.mlive.com/news/index.ssf/2017/11/new_work_requirements_coming_f.html]

Ms. Oberlee also shared a *youth success story*: When Natalie connected with Workforce Innovation and Opportunity Act (WIOA) Youth Services she was a high school dropout, struggling with education and employment. Youth services staff assisted Natalie in re-enrolling in school and supporting her through completion of GED requirements. With a desire to pursue health care, Natalie was dual enrolled in the WIOA Adult Services with a focus on Certified Nurse Assistant (CNA) training. Although Natalie was doing well, she was faced with some personal issues that delayed her participation. Natalie persevered and completed CNA training and passed the State certification in March 2017. Natalie originally landed a position at a nursing care facility in Portage Michigan working thirty (30) hours per week earning \$14.00 per hour. Natalie is now employed in a nursing care facility in Galesburg Michigan earning \$16.25 per hour.

Business Services and Skilled Trades Training Fund (STTF) Update - Ashley Iovieno reported 40 *Skilled Trades Training Funds (STTF)* applications totaling \$1.8 million to train 1,797 individuals which includes 492 new hires and 31 registered apprenticeships were submitted to the State of Michigan from Michigan Works! Southwest. The State received a total of 950 applications totaling \$38 million dollars and the total STTF amount available this year is \$29 million. Staff are currently working on additional grant applications for industry-wide collaboratives.

Kara Stewart reported Business Services staff have devoted a lot of time and effort to raising awareness of the opportunities for *Apprenticeship Training* in all industries to employers and job seekers. Apprenticeships can be customized and employers have control of the training plan. She highlighted the fact that Michigan Works! Southwest was recently recognized at the Michigan Works! Association’s annual conference for having the largest increase in apprenticeships in the State. [*National Apprenticeship Week*](#) is November 13-19, 2017 and an event is

being planned for November 13, 2017 at Kellogg Community College’s RMTC building. Youth from surrounding schools are invited to attend. The agenda for the event includes a speaker from the Department of Labor and a panel of individuals in an apprenticeship training program, a panel of employers, and time for Q and A.

Ms. Stewart reported more than 5,000 eighth grade students from Calhoun, Kalamazoo and Cass County attended the two-day *MiCareerQuest Southwest* event. A community open house and job fair was held on the evening of November 1. The event committee will be meeting to recap and debrief. She thanked staff and volunteers for their support for the event and referred attendees to page four of the Dashboard Report for additional event data.

Labor Market Information (LMI) (Exhibit D) - 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 Southwest Area for the period September 1 through October 31, 2017 were included in the agenda packet (Exhibit D).

Dashboard Report (Exhibit E) –Amy Meyers reported page one of the Dashboard Report (Exhibit E) highlights labor participation data for the four-county area on the left side and in-demand job postings for Prosperity Region 8 on the right side. Page two of the dashboard covers the programs and services that run on a July 1 through June 30 Program Year. Since July 1, 2017 there has been over 53,000 visitors to the MWSW service centers, staff assisted over 500 employers and helped fill 900 jobs. The services on page three of the dashboard highlight programs that operate on the October 1 through September 30 Fiscal Year. Except for the Work Participation Rate (WPR), the data for this page is reflective of only one month. Page four is a summary of the reports provided by staff during the meeting.

Director’s Report – Jakki Bungart-Bibb distributed a copy of the Director’s Report dated November 10, 2017. She reported 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 programs and avoids major cuts in other related areas proposed by the Administration and House Appropriations.

<u>Fund Source</u>	<u>Administration</u>	<u>House</u>	<u>Senate</u>
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

It was expected that the House and Senate appropriators would negotiate a final spending plan within the next month. However, an update was received after this report was written indicating that we may be looking at another continuing resolution that would possibly take us through early spring.

In September, 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. They 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. An initial meeting took place in October to develop and prioritize ideas and members from USWA are planning a follow-up meeting in November to finalize policy recommendations.

Talent Investment Agency (TIA) Workforce Development staff 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 our services. As part of the OpEx initiative

TIA will be focusing on job seeker and employer engagement. TIA has asked for staff from Michigan Works! Southwest to participate on the team to discuss best practices and areas for improvement.

[Pathfinder](#), the State's free online tool designed to provide real-time, value-added information for users to make more informed decisions on education and career opportunities is up and running. This online resource supports numerous state goals including:

- TIA's commitment to customer-focused services by engaging citizens early about opportunities.
- Michigan's focus to attract and retain qualified talent to fill targeted industry skills gaps.
- Coordination with the state's "Going PRO" campaign to improve perceptions about Professional Trades occupations through highlighting these careers and showing the benefits of entering a skilled trade.

Jakki Bungart-Bibb also reported on recent incidents that happened near the Kalamazoo Service Center. A shooting incident occurred near the center on November 2. This shooting was not directed at the service center or staff and fortunately there were no injuries in the situation. Police arrived quickly and took control of the situation. The Michigan Works! Southwest operations team met on Tuesday, November 7 to debrief about the situation and to review and discuss safety plans and procedures. Yesterday, November 9, there was a tragic event that took place next door to the Kalamazoo Service Center. In an ongoing effort to ensure that we are taking every precaution to make the service center a safe environment for customers and staff, a subcommittee of the operations team was formed. The subcommittee's focus is on safety plans and procedures.

LEGISLATIVE UPDATE

Jakki Bungart-Bibb thanked the legislative representatives for taking time out of their busy schedules to attend today's meeting to hear about the work being done in the Michigan Works! Southwest area. She introduced State Senator Margaret O'Brien, State Representative Jon Hoadley and State Representative Brandt Iden. She noted that Representative Iden sits on the Governor's Talent Investment Board as well as the workforce talent and development committee.

Senator O'Brien distributed a one-page handout summarizing fiscal year 2018 highlights for education, skilled trades and driver responsibility fees. Additional information regarding the discussion of these topics in the House and Senate was also provided. Regarding the Driver Responsibility Fees, she noted the fees are an impediment to getting people back to work and there are two competing packages that both eliminate the fees. Discussion regarding barriers to enrolling in skilled trades led to transportation barriers to access training and work. This included the awareness that many students do not have a driver's license due to the costs for drivers training and the associated fees. In some cases, parents do not want their teens to drive due to the cost of insurance. Other barriers identified included Michigan's No-Fault Insurance, uninsured drivers, and transportation repairs. Representative Hoadley noted that a Fraud Authority would also help and he was glad to see the support for eliminating driver responsibility fees.

Representative Hoadley reported there has been some discussion on removing the prevailing wage and that he would not want to see anything happen to weaken skilled trades in Michigan. He also reported there has been a lot of improvement in the School Aid budget, especially in relation to Career & Technical Education (CTE). There was some discussion regarding the top five career pathways identified as in-demand throughout the State. Kris Jenkins noted that graphics was not on the list because it was not in the top five for all regions of the State; however, locally it is in demand and a request was submitted to have it added for Prosperity Region 8.

Representative Iden complemented local staff for the wonderful job that was done with hosting another MiCareer Quest and noted that the Governor is incredibly supportive of Kalamazoo and that the Kalamazoo area is becoming a leader in the State. Under workforce and talent, he continues to work on a package of bills. Members took part in an engaging discussion regarding the bills. One member noted that one of the biggest challenges is to educate students as to what a skilled trade is and that in order to meet the demand, more youth need to pursue a skilled

trade such as nursing, HVAC, machining, etc. Youth and parents need to know that these are good jobs with good wages.

Representative Hoadley noted the lack of individuals entering the teaching profession which led to further discussion on this topic and associated legislation. Representative Iden noted a bipartisan bill package that allows industry professional to teach classes without requiring a teaching certificate.

The legislators recognized the value of the Skilled Trades Training Fund and the need to find a way to increase the funding to meet the demand. They also recognized the need to improve adult education.

Members present also shared information regarding barriers individuals face in obtaining an ID after release from prison and that this is especially difficult if a person was born in another state or if they were a foster child. One attempt to address this barrier is a pilot project where a mobile Secretary of State unit was brought to the Vocational Village Correctional Facility. Many other re-entry barriers were also discussed.

Refugee Employment Services Presentation

Mark McKeon, Job Developer for Refugee Employment Services at Bethany Christian Services and Dallas Oberlee, Manager of Program Operations for Michigan Works! Southwest gave a PowerPoint presentation on Refugee Employment Services. Presentation handouts included “Refugee Resettlement Facts” from the UN Refugee Agency; a flyer from Human Rights First on “How Refugees Get to the U.S.,” a flyer outlining the Screening Process for Refugee Entry into the United States; and a copy of an article authored by Haeyoun Park and Larry Buchanan dated January 29, 2017 titled: “Refugees Entering the U.S. Already Face a Rigorous Vetting Process.” The presenters also shared Refugee success stories.

OLD BUSINESS

None.

CITIZENS’ TIME

None.

MEMBER’S TIME

None.

UPCOMING MEETINGS

Future meetings were highlighted.

The next meeting of the **full Workforce Development Board** is scheduled for Friday, February 9, 2018 from 8:00 – 9:30 a.m. at a location to be determined in Battle Creek, 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, RMTC building, Room D, 405 Hill Brady Rd, Battle Creek, Michigan.

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 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 scheduled for Thursday, December 14, 2017 from 1:00 – 3:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

The Veterans Committee

The next VCAT Region 8 quarterly meeting is TBD, the VCAT Employment Subcommittee is TBD and the VCAT Education Committee is scheduled for Wednesday, November 29, 2017 from 1:00-2:00 p.m. at Kellogg Community College, RMTC building, 405 Hill Brady Rd, Battle Creek, Michigan.

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:35 a.m.

Kathy Olsen Date

Lisa A. Godfrey, Chair Date