

Workforce Development Board - Executive Committee
Meeting Minutes – July 20, 2016

CALL TO ORDER - Workforce Development Board Chair, Dale Swift, called the meeting to order at 8:00 a.m. at Kellogg Community College, RMTTC, 405 Hill Brady Road, Battle Creek, Michigan.

INTRODUCTIONS – Chair Dale Swift welcomed everyone in attendance and requested that each person introduce themselves.

WDB Executive Committee Members Present:

Morris Applebey (Labor) Lisa Godfrey (PS) Dale Swift (PS)
Dennis Berkebile (PS) Julie Rogers (PS)

WDB Executive Committee Members Absent:

Paul David (PS) Mark Robinson (PS)

WDB other members present:

Mike Bearman (PS) Matthew Lynn (CBO-Alternate) Therese Zieleniewski (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb Amy Meyers Chris Walden
Scott Cubberly Kathy Olsen
Ben Damerow Kara Stewart

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA) Dallas Oberlee (WEUI-PATH) Eric Stewart (Y.O.U./KRESA)
Curt Mastos (M-HRDI) Hilary Smigiel (WEUI-PATH)

Other

Paul Aivars (GOCC) Kristy (Battle Creek Citizen)

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 Dennis Berkebile and supported by Lisa Godfrey to approve the WDB Executive Committee meeting minutes of June 15, 2016 meeting. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Jakki Bungart-Bibb reported the Monitoring and Evaluation Committee met on July 13, 2016. The purpose of the meeting was to reflect on the past year, discuss what aspects of the meetings are most valuable, hear suggestions from the committee members for changes such as the format of the meetings and/or the type of information being shared during the meetings. Michigan Works! Southwest administrative staff provided an overview of the additional monitoring that takes place both internally and externally throughout the year. The committee

also reviewed a tentative monitoring schedule for the new program year. One suggestion from the committee was to strengthen the level of customer satisfaction reporting. We discussed the systems that are currently in place to gather information and how that information is reported. Staff will continue to look at methods for collecting customer feedback and report that information to the committee and the board. In wrapping up the meeting, staff thanked the members for their work on this committee noting that the functions and tasks of this group impact the overall workforce development system and the time and energy that members devote to this committee is greatly appreciated.

Veterans Committee – No report.

Disability Awareness Resource Team (DART) – No report.

Talent District Career Council (TDCC) – No report.

NEW BUSINESS

WDB Plans (Exhibits B1, B2 & B3) – Amy Meyers requested Board approval for three plans. She reported the original intent of the *Career Jump Start (CJS) Initiative* (Exhibit B1) was to provide funding to establish career liaison positions within each of the ten Prosperity Regions, as well as provide additional resources to support statewide marketing efforts. Additional funding in the amount of \$13,950 for the CJS initiative was allocated to Prosperity Region 8 to continue CJS service delivery through September 30, 2016. One goal of CJS is to direct more high school students into high demand jobs. Ms. Meyers also reported that another allocation in the amount of \$35,540 was received for the *Reemployment Services and Eligibility Assessment (RESEA) Program* (Exhibit B2) for the time period January 1 through December 31, 2016. These funds will be used to deliver all seven of the RESEA activities listed on the exhibit to individuals who are referred. These services replaced the mandatory Unemployment Insurance (UI) profiling. Ms. Meyers further reported the allocation for the *Employment Services (ES) PY2016 Plan* (Exhibit B3) is \$418,234. The focus for Employment Services will be on a variety of employment-related labor exchange services that are listed on the exhibit for job seekers and employers. The program year for the expenditure of the ES funds is July 1, 2016 through June 30, 2017.

Motion by Lisa Godfrey and supported by Julie Rogers to approve the plans for the 2016 Career Jump Start, the 2016 Reemployment Services and Eligibility Assessment (RESEA), and the PY2016 Employment Services. Motion carried.

WDB Policies (Exhibit C) – Amy Meyers reported the *WDB Policy 06 R05 Procurement and Property Management* (Exhibit C) is a local policy. Language in the policy was updated to include verbiage from the Workforce Innovation and Opportunity Act (WIOA) and the Code of Federal Regulations (CFR); and to align the simplified acquisition threshold (Section I.A.) and the prior approval equipment purchase threshold (Section II.G.) with State policy.

Motion by Dennis Berkebile and supported by Julie Rogers to approve the WDB Policy 06 R05 Procurement and Property Management. Motion carried.

PATH RFP – Amy Meyers reported the Request for Proposal (RFP) for the Partnership. Accountability. Training. Hope. (PATH) services for Branch and Calhoun Counties was posted on June 6, 2016. Responses were due on July 8, 2016. A grant workshop was held and one organization attended. Two organizations submitted a Notice of Intent to Bid; however, both withdrew their intent prior to the due date and no proposals were received. She reported the RFP was distributed to more than 40 organizations. They included a list of organizations that had requested to be notified, as well as other organizations that were deemed to be a good fit for providing these services. Ben Damerow reported that he and other staff spent time educating organizations about the PATH program and services and in putting the current structure in place for the provision of services. The next step would be to make a decision to either re-release the RFP or to continue to provide the services with current staff.

Motion by Mike Bearman and supported by Dennis Berkebile to continue providing the PATH services for Branch and Calhoun Counties with the current staff. Motion carried.

When asked for clarification on Board expectations, members present agreed that the Board expectation is that the RFP would be re-released in one year.

WDB Meeting Schedule – Ben Damerow reported that once State polices that include funding allocations are received, plans are approved by the Workforce Development Board (WDB) and the Kalamazoo County Board of Commissioners

for approval. Due to the timing of meetings and deadlines for County Board agenda items, the approval process, at times, has been reversed. He also reported that there is a Statewide WIOA Conference on August 17 and many of the Michigan Works! Southwest staff will be attending that conference and that the date is in conflict with the next WDB meeting. The Kalamazoo County Board meets on the first and third Tuesday of the month and the WDB currently meets on the third Wednesday. He asked members if they would consider changing the August meeting, as well as future meetings. Multiple options were discussed and members concluded that a Doodle survey should be conducted to determine the best day of the month. Members agreed that an August meeting date would be set following the results of the Doodle survey. Amy Meyers reported that if the monthly meetings were changed to a date that falls earlier in the month, the data provided in the Dashboard Report may end up being one month behind due to the timing of the State's release date for this information.

STAFF REPORTS

Marketing (Exhibit D) – Kathy Olsen distributed the monthly Marketing Report (Exhibit D) at the meeting and reported social media followers continues to increase, most notably for LinkedIn. Media articles regarding local initiatives such as BC Vision, the Kellogg Community College/Branch Area Career Center/Clemens Food Group Robotics/Mechatronics Open House, DENSO jobs, and MEDC state resources, all mentioned partnering with Michigan Works! Southwest. She reported upcoming business, community and hiring events were listed on the handout and highlighted the DENSO Job Fair on Saturday, July 30, 2016 and the Blood Drive, sponsored by Michigan Blood, at the Michigan Works! Southwest Service Center in Kalamazoo on Friday, July 29, 2016. Julie Rogers encouraged members to consider making a donation.

Program Operations – Dallas Oberlee reported the most recent EDGE cohort graduated 11 participants on July 14, 2016. The next EDGE cohort will begin training in September and it will be focused on CNA training. The Momentum/Production Technician Academy (PTA) graduated 11 participants on July 6, 2016 and six of the 11 already have job offers. This class included six weeks of soft skills partnered with two weeks of production training at Kalamazoo Valley Community College (KVCC). She also reported that Michigan Works! Southwest is partnering with MSU Extension to pilot a Nutrition Training class that will be free to individuals who are eligible for Food Assistance. The classes will be offered two days a week for two weeks and the training includes nutrition related skills in food preparation, food safety and health specific for childcare workers, healthcare workers and individuals working in the food service industry. The pilot will initially be tested in Kalamazoo County with plans to expand into Calhoun County.

Special Initiatives – Scott Cubberly reported an education study is being conducted as part of the *BC Vision College and Career Readiness Work Group*. The study will gather education perceptions and identify opportunities for improvement. The work group is engaging approximately 20 youth from the Battle Creek community to be part of the research team. They will be working with research staff from MSU. The *BC Vision Workforce Development Action Team* is planning a series of *Opportunity Fairs* that will be held during the month of September. Approximately eight events will take place throughout the community to engage people where they live. The events will include addressing the removal of barriers and providing employability skills. Planning for the *Childcare Needs Study* that will be piloted at DENSO to identify off shift needs is on track and this study should begin in August.

Michigan Industry Cluster Approach (MICA) / Skilled Trades Training Fund (STTF) and Labor Market Information (LMI) (Exhibit E) – Chris Walden reported furniture is being moved into the new location in Albion that will be shared with *Albion College*. The joint use of this site will include VITA, various classes, the presence of community organizations, and Michigan Works! Southwest. Seven workers have been hired for the *Albion College VISTA Program* through the *Build Albion AmeriCorp Vista Initiative* and two additional workers will be hired at a later date. These workers will be going door-to-door in the Albion community to gather information as to what the citizens want for Albion to make it a better community to live, work and play. Twenty-five youth completed the *Urban League Youth Leadership Academy* at Michigan Works! Southwest in Battle Creek. This included 16 hours of soft skills training that was provided by staff from Michigan Works! Southwest. Youth were taken on a *Talent Tour* at Duncan Aviation and another tour is planned for July 21, 2016 at DENSO Manufacturing. The tours provide the youth with hands-on career exploration that connects to local educational opportunities. Mr. Walden also reported on special events. A *BC Vision Job Fair* is being planned for September 20, 2016 in downtown Battle Creek; the goal is to have 40 employers at the event. Michigan Works! Southwest staff will be participating in the *Maranda Park Party* on July 25, 2016 and at the *International Summerfest* on Saturday, August 13, 2016. Both of these events will be in Battle Creek. Staff will also be participating in the *Applefest* in Coldwater on September 17, 2016.

Kara Stewart distributed a flyer regarding upcoming *Skilled Trades Training Fund (STTF)* information sessions that are scheduled throughout the Michigan Works! Southwest area. She reported the events are being held to provide businesses with updated information for the next round of funding for STTF grants that will be available after October 1, 2016. STTF

grants are provided to address short-term immediate needs of employers for the training of current employees, onboarding new employees, and/or for apprenticeship training. At each session, attendees will learn about the application process and changes. Chris Walden reported that the morning event on September 7, 2016 will be a virtual GoTo Meeting and that this virtual approach is new this year. Kathy Olsen reported the web address for further details appears on the bottom of the flyer.

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 May 1 through June 30, 2016 were included in the agenda packet (Exhibit E).

Dashboard Report (Exhibit F) – Jakki Bungart-Bibb reported there were over 12,000 visitors to the Michigan Works! Southwest Service Centers during the month of June. For the year-to-date program year, staff have helped to fill 3,800 jobs and the job seeker customer satisfaction score is 97. In following up with what was reported the previous month, Ms. Bibb reported the customer and employer satisfaction numbers come from state generated reports that are provided quarterly; therefore, updated numbers will not be available until the September Board meeting. Prisoner Reentry (PR) has employed 81 participants during the current program year. The Employer Resource Network (ERN) has made 660 employee contacts during the current program year. Grants from the Skilled Trades Training Fund (STTF) have assisted 11 companies train 344 employees. Michigan Works! Southwest is on track to meet or exceed the WIOA performance measures. Numbers reported are preliminary; the actual year-end numbers should be available in August. The PATH work participation rate is at 66.7% and continues to remain well above the state goal of 50%. For the current program year, there has been 312 employment placements in the PATH program; this number does not include the 148 individuals who gained employment during the Application Eligibility Period (AEP). The AEP information on the report includes the number of participants referred to AEP; the number who attended and completed AEP; and for those who did not complete, the report includes a breakdown of the reasons why.

Further discussion took place regarding the labor participation rate, neighborhood outreach, and the AEP completion rate. Dallas Oberlee reported AEP/PATH staff visited other Michigan Works! Areas in the State and brought back best practices to implement locally. One example provided was moving to an employment specialist that will remain with the participant throughout the time that the participant is connected to AEP and PATH. Staff is also focused on being helpful throughout the process without being lenient. Julie Rogers noted that this caring approach is important but hard to measure; however, it should help to make the program and services more vibrant. One person asked what was being done with the Nudge model. Dallas Oberlee replied that the Nudge concept is being tried with PATH participants. Staff have added follow-up phone calls to a treatment group to offer assistance for completing assignments during the time participants are in AEP. Staff are still collecting data to measure effectiveness and the State is exploring implementation statewide. Michigan Works! Southwest staff will be presenting a workshop on the Nudge model at the upcoming Michigan Works! Association's state conference in October.

Director's Report – Ben Damerow distributed the Director's Report dated July 20, 2016. He reported the Department of Labor and Education and other federal partners released final, but still unofficial, *Workforce Innovation and Opportunity Act (WIOA) Regulations* on June 30, 2016; the document is 2,500 pages. He noted that there are several changes in the rules' performance accountability section and there will be a *State WIOA Conference* in August with the Department of Labor for the purpose of educating staff on the regulations.

Mr. Damerow further reported that on June 30, 2016 Governor Snyder announced at *Kellogg Community College (KCC)* that KCC will receive \$2.2 million for renovations and upgrades at the *Regional Manufacturing Technology Center (RMTC)*. This funding supports \$4.3 million planned improvements at the facility. As part of the expansion, KCC has offered office space for Michigan Works! Southwest at the facility. This will be a great opportunity to continue and grow the partnership with KCC. MW staff will be working with KCC administration in setting up and utilizing the space. Representatives from DENSO Manufacturing and Clemens Food Group spoke at the event where the funding was announced and both spoke highly of Michigan Works! Southwest.

Mr. Damerow also reported Mike Horrigan, Associate Commissioner for the *Office of Employment and Unemployment Statistics* visited the Upjohn Institute to meet with staff during the month of June. On June 28, Mr. Horrigan took his first tour of a Service Center. Administrative and business services staff discussed labor market information reports and how federal reporting could improve local operations. Mr. Damerow noted that of the jobs listed on the Michigan's 50 Hot Jobs list, 45 of them required a BA or higher degree. On a later date, Mr. Horrigan gave a presentation to regional administrators and it was reported that he found the tour experience to be beneficial. On July 2 and 3, the Upjohn

Institute hosted the director and staff of the *Korea Employment Information Service*. Administrative staff met with the group to discuss changes from WIA to WIOA. The group was also provided tours of the Michigan Works! Southwest Service Center in Battle Creek and of the KCC RMTTC facility. Discussion focused on services for individuals receiving unemployment, employer relationships and in-demand training. Yvette Chocolaad, Policy Director for the *National Association of State Workforce Agencies (NASWA)* will be visiting the Michigan Works! Service Center in Battle Creek and the KCC RMTTC on Tuesday, July 26, 2016. A requirement of WIOA is that *United States Department of Labor (USDOL)* visit states to review WIOA implementation and on Wednesday, July 27, 2016, Michigan Works! Southwest will be hosting *USDOL* staff at the Michigan Works! Southwest Service Center in Battle Creek for a Michigan WIOA review. The topics covered will include governance, partnerships, one-stop operations, work-based learning and youth services.

OLD BUSINESS

None.

CITIZEN'S TIME

None.

MEMBER'S TIME

Mike Bearman thanked Michigan Works! Southwest staff for the work they are doing in Albion to outreach into the community.

Ben Damerow reported that staff are making a concerted effort to engage with faith-based and community organizations to provide services within the communities.

Julie Rogers announced that Kalamazoo County will receive a \$400,000 federal grant to help clean up its brownfield sites and that this is a very competitive grant. Partners and developers should submit their suggestions for sites to be considered for clean-up to Kalamazoo County.

Julie Rogers reported she will be attending the upcoming National Association of Counties (NACo) annual conference.

UPCOMING MEETINGS

The date next **Executive Committee** will be determined following a Doodle survey. The time of the meeting will be from 8:00 a.m. – 9:30 a.m. and the meeting will be held at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007. [This meeting was later scheduled for Friday, August 12, 2016.]

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, September 14, 2016 from 8:00 – 9:30 a.m. at the Michigan Works! Southwest Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan.

The next **Talent District Career Council (TDCC)** meeting is scheduled for September 15, 2016 from 1:00 – 3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Road, Kalamazoo, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, September 20, 2016 from 2:00 - 4:00 p.m. at the Upjohn Institute, Kalamazoo, Michigan.

The next meeting of the **full Workforce Development Board** is tentatively scheduled for Wednesday, September 21, 2016 from 8:00 – 9:30 a.m. at Glen Oaks Community College, 62249 Shimmel Road, Centreville, MI 49032.

The next **Veterans Committee** is scheduled for Thursday, September 29, 2016 from 8:00 - 9:00 a.m. at the Upjohn Institute, Kalamazoo, Michigan.

CLOSED SESSION

Chair, Dale Swift announced that the Board would go into a closed session for the purpose of attorney/client privilege discussion. A Roll call vote was taken.

Vote: Roll Call

Aye: Applebey, Bearman, Berkebile, Godfrey, Lynn, Rogers, Swift, Zieleniewski

No: none

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:47 a.m.

Kathy Olsen Date

Dale Swift, Chair Date