

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

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 7:59 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

WDB Executive Committee Members Present:

Morris Applebey (Labor)	Lisa Godfrey (PS)	Colleen Knight (CBO)
Mike Bearman (PS)	Kris Jenkins (Educ)	Dave Maurer (PS)
Paul David (PS)	Shelley Klug (PS)	Julie Rogers (PS)

WDB Executive Committee Members Absent:

Therese Zieleniewski (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb	Nancy Gibson	Kara Stewart
Ben Damerow	Amy Meyers	Chris Walden
Bronwyn Drost	Kathy Olsen	

Michigan Works! Services / Program Staff Present:

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

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 Morris Applebey and supported by Julie Rogers to approve the Workforce Development Board Executive Committee meeting minutes of December 9, 2016. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Colleen Knight reported the Monitoring and Evaluation Committee met earlier this week to review the Workforce Innovation and Opportunity Act (WIOA) Youth program and services. The participants interviewed relayed positive comments about the program, the services received, and the staff they have worked with. When asked about suggestions for improvement, the youth asked for direct deposit of their pay checks, stated that more staff were needed for the program, and they thought there should be more help with college applications and navigating the process. The direct deposit comment was discussed with staff and although staff uses the delivery of a paycheck as an opportunity to have face-to-face contact with the participants, they will further explore if this could be implemented. Administrative recommendations for the Youth Program

included some future projects for staff to work on. The staff monitoring also indicated that with the addition of Calhoun County, there were some files with errors that needed to be corrected, nothing major.

Veterans Committee – No report.

Disability Awareness Resource Team (DART) – No report.

Talent District Career Council (TDCC) – Kris Jenkins reported on her recent trip to Washington D.C. with Terri Tchorzynski, the National School Counselor of the Year from Calhoun County. She reported on Thursday they attended the National Press Conference at the Swiss Embassy and both had the opportunity to speak and participate in a panel discussion. American students working at a Swiss company in America also spoke. Dinner that evening was at the Swiss Ambassador's home. The event on Friday was much larger than expected due to the fact that the School Counselor of the Year event was combined with the celebration of Michelle Obama's Reach Higher Initiative. Ms. Jenkins reported watching the award celebration via video from the Eisenhower building, attending a reception at the White House and a black tie event at Union Station. With the counselor celebration combined with the Reach Higher event, the events in Washington D.C. were much larger than expected; there were many celebrities in town and a presence of high security. She also reported that for many Washington D.C. staff working under the Obama administration, it was their last day at work. Since their return to Michigan, Terri Tchorzynski has been getting four to five calls a day asking for her to speak and staff are planning to see how they can cover Terri's duties while she is away.

Membership/Nominating Committee – No Report.

NEW BUSINESS

WDB Plans (Exhibit B) – Amy Meyers requested Board review and approval for the *Apprenticeship Success Coordinator PY2016 Plan* (Exhibit B). She reported \$37,500 was allocated to Michigan Works! Southwest for work to be done around apprenticeships in the Michigan Works! Southwest area. This funding will be used to work with local stakeholders to develop and implement strategies to expand registered apprenticeships for in-demand industries and occupations, as well as to start new apprenticeship programs in new sectors and to provide opportunities for underserved populations throughout the four-county MW area. This will include working to establish pre-apprenticeship opportunities, expanding partnerships with employers, marketing apprenticeships and apprenticeship opportunities, and continued work with industry-specific consortium groups and data collection. She further reported this is new funding to be used during an 18-month period that began January 1, 2017 and ends June 30, 2018.

Motion made by Paul David and supported by Mike Bearman to approve the Apprenticeship Success Coordinator PY2016 Plan. Motion carried.

Further discussion on apprenticeship training took place. Kris Jenkins reported that while at the School Counselor of the Year event in Washington D.C. she learned that in Switzerland, youth start in apprenticeship training programs when they are 14-15 years old. In the U.S. it is difficult to get into a company until an individual is 18 years old. There is also the pre-conceived idea that a person who goes into an apprentice training can never leave that track; when the opposite is often true where former apprentices have climbed to the top of an organization and become the CEO. There is also a strong bias in the U.S. for students to take college prep courses and attend a university after graduation from high school; and for the most part, apprenticeship training is not promoted by guidance counselors. Dave Maurer pointed out that students under 18 years of age must be actively enrolled in Career Technical Education (CTE) in order to be enrolled into an apprenticeship training program. He also extended an invitation to Kris Jenkins welcoming Kris or Terri Tchorzynski, the School Counselor of the Year, to speak to the members of the Manufacturing Consortium at a future meeting. Mike Bearman noted that the Middle College programs that are being implemented, as in the Albion schools, expands education for students to learn what they actually need and students are able to earn industry certifications and/or an Associate's degree along

with their high school diploma. Julie Rogers stressed the importance of telling the stories to help change the perception by sharing the successes of young individuals who have succeeded.

STAFF REPORTS

Marketing (Exhibit handed out at the meeting) – Kathy Olsen distributed a handout listing future business, hiring/career events and employment preparation/training opportunities currently scheduled. She reported, the hiring events are quite varied and include manufacturing, healthcare and retail opportunities. Two additional hiring events recently added and not listed on the report were the ALDI national hiring event on January 14, 2017 and hiring at West Michigan Speedways on January 25, 2017. Ben Damerow highlighted the Recruitment Fair for the apprenticeship training program in West Michigan for plumbers, pipefitters and HVAC-R careers. The event will be held on January 25, 2017 from 8:30 a.m. to 12:30 p.m. at the Michigan Works! Service Center in Kalamazoo. Eric Stewart reported staff are helping to spread the word about the event to a wide range of individuals and organizations in the area and hope to attract a diverse population to the event. Staff offered to send the Recruitment Fair information to members following the meeting.

Program Operations – Dallas Oberlee reported staff is working on the *Families Forward Demonstration Project* in Calhoun County. The project aims to identify effective employment-focused approaches that can be integrated into child support programs, where 100 non-custodial parents from Calhoun and Jackson Counties would receive short-term training.

Ms. Oberlee reported Michigan Works! Southwest staff attended a *County ID Taskforce* meeting on January 9, 2017 in Kalamazoo. The next meeting is scheduled for January 23. A number of subcommittee meetings will take place between now and then. Ongoing planning will occur at bi-monthly meetings until March 2017 for the purpose of creating a plan to present to the Kalamazoo County Board of Commissioners. She reported a similar initiative is also taking place in Calhoun County.

Workforce Innovation Fund Update – Bronwyn Drost reported on the *Employer Resource Network (ERN)* data that appeared on page four of the Dashboard Report (Exhibit D). In December 2016, 24 ERN employers received services, and 87 unique, non-duplicated employees received 106 services with the assistance of an ERN Success Coach.

Ms. Drost also shared highlights from the annual evaluation recently received from Social Policy Research Associates (SPRA), the DOL-required evaluator that is engaged with Michigan Works! Southwest to help evaluate to *Workforce Innovation Fund (WIF)* project over the five-year time period that includes planning, implementation and evaluation. The report covers the first year of implementation., October to October. She reported project goals from the evaluator's perspective were to focus on expanding ERNs across the four-county region, enabling the Southwest Michigan ERN (SWMERN) member companies to better recruit qualified candidates; improve retention rates; and support ongoing skills training intended to help workers advance from entry-level to higher skilled, higher paying positions. The Evaluation will focus on / measure five domains. They include:

- 1) geographic expansion;
- 2) recruitment of eligible / qualified job seekers;
- 3) soft or essential skills and technical skills training of job seekers and SWMERN member-company employees;
- 4) articulation of career ladders; and
- 5) incorporation of the public workforce system into ERNs.

The report relied on two primary data sources that included surveys and more qualitative data collection. The data collection included site visits where interviews were held with Success Coaches, ERN member companies, and the WIF Project Manager, as well as phone calls, emails, and participation via a conference call at a handful of WIF/ERN meetings. The Evaluation Report indicated that considerable progress has been made in all five

expansion domains, and that the WIF project is moving forward in a number of key areas. Recommendations include:

- 1) Increase the value of monthly SWMERN meeting that are facilitated by West Michigan Team and led by SWMERN member companies. A suggestion was to perhaps bring in speakers or provide information on a variety of retention-related initiatives, e.g. career laddering.
- 2) Increase survey response rates. She explained that respondents receive email and text invitations to complete surveys after meeting with a Success Coach. Incentives have been implemented where survey respondents will receive a \$5 e-gift card upon completion of the survey.
- 3) Continue to provide those who interact with Success Coaches a private and confidential place to meet where concerns can be discussed. This can be in a private meeting room on site or opportunities to meet off site via text, phone call, and email.
- 4) Continue to work on the implementation of career laddering by utilizing WIF Advisory Team meetings and monthly ERN meetings to garner “buy-in.”

Bronwyn Drost offered to have Kathy Olsen send the report to Board members as a follow-up to the meeting.

Business Services and Skilled Trades Training Fund (STTF) Update – Kara Stewart reported 30 local companies were awarded training grants from the *Skilled Trades Training Fund (STTF)* totaling \$1,003,920 to train over 1,000 individuals. The number of individuals to be trained includes employees of companies where additional consortium awards were received by companies located in the Michigan Works! Southwest area; however, another MWA is the lead agency for the grant. Training has commenced for most of the companies and training is close to completion at a couple of the companies. In responding to a question from one of the board members, Ben Damerow reported the State budget for STTF was \$30 million.; \$17.1 million was allocated to STTF and the additional funds are being used for special projects. In responding to a question regarding the possibility of receiving additional STTF funds, Kara Stewart reported if a company cannot complete their training, funds are returned and hopefully would be redistributed through another Request for Proposal (RFP) process. She noted that improvements to the allocation process for STTF funds has been made each year that the funds have been available.

Kara Stewart reported the new Clemens facility in Coldwater is all under a roof and construction is 6 to 8 weeks ahead of schedule. A meeting took place yesterday and the company reported being extremely pleased with the progress. Delivery of equipment will start this month and everything will be installed and tested by May. She explained that it will take two months to bring the indoor temperature down to the required temperature for production. At the end of July, there will be a grand opening for the community and on September 5, 2017, the company will begin processing pork. The company will have 850 new jobs and a well-designed recruitment process is in place. To date, over 3,000 individuals expressed interest in employment by entering their information into the Clemens online database. The company will be scheduling 40-80 individuals at a time to attend an information session. Seventeen (17) information sessions are scheduled throughout the area through the end of March. Clemens will also be holding 56 career fairs between now and August; individuals will be screened at the career fairs and selected individuals will be scheduled for interviews. Michigan Works! Southwest staff will be assisting with these events. Ben Damerow reported that Clemens requested four to six Michigan Works! staff to assist with this and they needed an answer by today. Currently there are only five staff working out of the Coldwater office and Missy Lafferty has been the main contact for the Clemens Group. A request was submitted to the State asking for enough funds to cover the cost of four to six staff and approval was received yesterday for \$325,000 to assist Clemens with their hiring process. Clemens will be flying six staff on a private jet to their facility in Pennsylvania on February 15, 2017 for a company orientation and tour. They will return to Michigan on the same day. Mr. Damerow thanked the Business Solutions Professionals (BSPs) for their work on this project and reported the State was impressed that we were able to put together a plan within 24 hours of meeting with Clemens Group.

Kara Stewart reported Clemens will start out with one shift that will work days, Monday through Friday to process 10,000 hogs per day. There will be another shift for maintenance workers who will work 12 hour shifts, 3 days a week and every other weekend. She reported Clemens will be the first pork plant built in the U.S. in the last twenty years. They do envision adding a second shift in a few years, due to demand.

Colleen Knight reported there was some discussion at the Monitoring Committee meeting regarding the lack of *child care in Branch County* and inquired if there has been any discussion regarding Clemens providing child care at the company location, similar to what they do at the plant in Pennsylvania. Kara Stewart reported there has been discussion in Branch County; however, it has not been specific to Clemens.

Ms. Stewart also reported that a *MiCareerQuest Southwest* event is being planned for late March in St. Joseph County.

Labor Market Information (LMI) (Exhibit C) - 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 November 1 through December 31, 2016 was included in the meeting's agenda packet.

Dashboard Report (Exhibit D) – Copies of the Michigan Works! Southwest Dashboard Report (Exhibit D) that was emailed to members were distributed at the meeting. Jakki Bungart-Bibb introduced Nancy Gibson, the Information Specialist who builds reports from the data entered into the One Stop Management Information System (OSMIS). The data is used for various reports, including the monthly Dashboard Report to the Board. Ms. Bibb reported page one of the Dashboard Report reflects labor data for the month of November. The breakdown of Labor Participation data, by county, for the Michigan Works! Southwest area is reported on the left side of page one and the Real-time Labor Demand for Prosperity Region 8 appears on the right side of this page. The top occupations advertised have remained consistent over the last six months with the exception of light truck and service delivery drivers which we saw for the first time in October, and production and operation supervisors which we are seeing for the first time in November. A total of 11,450 openings were advertised in November, this is approximately a 7% decrease compared to what was advertised in October. The data on page two reflects over 70,000 visitors to the One Stop Service Centers and assistance was provided to 641 employers in filling over 1,700 jobs since July 1, 2016. State reports were not available for the Workforce Innovation and Opportunity Act (WIOA) performance measures; the State is still working to define some of the measures and build new reports to gather the data. The numbers reported are an estimation that is based on what can be populated locally. The OSMIS operates on a 90-day delay; therefore, some of the information was not available at the time that this report was created. Locally, we are able to track registered participants and data reflects nearly 700 WIOA participants this program year, with 231 of the customers participating in work-based learning. Work-based learning includes classroom training, work experience, On-the-Job Training (OJT), try-out, and transitional employment. Data for the Application Eligibility Period (AEP) / Partnership Accountability Training Hope (PATH) program and services is reported on page three of the report. This includes the work participation rate, the employment rate, and employment retention. The breakout for AEP referrals, completions, and the pass rate is reported on the chart that appears in the middle of page three. The Offender Success (OS) information for Kalamazoo County is reported at the bottom of this page. As mentioned last month, the first OS orientation in Calhoun County was scheduled for January and information will be reported by county when that data becomes available. Participants served through Refugee Assistance are reported in the chart that appears at the bottom right of page three. She noted that these individuals are also included in the PATH numbers above. Page four is a snapshot summary of the staff reports given earlier in the meeting.

Director's Report – Ben Damerow distributed the Director's Report dated January 13, 2017. He reported at the Federal level, the Senate Health, Education, Labor and Pensions Committee will delay its confirmation hearing for the labor secretary nominee Andrew Puzder until February, 2017. Puzder's hearing was tentatively scheduled for January 17; it is being changed because the education secretary nominee, Betsy DeVos' hearing has been moved to that date. United State Senator Gary Peters (MI) has been added to the Senate Committee on Armed Services. It is expected that the determination of a location for the Ballistic Defense System will be made in 2017 and Battle Creek, Michigan is one of the sites being considered. United States Representative John Moolenaar (MI-4) was added to the House Appropriations Committee. The Michigan Works! area that includes Midland has had a great

relationship with Representative Moolenaar and he is knowledgeable of workforce development programs and services.

Ben Damerow reported the former raceway executive, Roger Curtis, has been named the Director of Michigan's Talent and Economic Development (TED) Department. Mr. Curtis previously served on the Workforce Development Board for South Central Michigan Works! Former TED Director, Steve Arwood will turn his full attention to the Michigan Economic Development Corporation (MEDC) as the new Director.

Michigan's Talent Investment Agency (TIA) recently announced it will be reorganizing the Unemployment Insurance Agency (UIA) in an effort to improve services following an audit that found thousands of recipients were incorrectly flagged for possible fraud and phone calls for assistance often went unanswered. The UIA Director, Sharon Moffett-Massey has been reassigned to work on special projects, including working with Michigan Works! Workforce Development Boards (WDBs). At this time, the purpose of her planned work with WDBs is undetermined. Mr. Damerow further reported that Bruce Noll, an executive within TIA, will serve as interim director and there will be a national search for a new director. The search is expected to last three to four months.

Ben Damerow reported a UI Reform Committee has been formed and he will serve on the committee.

OLD BUSINESS

None.

CITIZEN'S TIME

MEMBER'S TIME

Julie Rogers reported a new county chair and vice-chair have been appointed. Appointments of representatives to local boards are up to the discretion of the chair and that she was uncertain as to who will be appointed as the Kalamazoo County representative on the Workforce Development Board. If she is not reappointed, Ms. Rogers stated she would still advocate for workforce development programs.

Ms. Rogers also reported that she will be attending the National Association of Counties (NACo) annual conference in March and asked members for suggestions as to what are the priority issues that should be addressed when she and other delegates from the area meet with Senator Stabenow, Senator Peters and Congressman Upton. Ben Damerow reported the NACo conference was also a topic at the Michigan Works! Director's Council and directors are putting together a list of priorities for the Michigan delegation.

Ms. Rogers also reported that she serves on the NACo Health County Taskforce and the addiction to opioid prescriptions is a huge concern. People are losing jobs due to prescription addictions. When doctors cut them off from the prescriptions, individuals are turning to street drugs due to their addiction to pain pills.

Julie Rogers further reported that the Boji Group's plans for downtown development in Kalamazoo is finally moving forward. The building will include residential units, parking and businesses. The Kalamazoo County Board still needs to approve the development plan. She also reported that she serves on the Kalamazoo County Brownfield Board and is excited about Stryker's recent announcement for a \$130,000,000 expansion in Portage that will create 105 R&D jobs with salaries of approximately \$65,000. The committee is meeting next week to approve the plan; it will then be forwarded to the City of Portage and then to the Kalamazoo County Board for approval.

Dave Maurer reported on behalf of one of the local churches working with Syrian refugee families; members from two of the three families that his church is working with are employed.

UPCOMING MEETINGS

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

The next meeting of the **full Workforce Development Board** is scheduled for Friday, February 10, 2017 from 8:00 – 9:30 a.m. at Kellogg Community College, RMTTC, Room D, 405 Hill Brady Road, Battle Creek, Michigan.

The next **Executive Committee** is scheduled for Friday, March 10, 2017 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, March 8, 2017 from 8:00 – 9:30 a.m. at the Michigan Works Southwest Service Center, 1601 S Burdick Street, Kalamazoo. The WIOA Adult and Dislocated Worker program and services will be the topic reviewed.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, January 31, 2017 from 2:00 - 4:00 p.m. at the Upjohn Institute, Kalamazoo, Michigan.

The next **Talent District Career Council (TDCC)** meeting is Thursday, February 9, 2017 from 1:00 – 3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Road, Kalamazoo, Michigan.

The **Veterans Committee** meeting dates for 2017 are yet to be scheduled.

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:59 a.m.

Kathy Olsen

Date

Lisa A. Godfrey, Chair or
Therese Zieleniewski, Vice-Chair

Date