

**Workforce Development Board  
Executive Committee  
Meeting Minutes – July 14, 2017**

**CALL TO ORDER** - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:00 a.m. at Kellogg Community College, RMTc, Room D, 405 Hill Brady Rd, Battle Creek, Michigan.

**WDB Executive Committee Members Present:**

Morris Applebey (Labor)                      Lisa Godfrey (PS)                      Julie Rogers (PS)  
Mike Bearman (PS)                              Kris Jenkins (Educ)

**WDB Executive Committee Members Absent:**

Paul David (PS)                                  David Maurer (PS)  
Colleen Knight (CBO)                          Therese Zieleniewski (PS)

**Other WDB Members Present:**

Randall Hazelbaker (PS)

Other individuals in attendance at the meeting included:

**Michigan Works! / Upjohn Institute Staff:**

Jakki Bungart-Bibb                              Amy Meyers                                  Angie Straley  
Ben Damerow                                      Kathy Olsen                                  Chris Walden

**Michigan Works! Services / Program Staff Present:**

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

**Guests Present:**

Chris Fischer (Firekeepers)

**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 Executive Committee meeting minutes of June 9, 2017. Motion carried.**

**CITIZENS' TIME**

No comments.

**COMMITTEE REPORTS**

**Monitoring and Evaluation Committee** – Kathy Olsen reported that Monitoring and Evaluation Committee met in March to review the previous year's monitoring activities. It was also an opportunity for members to provide input regarding the current meeting format and recommend changes. Members stated they enjoy interviewing the participants and suggested sending them a letter in advance to give them more information as to the meeting purpose and topics covered to help them prepare. Committee members were interested in receiving more information regarding the Business Services Team (BST) and recommended a special focus on those services in

the upcoming year. Members present reported the website resource page for Workforce Development Board (WDB) members was very valuable. Ms. Olsen reported that a new website is currently under development and the Board resources will be carried over to the new site and improved upon. The next Monitoring and Evaluation meeting is scheduled for September 13, 2017.

**Veterans Committee (Exhibit B)** – Kathy Olsen reported an Employer Summit is planned for Thursday, September 21, 2017 at the Air Zoo. The Save the Date flyer (Exhibit B) was included in the agenda packet. Michigan Works! Southwest is partnering with the Michigan Veterans Affairs Agency and Section 1776. Chris Walden reported that the event will serve as a veteran friendly employer training to help inform employers on the challenges and benefits of hiring veterans.

**Disability Awareness Resource Team (DART) (Exhibit C1-2)** – Kathy Olsen reported the approved minutes from the March 21, 2017 DART meeting were included in the agenda packet (Exhibit C1). The agenda for the DART meeting held on June 13, 2017 included a presentation on business services with a special focus on the partnership with Michigan Rehabilitation Services (MRS). DART members were recommending that a similar presentation be given to the WDB. Julie Rogers reported that although the presentation was long, a lot of good information was provided. Kathy Olsen reported the Disability Network's annual ADA anniversary celebration is scheduled for July 21, 2017. She referred members to the flyer that was included in the agenda packet for further details. (Exhibit C2). The next DART Committee meeting is scheduled for September 19, 2017.

**Talent District Career Council (TDCC) (Exhibit D1-3)** – Kris Jenkins reported the reprioritization of the Education Development Plans (EDP) and the increased flexibility in the Michigan Merit Curriculum mentioned in the Department of Education Executive Directive (Exhibit D1) were both positive news. She reported there is concern regarding the Michigan Career Pathway recommendation to enhance career counseling (Exhibit D2). She reported that historically it has been the practice of the State to put uncertified individuals who may or may not have an educational background, in these positions. The recommendation for a Michigan Department of Education (MDE) policy change would allow non-teacher certified CTE instructors authorization up to 10 years, instead of the current eight years, to become certified. The Going Pro campaign is a refocused marketing effort to promote the in-demand trades as Professional Trades rather than Skilled Trades (Exhibit D3). The next TDCC meeting is scheduled for September 21, 2017.

**Membership/Nominating Committee** – Kathy Olsen reported that the Workforce Development Board description and application were sent out to all four counties with a request to either update or add the information to the County websites. She also reported that she has been following up on all referrals for additional private sector seats on the Board.

## **NEW BUSINESS**

**Memorandums of Understanding (MOUs) (Exhibit E)** – Amy Meyers reported that under the WIOA, all local workforce development boards are required to develop and enter new Memorandums of Understanding (MOUs) with each required One-Stop partner. The list of required partners was on page two of the summary that was included in the agenda packet. (Exhibit E). In the development of the MOUs staff met with the local required partners in all four counties to review the content of the MOU and to gather feedback. The MOU, as it is currently, is operational and focuses on collaboration, asking all partners to work together on service coordination, referral systems and partnership. All the MOUs will need to be reviewed and updated at least every three years. She noted that MOUs were also required under WIA with many of the same required partners. One difference pointed out was the implementation of an infrastructure funding agreement. She reported staff is waiting for guidance from the State on the infrastructure funding agreement and once received, this will be discussed with all the required partners again. At this time, we do know that those partners who are co-located in our service centers will contribute cash and those who are not co-located will have the opportunity to arrange for an in-kind agreement. Julie Rogers requested that a copy of the full MOU Agreement be provided to Board members. She also requested that moving forward the full version of Agreements should be provided rather than a summary.

**Request for Proposal Updates** – Amy Meyers provided an update on the Request for Proposal (RFP) solicitation for *Partnership. Accountability. Training. Hope (PATH) services for Branch and Calhoun Counties*. She reported the RFP was posted at the beginning of June and closed on July 7 and that no responses were received. The staff recommendation at this time is to continue operating and providing this service directly, as is currently done, and to re-evaluate in one year. In a response to an inquiry regarding potential providers, Amy Meyers reported there were inquiries during the technical assistance timeframe of the RFP; however, the timing of the RFP was not conducive for the entities who inquired.

**2018 Draft WDB Schedule (Exhibit F)** – Kathy Olsen presented a draft 2018 WDB meeting schedule (Exhibit F) with the meetings continuing the second Friday of the month. She explained that early in 2018, the meetings scheduled at Kellogg Community College RMTTC will need to be moved to a different location due to a remodeling project at the college. Kris Jenkins offered to check into the Calhoun County ISD for the February 9, 2018. Kathy Olsen stated she would keep everyone updated on the locations as they are confirmed.

**Motion made by Morris Applebey and supported by Kris Jenkins to approve the 2018 Workforce Development Board meeting schedule. Motion carried.**

**Updated Conflict of Interest Statement for WDB Members** – Kathy Olsen reported the State updated the WDB member annual Conflict of Interest form. The new form includes a clause that states that if a conflict arises while serving, that the member will disclose such conflict. All members will be required to sign the new form.

#### **STAFF REPORTS**

**Marketing (Exhibits G)** – Kathy Olsen referred attendees to the list of upcoming events for businesses and job seekers that was included in the agenda packet (Exhibit G).

**Program Operations / Special Initiatives** – Recruitment is underway for another *Momentum Production Technician Academy* at Kalamazoo Valley Community College. The training is a nine-week course and will begin on July 31, 2017. Recruitment dates for the training are July 18, 19, 25, 26 from 9:00 a.m. to 1:00 p.m.

Youth Opportunities Unlimited (YOU) is coordinating a *Housing Hour* in Battle Creek that will focus on eviction diversion. The first one will be held on August 1, 2017 from 3:30 to 4:30 p.m. at the Michigan Works! Service Center.

**Workforce Innovation Fund (WIF)** – Dallas Oberlee reported Bronwyn Drost accepted another position and the *Workforce Innovation Fund (WIF)* responsibilities are being distributed among current staff. She reported on the training opportunities offered to Employer Resource Network (ERN) member companies.

- On-the-Job Training (OJT) contracts were introduced to the ERN employers and so far, four OJT contracts have been written.
- A Leadership Training, based on a career laddering model, is underway at KVCC for new or soon to be new supervisors and a second class will begin in August.
- Michigan Works! is partnering with Michigan Career and Technical Institute/Plainwell (MCTI), Michigan Rehabilitation Services (MRS), and Friendship Village to hold a ten-week Certified Nurse Assistant (CNA) training that began on July 5, 2017. The class is an extended training specially designed for individuals that may need accommodations throughout the coursework and testing period.

**Business Services and Skilled Trades Training Fund (STTF) Update** – Chris Walden reported that the focus of the Business Services Professionals (BSP) team for this year is *professional development*. The first training for the BSPs in the Michigan Works! Southwest four-county area is scheduled for July 28, 2017. There will be a Statewide BSP meeting on August 9, 2017 and the focus for that meeting will be to provide feedback to the State regarding the *Skilled Trades Training Fund (STTF)*. A webinar on the STTF process for the 2017-18 Program Year is scheduled for August 22, 2017 and the PowerPoint to be used for employer information sessions will be released. Staff are working on securing locations in the four-counties for scheduling information sessions with the first

session scheduled for August 23, 2017. On August 1, 2017. The first *Apprenticeship information session* for employers will be held on August 1, 2017 and will feature an apprenticeship presentation by Tiffanie Clawson from the USDOL. Seating is limited to 35 seats and if needed, a second session will be scheduled.

Michigan Works! Southwest partnered with *Battle Creek Public Schools (BCPS)* to help them organize their first job fair in years on July 12, 2017. Open positions varied, from food service to administration. Several preparation fairs were held in the days prior to the actual event to prepare potential candidates to apply. Charitable Union provided interview clothing to individuals in need. The district was very pleased with the turnout and appreciative of efforts by the staff from Michigan Works! Southwest to make it happen on such short notice. Since the event, BCPS has hired four regular teachers and interviewing is still taking place for the hiring of additional candidates. The hiring efforts are in response the recent grant award to BCPS from the W.K. Kellogg Foundation. Michigan Works! Southwest also assisted with spreading the word about the event and it did receive coverage on Channel 3 News.

A *BC Vision Job Fair* is in the planning stages and is scheduled for September 14, 2017.

**Labor Market Information (LMI) (Exhibit H)** - 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 May1 through June 30, 2017 were included in the meeting's agenda packet.

**Dashboard Report (Exhibit I)** – Copies of the Michigan Works! Southwest Dashboard Report (Exhibit I) that was emailed to members in advance of the meeting were distributed. Jakki Bungart-Bibb reported page one of the Dashboard Report was regional labor participation data for May 2017 compared to May 2016. Ms. Bibb reported the Real-Time Labor data shows that postings for RNs in the region increased by 55%. Data on page two of the report indicated 144,653 visitors to the Michigan Works! Southwest Service Centers for the year. Staff assisted 1,089 employers in filling over 2,982 jobs; served 848 WIOA participants and 144 Offender Success participants. Five hundred and twenty (520) participants have utilized training services that includes classroom training, work experience, and on-the-job training. Page three of the report includes the PATH, Food Assistance, and Refugee information. The work participation rate remains well above the state goal. The PATH employment rate is close to 53%. This percent does not include the 86 individuals who gained employment during AEP. The average wage for PATH was reported to be \$10.01. A summary of data for the staff reports provided during the meeting, as well as media information is on page four of the Dashboard Report. Discussion followed. One individual in attendance voiced concern over the fact that the average wage for PATH participants is \$10.00, not exactly a livable wage. The point was made that the State wage goal is only minimum wage which meant AEP/PATH participants are well above the State goal. The point was also made that \$10 an hour is a good starting point for a family with major barriers to employment.

**Director's Report** – Ben Damerow distributed a copy of the Director's Report dated July 14, 2017 that was also emailed to members prior to the meeting. He reported on June 27, 2017, the Senate Appropriations Subcommittee on Labor, Health and Human Services and Education reviewed the FY18 budget proposal with the Department of Labor Secretary Alexander Acosta. Topics ranged from proposed funding reductions, the effects on health care reform on jobs and paid parental leave. According to reports, from the beginning of the hearing, subcommittee leaders from both parties questioned the budget's proposal to reduce funding for WIOA programs, Wagner Peyser Employment Services and Job Corps. Chairman Roy Blunt (R-MO) told Acosta he "is concerned that reducing funding so much and so suddenly from worker training could further jeopardize our workforce development system, contribute to increasing problems that might hinder individuals and businesses and have a negative impact on the economy." Senator Patty Murray (D-WA), the ranking Democrat on the subcommittee, told Acosta the budget "completely disregards" the bipartisan support WIOA had when it passed Congress in 2014. She also said, the committee has heard widespread opposition to the WIOA cuts from governors across the country who contend that they cannot backfill funding if federal investments decline dramatically.

Mr. Damerow reported that the State budget was presented to the Governor on Monday, July 10<sup>th</sup>. He has 14 days to sign/line item veto. It is expected that he will sign this morning in Grand Rapids and there will be no line item vetos of workforce funding. The most recent updates to workforce development include a PATH decrease of \$1.2 million which is a 2.5% reduction, a Going Pro increase of \$10 million, and Jobs for Michigan Graduates increase of \$900,000 to \$3.2 million.

Mr. Damerow referred attendees to the *Employment and Training Reporter* article that was distributed at the meeting. The *Employment and Training Reporter* is a nationwide workforce development publication published on a weekly basis. The issue dated July 10, 2017 featured an article summarizing the “Nudge” Research project that was a collaboration with Michigan Works! Southwest, W.E. Upjohn Institute, Mathematica Policy and Research and Ideas42. The article showcases just one of the many success stories happening through the work being done by our staff and the partnerships with other community agencies.

Mr. Damerow reported that the W.K. Kellogg Foundation awarded the W.E. Upjohn Institute/Michigan Works! Southwest \$2.8 million over the next three years for the Neighborhood Employment Hubs proposal. Michigan Works! Southwest will be partnering with three community based organizations and the county jail to deliver services in areas with the highest poverty and lowest labor force participation rates. The six-month planning process has begun with the implementation scheduled for December or January. The grant would look to expand training programs in Battle Creek and one feature of the grant is flexible funding, and the ability to fill in gaps in areas where federal funds cannot be used. Discussion followed in which Mr. Damerow explained the funding was only for the city of Battle Creek not all four counties. A media release will be sent out closer to the implementation date.

## **OLD BUSINESS**

None.

## **MEMBER’S TIME**

Julie Rogers inquired about the modification to the budget for Clemens Food Group that was presented to the County Board. Staff reported this was a line item change that did not require WDB approval. She requested that although WDB approval was not required, items that are presented to the County Board should still be included on the WDB agenda for review and information.

Julie Rogers reported that the Kalamazoo County passed the County ID and that it would go into effect in January. All Kalamazoo residents are being encouraged to apply for one even if the resident has a driver’s license. The ID will cost \$10 and it is recommended for everyone age 14 and up. There will be a sponsorship program for those who cannot afford the fee and donations toward that sponsorship program will be accepted. One member suggested working with the schools and making sure students have a county ID before they leave school.

Kalamazoo County has a new monthly e-newsletter and would like to share some of the Michigan Works! Southwest stories in that newsletter.

Mike Bearman discussed the new [Americorp Vista](#) Initiative that began in Albion, Michigan. The Initiative began in July and is a three to five-year partnership with Albion College, the City of Albion and other local organizations. Mr. Bearman also reported to the group that the Heritage Community Senior Enrichment Center will be holding a ribbon cutting ceremony on July 18, 2017 from 12:30 p.m. to 3:00 p.m. There would be plenty of job opportunities as they prepare to open.

Julie Rogers discussed a recent trip into Bigby Coffee shop where she overheard the coffee barista stating that he had just graduated from college with a degree in accounting and was having trouble finding a job. Ms. Rogers wondered if Michigan Works! Southwest partnered with colleges in any way to help recent graduates obtain employment. Michigan Works! staff shared information regarding the wide-spread, spring and summer job fairs held during the same time frame of college graduations in order to target the college student. Many of those hiring

events are held on the college campuses. Staff reported that it is common practice for staff to send job fair, information directly to career services at the local colleges.

**CITIZEN’S TIME**

No announcements or reports.

**UPCOMING MEETINGS**

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

The next meeting of the **full Workforce Development Board** is scheduled for Friday, September 8, 2017 from 8:00 - 9:30 a.m. at Glen Oaks Community College, Business Development Center, 62249 Shimmel Road, Centreville, Michigan.

The next **Executive Committee** is scheduled for Friday, August 11, 2017 from 8:00 a.m. – 9:30 a.m. at W.E. Upjohn Institute, 300 S. Westnedge Ave., 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, September 13, 2017 from 8:00 – 9:30 a.m. at Michigan Works! Service Center, 1601 S. Burdick St, Kalamazoo, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, September 19, 2017 from 2:00 - 4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

The next **Talent District Career Council (TDCC)** meeting is Thursday, September 21, 2017 from 1:00 – 3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Road, Kalamazoo, Michigan.

**Veterans Committee** – Upcoming VCAT meetings – to be announced.

**ADJOURNMENT**

There being no other reports, the meeting was adjourned at 8:58 a.m.

\_\_\_\_\_  
Angie Straley Date

\_\_\_\_\_  
Lisa A. Godfrey, Chair or  
Therese Zieleniewski, Vice-Chair Date