

**Workforce Development Board
Executive Committee
Meeting Minutes – June 9, 2017**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:05 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

WDB Executive Committee Members Present:

Paul David (PS)	Kris Jenkins (Educ)	Dave Maurer (PS)
Lisa Godfrey (PS)	Shelley Klug (PS)	Julie Rogers (PS)

WDB Executive Committee Members Absent:

Morris Applebey (Labor)	Colleen Knight (CBO)
Mike Bearman (PS)	Therese Zieleniewski (PS)

Other WDB Members Present:

Rick Anderson (Labor)	Randall Hazelbaker (PS)	Matthew Lynn (CBO)
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Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

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

Guests Present:

Jan Reed (DHHS)

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)

Kathy Olsen reported there was one correction to be made to the May 12, 2017 meeting minutes. On page two, under Veterans Committee. The date June 4, 2017 was corrected to be May 4, 2017.

Motion made by Dave Maurer and supported by Paul David to approve the Workforce Development Board meeting minutes of May 12, 2017 with the date change correction on page two as noted. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Lisa Godfrey reported the next Monitoring Committee meeting is scheduled for Wednesday, June 14, 2017.

Veterans Committee – Lisa Godfrey referred attendees to a handout that was distributed at the meeting that listed upcoming Veterans Committee meetings.

Disability Awareness Resource Team (DART) (Exhibit B) – The Disability Network series of upcoming community workshops was included with the agenda packet (Exhibit B). The next DART Committee meeting is scheduled for June 13, 2017.

Talent District Career Council (TDCC) (Exhibit C) – A flyer for a Navigation Strategies Workshop from the Kalamazoo Literacy Council was included with the agenda packet (Exhibit C). The next TDCC meeting is scheduled for September 21, 2017.

Membership/Nominating Committee – Kathy Olsen reported staff met with two individuals from the private sector who expressed interest in serving on the Workforce Development Board. Current member, Ken Willcutt, joined staff when they met with Dan Dunn from Comerica Bank and current member Mike Bearman, joined staff when they met with Frank Techumseh from Firekeepers Casino Hotel. Nominations are still being sought for additional private sector representation from Branch and St. Joseph Counties. The request for approval of appointments, both renewals and new, will be covered under new business.

NEW BUSINESS

Request for Proposal Updates – Amy Meyers provided an update on two Request for Proposal (RFP) solicitations. In April, an *RFP for Wagner Peysner Employment Services, Trade Act Services and One Stop Operations* for all four counties in the Michigan Works! Southwest service area was released. Although the RFP was for a three-year period, the agreements are evaluated and updated annually. One organization submitted a proposal. Upon review of the submitted proposal by a committee of Workforce Development Board members, and staff, the award was made to Kalamazoo Regional Education Service Agency (KRESA) Youth Opportunities Unlimited (YOU) to provide these services beginning July 1, 2017.

Amy Meyers also reported the *RFP for Partnership. Accountability. Training. Hope (PATH) services for Branch and Calhoun Counties* was released earlier this week and proposals are due July 7, 2017. The PATH RFP also includes the Application Eligibility Period (AEP), Refugee Services, and Food Assistance Employment and Training (FAE&T) Services. She asked for Board volunteers to serve on the RFP Review Committee. Members who are interested in doing so should contact her or Kathy Olsen. The RFP Committee meeting will be scheduled either the week of July 10 or July 17.

WDB Renewals and Appointments – Kathy Olsen requested approval of the renewal of non-private sector members currently serving on the Workforce Development Board for three-year terms, beginning October 1, 2017 and ending on September 30, 2020. Memberships renewals were as follows:

<u>Name</u>	<u>Sector</u>	<u>Representing</u>
Jill Bland	Economic Development-Kalamazoo County	Southwest Michigan First
Michelle Davis	Community Based Organization-Kalamazoo County	Housing Resources, Inc.
Colleen Knight	Community Based Organization -Branch County	Branch County Community Foundation
Matthew Lynn (Alternate)	Community Based Organization -Kalamazoo County	United Way of the Battle Creek and Kalamazoo Region
Kris Jenkins	Education (Adult Educ/CTE/TDCC)-Calhoun County	Calhoun Intermediate Schools District
Mark O'Connell	Education (Post-secondary)-Calhoun County	Kellogg Community College
Joe Lopez (Alternate)	Education-Branch County	Branch Intermediate School District
Richard Anderson	Labor-St Joseph County	United Auto Workers (UAW)
Morris Applebey	Labor/Apprenticeship Training-Kalamazoo County	Joint Apprenticeship Training Committee/IBEW
Trevor Bidelman	Labor-Calhoun County	BCTGM Local 3G
Kathi Cain-Babbitt (Alternate)	Labor-Kalamazoo County	AFSCME Local 1668
Richard Frantz (Alternate)	Labor-Calhoun County	Tri-County Labor Council
Ken Willcutt	Labor-Kalamazoo County	Plumbers, Pipefitters and HVACR Local 357
Sheila Beaty (Alternate)	Public Assistance-Kalamazoo County	MI Dept. of Health & Human Services-Kalamazoo
Karen Doubleday	Public Assistance-Calhoun County	MI Dept. of Health & Human Services-Calhoun

John Fiore	Rehabilitation Services-Region 8/Kalamazoo County	MI Rehabilitation Services
Jill Murphy (Alternate)	Rehabilitation Services-Kalamazoo County	MI Rehabilitation Services
Omar Alston	Corrections-Kalamazoo County	MI Dept. of Corrections
Lisa Johansen (Alternate)	Corrections-Kalamazoo County	MI Dept. of Corrections
Asiah Gardner (Alternate)	Corrections-Kalamazoo County	MI Dept. of Corrections
Windy Rea	Job Corps-Region 8 Alutiiq	MI Job Corps
Patty Vanaman (non-voting)	WDA State of MI	Workforce Development Agency, Dept. of TED

Motion made by Shelley Klug and supported by Julie Rogers to approve the renewal appointments of non-private sector members of the Workforce Development Board as presented. Motion carried.

Kathy Olsen also requested the approval of two new private sector appointments to the Workforce Development Board for Michigan Works! Southwest. The appointments include Dan Dunn, VP of HR at Comerica Bank, replacing Sabrina Pritchett-Evans; and Frank Tecumseh, VP of HR for Firekeepers Casino Hotel, replacing Tamara Hendricks. The private sector appointments are for the balance of two-year terms that began October 1, 2016 and end on September 30, 2018.

Motion made by Paul David and supported by Julie Rogers to approve the appointment of Dan Dunn, VP of HR at Comerica Bank, replacing Sabrina Pritchett-Evans; and Frank Tecumseh, VP of HR for Firekeepers Casino Hotel, replacing Tamara Hendricks; with both representing the private sector, to the Workforce Development Board for Michigan Works! Southwest. Motion carried.

STAFF REPORTS

Marketing (Exhibits E1 through E4) – Kathy Olsen reported the Marketing Report (Exhibit E1) included in the agenda packet includes a list of upcoming events for businesses and job seekers. She highlighted a few upcoming events for which separate flyers were included in the agenda packet. The annual Procurement Technical Assistance Center (PTAC) Meet the Buyer event will be held in Kalamazoo on June 12, 2017 at the WMU Fetzer Center (Exhibit E2). The Unemployment Insurance Agency will be holding Employer and Unemployed Worker seminars throughout the State and the schedules for each (Exhibit E3 & Exhibit E4) were included in the agenda packet.

Program Operations/Special Initiatives – Jakki Bungart-Bibb reported staff is working 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*. The training will take place at Friendship Village and the tentative start date is June 26, 2017. The class is an extended training specially designed for individuals that might need accommodations throughout the coursework and testing period and is like one that was held in Battle Creek last fall. [Following the meeting the start date was changed to July 5, 2017.]

Michigan Works! Southwest is partnering with KC Ready 4s to set up a direct referral process from Michigan Works! for parents with a four-year-old or soon to be four-year-old who are interested in quality pre-school and potential tuition assistance. Michigan Works! will also be setting up a process to assist the parents of KC Ready 4s children who are unemployed or under-employed.

Professional development days were held for all Michigan Works! Southwest staff on May 12 and May 19, 2017. The focus for both days was on *customer service*. She reported customer service was identified as a key focus area through the local strategic planning process and Michigan Works! Southwest has adopted Customer Service Standards for all staff to follow. Moving forward, various topics related to customer service will be offered to all staff on a quarterly basis.

Ms. Bibb reported on a recent *participant success* where a PATH participant from the Albion area landed an amazing job as an engineer in the quality assurance division of a steel company with a salary over \$80,000 per year plus a bonus. She recognized the staff in Albion for their part in providing job search assistance as well as support services to empower the customer toward success.

The *Jobs for Michigan's Graduates (JMG)* program recently reported successful outcomes for their 2016 graduating class. JMG met all the follow-up metrics which included a graduation rate and an employment rate. Karen Carlisle highlighted the fact that although the JMG Program at Battle Creek Central was only in operation for half of the program year, they were still able to meet all metrics.

Workforce Innovation Fund (WIF) – Bronwyn Drost reported a new Leadership Academy is underway at Kalamazoo Valley Community College (KVCC). Member companies of the *Employer Resource Network (ERN)* had the opportunity to offer this training to their employees. ERN member companies are also exploring software to track Career Pathways / Career Ladder components. The Momentum/Production Technician training concluded with a job fair on June 2, 2017. All the graduates from the Culinary and Sustainable Food Systems Academy are now employed. ERN Success Coaches received training on workplace stability.

Business Services and Skilled Trades Training Fund (STTF) Update – Kara Stewart referred members to page four of the Dashboard Report (Exhibit G) for the most recent data regarding the Skilled Trades Training Fund (STTF). She reported staff are currently scheduling information sessions and preparing for the next grant period that begins on October 1, 2017. Chris Walden reported plans are underway to hold another BC Vision Career Fair in late September. In partnership with the Coldwater Area Chamber of Commerce, there will be an Employer Resource Fair at Bill's Grillhouse in Coldwater on June 22, 2017 from 7:30 to 10:00 a.m. The focus will be on attraction and retention of talent in the Coldwater area.

Labor Market Information (LMI) (Exhibit F) - 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 April 1 through May 31, 2017 was included in the meeting's agenda packet.

Dashboard Report (Exhibit G) – Copies of the Michigan Works! Southwest Dashboard Report (Exhibit G) that was emailed to members in advance of the meeting were distributed. Jakki Bungart-Bibb reported page one of the Dashboard Report was changed to allow space for the regional labor participation data which is available twice a year. The labor participation data was broken out by the four-county Michigan Works! area, the seven-county prosperity region, and statewide. A breakout by county appeared at the bottom of page one. Data on page two of the report indicated over 132,000 year-to-date visitors to the Michigan Works! Southwest Service Centers. Staff assisted 981 employers in filling over 2,774 jobs; served 851 WIOA participants and 136 Offender Success participants. Three hundred and thirty-two (332) 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 77 individuals who gained employment during AEP. The average wage for PATH was reported to be \$9.91. 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 inquired about raising the AEP/PATH wage goal, another recognized staff for the efforts in maintaining the work participation rate above the State rate. Changes in the Food Assistance program were also discussed and it was reported that anyone who is no longer eligible for food assistance, can still use Michigan Works! services.

Director's Report – Ben Damerow distributed a copy of the Director's Report dated June 9, 2017 that was also emailed to members prior to the meeting. He reported on May 23, 2017, the administration released their FY18 detailed budget. Overall, the President's proposed budget calls for \$9.6 billion in funding for DOL, a decrease of \$2.5 billion (21 percent) relative to the levels under FY2017. He reported the budget calls for significant reductions (approximately 40%), in funding for key workforce programs under the Workforce Innovation and Opportunity Act (WIOA), approximately \$1 billion from the three state formula grants under Title I of WIOA and significant reductions to Wagner-Peyser. It also calls for eliminating several national programs administered by DOL. The budget proposes providing local workforce boards the ability to transfer up to 100 percent of funds allocated for adult programs to youth activities and 100 percent of funds allocated for youth activities to adult activities. The

budget also would provide Governors, upon approval of the Secretary of Labor, the authority to waive initial and subsequent local workforce area designations. This would allow states to re-designate local areas without evidence of failing performance, fiscal mismanagement or failure to participate in regional planning.

The budget recommendations would also reduce funding for the Departments of Health and Human Services, Agriculture, and Education. Under the Department of Health and Human Services, the budget would reduce current funding levels for the Temporary Assistance to Needy Families (TANF) program and the elimination of the Community Services Block Grant (CSBG) and related community services programs. He noted that many states and local areas use CSBG funds to support training and related activities that help residents of low-income communities connect to employment. Under the Department of Agriculture, the FY 2018 budget is proposing to change programmatic requirements around Supplemental Nutrition Assistance Program (SNAP), which provides food assistance to more than 40 million Americans. The budget does not appear to propose changes to the SNAP Employment and Training (E&T) program, which states use to connect participants with skills-based training programs at community colleges and community-based organizations. Under the Department of Education, the proposal would make significant reductions to programs that help individuals obtain the skills necessary to compete in today's workforce, including Career and Technical Education, Adult Education, and the federal work-study program. Mr. Damerow reported to date, 410 letters of support for funding from employers have been sent to legislators and that a Continuing Resolution (CR) is possible. One member suggested that the Counties each send a letter of support as well. [Following the meeting a sample letter was sent to members.]

Mr. Damerow reported staff have increased efforts to identify additional funding to support local programs. This includes working with local foundations and organizations to provide services in specific geographic areas as well as the Michigan Works! Southwest four-county area. He reported that Kalamazoo is one of three expansion sites for an economic development initiative called [Community Ventures](#) and there is strong State support for the growth of [Employer Resource Networks \(ERNs\)](#). Service providers for Michigan Works! Southwest are also pursuing funding opportunities. Michigan HRDI and our MWA are working on a grant proposal to offer apprenticeship training options to employers; and Y.O.U./KRESA received a United Way grant to provide Strategies for Success workshops at neighborhood centers. Additionally, Y.O.U./KRESA was the first organization to receive a grant from the [Foundation for Excellence](#) (FfE) and these funds are being used to support a Summer Youth Employment Program in Kalamazoo called [MyCity](#).

Mr. Damerow reported on the proposed State budget that includes a 5% reduction for PATH, an increase of \$10 million for Skilled Trades Training Fund (STTF), and flat funding for Community Ventures that includes a philanthropic match. The budget also includes a recent agreement on funding for teacher pensions.

ANNOUNCEMENTS

Ben Damerow reported Elaine Wood, director at Northwest Michigan Works!, has served as Chair of the Michigan Works! Association's Director's Council for the past five year and he has served as the Vice Chair this past year. He was recently asked to serve as the Chair for the next year and noted that this responsibility would involve more of his time at the State level. He added that serving in this capacity may present possibilities for the local area to be involved in pilot projects. There were no objections to Mr. Damerow accepting this responsibility.

Ben Damerow announced that Bronwyn Drost has accepted a position with MEDC and next Friday (June 16, 2017) would be her last day working for Michigan Works! Southwest. In her new role at MEDC she will continue to work with Michigan Works! and other workforce development partners. Ms. Drost reported in her new role at MEDC she will be serving as the Business Attraction Manager for the Great Lakes states. She stated that Michigan Works! is an amazing organization and thanked everyone for the support she was provided throughout her career with Michigan Works!.

OLD BUSINESS

None.

MEMBER'S TIME

Shelley Klug reported American Electric Power (AEP) looks at the working age population to reflect the pipeline of workers and for AEP the range is ages 16 to 64. One tactic has been to focus on the non-participating labor force. In the discussion that followed, it was noted that many individuals also work past retirement age. Members recognized that the definition of unemployment has changed over time and the unemployment rate may not be indicative of what is really happening. Although much of the funding for workforce development is tied to the unemployment rate, there are still certain populations with a very high unemployment rate. By providing services in neighborhoods, staff can connect to more individuals where they live who may not be participating in the labor market due to multiple barriers. The recent announcement of the State Farm closure was also discussed. Staff reported the State's Rapid Response process will be followed and attempts are being made to set-up a meeting. Staff reported offers are being made to many of the affected workers to relocate to other corporate offices. Employees who wish to remain in the area can be connected to openings with other employers.

It was also noted that wages have not increased as unemployment has decreased and current wages for many of the jobs are not sufficient to support the basic needs of many families. Mr. Damerow reported staff are working with the United Way to arrange for a presentation on data from the [ALICE Project](#) (Asset Limited Income Constrained, Employed) for the Michigan Works! Southwest area at an upcoming Board meeting.

Matt Lynn reported on Friday, June 16, 2017, the United Way of the Battle Creek and Kalamazoo Region (UWBCKR) will begin a regional five-day baby diaper drive, culminating in a volunteer Day of Action on June 21. The goal is to collect at least 50,000 diapers during the five-day period. The event aims to directly assist the one in three local families that struggle to provide diapers for their children, and to increase awareness of UWBCKR's focus on improving family and infant health in the region. In addition to collecting diapers, the UWBCKR is also looking for volunteers to assist with this effort. He offered to provide a flyer to be sent out to members following the meeting.

Matt Lynn reported Housing Continuum of Care entities across the State are in the midst of submitting grant proposals. Funding received would be for rapid rehousing and he noted that stable housing is directly connected to sustaining employment.

Dave Maurer reported Roger Curtis, Director of the Michigan Department of Talent and Economic Development will be in Kalamazoo this afternoon and he will be attending the meeting. Ben Damerow announced that he too will be attending the meeting.

CITIZEN'S TIME

Jan Reed reported she appreciates receiving the communications from Michigan Works! and that the information provided is critical when working with people in crisis. She regularly shares the information received with other staff at the Department of Health and Human Services.

Kathy Olsen reported now that summer break for area schools has begun, food pantries have an increased need for donations, especially breakfast and snack foods. She recently learned that one of the largest in-demand food pantries in Kalamazoo County is located at the Portage Community Center. Other organizations that provide weekly backpacks with food supplies during the summer months are also in need of food donations. Rick Anderson gave a special thanks to Kellogg's for their generous donation of food items for the backpack food program that he volunteers for. Julie Rogers reported other events such as the new [USDA Breakfast Program](#) also help to support those in need.

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, July 14, 2017 from 8:00 a.m. – 9:30 a.m. at Kellogg Community College, RMTC, Room D, Battle Creek, 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, June 14, 2017 from 8:00 – 9:30 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, June 13, 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 included the VCAT Education Committee on Tuesday, June 13, 2017 from 10:30 a.m. to 12:30 p.m. at Kellogg Community College, RMTC, Battle Creek, Michigan and the VCAT Employment Committee on Thursday, June 15, 2017 from 10:00 a.m. to 12:00 p.m. at the at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

ADJOURNMENT

There being no other reports, the meeting was adjourned at 9:06 a.m.

Kathy Olsen Date

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