
Workforce Development Board – Executive Committee
Meeting Minutes – January 20, 2016

CALL TO ORDER - Workforce Development Board Chair, Dale Swift, called the meeting to order at 8:00 a.m. at the W. E. Upjohn Institute for Employment Research, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

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

WDB Executive Committee Members Present:

Morris Applebey (Labor) Paul David (PS) Mark Robinson (PS) Dale Swift (PS), Chair
Dennis Berkebile (PS) Lisa Godfrey (PS) Julie Rogers (PS)

WDB Other Members Present:

Richard Anderson (Labor) Mike Bearman (PS) Matthew Lynn (CBO) Therese Zieleniewski (PS)

Executive Committee Members Absent:

Mike Hoffner (Educ)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

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

Other Attendees

Paul Aivars (GOCC)

TRANSPARENCY AND INTEGRITY OF WDB DECISIONS

Conflict of Interest and Disclosure – Kathy Olsen asked members 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.

ELECTION OF CHAIR & VICE CHAIR

Motion made by Lisa Godfrey and supported by Julie Rogers to approve the appointment of Dale Swift as Chair and Dennis Berkebile as Vice Chair of the Workforce Development Board for Michigan Works! Southwest for the 2016 calendar year. Motion carried.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Lisa Godfrey and supported by Morris Applebey to approve the minutes of the December 16, 2015 Workforce Development Board Executive Committee meeting for Michigan Works! Southwest. Motion carried.

CITIZENS' TIME

There were no comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Kathy Olsen reported the Monitoring and Evaluation Committee met on January 13, 2016 at the Financial Opportunity Center in Battle Creek for the purpose of reviewing the Workforce Investment and Opportunity Act (WIOA) youth services that are provided by Goodwill Industries of Central Michigan's Heartland. The committee interviewed five participants. The amount of time that each was receiving services varied from one to six years. One participant who was currently working reported he received help with communication skills. Another was placed in work experience with the City of Albion in the street maintenance department; when the work experience ended, he was offered a temporary job with the City. Another participant receiving assistance had returned to the area after failing his college classes. The fourth youth began receiving services at age 19 and pregnant; she was receiving assistance to attend Kellogg Community College (KCC) to study Early Childhood Education. The fifth participant was a Burmese refugee with a language barrier. He was very proud to be in America, to have the opportunity for work experience and reported helping out his parents with household expenses with his earnings. Goodwill staff presented a PowerPoint that covered community outreach, the intake process, eligibility, orientation sessions, file management, and data regarding identified barriers. Any of the other services offered by Goodwill, such as VITA tax preparation and financial literacy classes, are available to the youth participants.

Jakki Bungart-Bibb reported spending three days at Goodwill reviewing a random sample of files. During this monitoring she also met with participants who spoke very highly of the staff who worked with them and of the services they were receiving. The file monitoring revealed new and ongoing issues and these were discussed with staff. She also reported that she has provided continuous technical assistance to Goodwill staff at least six times during the past year and further assistance was provided through quarterly performance meetings. Some specific issues include: WIOA requires that the majority of funds be spent on out-of school youth; Goodwill is not on track to meet this and an administrative recommendation has been made to address this shortfall. As a youth service provider, Goodwill is also required to function as a One Stop partner and they will be required to show an improved connection to both the Service Center and with the other partners at the One Stop. Another administrative recommendation is that there is no signage at the Financial Opportunity Center that identifies Goodwill as a Michigan Works! partner and as a provider of WIOA youth services; they were asked to address this a year ago. Ms. Bibb reported she is also working with Goodwill staff to improve their documentation of case notes and Individual Service Strategies (ISS) in the One Stop Management Information System (OSMIS). There are fourteen required elements that must be provided under youth services and there must be documentation that this was happening. In the files reviewed, the majority of them had a focus on only two of the fourteen. Bibb further reported that barriers must also be documented and the majority of files reviewed, had only one barrier identified, this was basic skills deficient.

Julie Rogers noted that although some improvements were made over the course of the past year, she was concerned that if WIOA requirements were not being adhered to and if performance was not met, that this could possibly jeopardize future funding. Rogers also expressed a need for consequences. To address these concerns, Ben Damerow explained that this contract was for one year and could be continued if significant improvement was evident. The monitoring is well documented, as it is with all monitoring. Julie Rogers suggested that the Board send a letter to Goodwill. Lisa Godfrey commented that as a member of the Request for Proposal (RFP) Committee that reviewed the WIOA Youth proposals, the items noted in the monitoring report are quite extraordinary and that a significant amount of staff time is being spent on this contract. The lack of presence at the One Stop Service Center and the fact that there is no sign at the location where services are being provided is also a concern. Ms. Godfrey further recommended that a new RFP be released for the youth services in Calhoun County.

Motion made by Lisa Godfrey and supported by Julie Rogers to direct the Michigan Works! Southwest administrative entity to release a Request for Proposal (RFP) for the WIOA Youth Services in Calhoun County. Motion carried.

Veterans Committee – No report.

Disability Awareness Resource Team (DART) – Kathy Olsen reported the DART Committee meeting was canceled due to inclement weather; the Committee co-chairs are planning to reschedule the meeting, possibly on February 9, 2016 from 2:00-4:00 p.m. [This date and time was confirmed after the Executive Committee meeting concluded.]

Talent District Career Council (TDCC) – Kathy Olsen reported the Region 8 Talent District Career Council (TDCC) did not meet. She announced the Career Education Conference is January 31 through February 2, 2016 in Grand Rapids. The next TDCC meeting is Thursday, February 18, 2016 from 1-3 p.m. Ben Damerow reported that in November 2015 the State released 61(b) funding for Early Middle College proposals; however, if applied for and awarded, the recipients would not be able to receive their 61(a) funding. He reported the State directors were engaging with the budget office and are advocating for recipients to access both funding sources.

STAFF REPORTS

WDB Alternate Appointment (Exhibit B) – Kathy Olsen reported alternate Board member, Don Martin accepted a Department of Corrections position in another County and Lisa Johansen is now the Parole/Probation Supervisor for the Kalamazoo Parole/Probation Office. She requested Board consideration and approval of the appointment of Lisa Johansen as an alternate member to replace Don Martin on the Workforce Development Board for Michigan Works! Southwest. She reported that Lisa will serve on the Monitoring and Evaluation Committee. The time period for this appointment is for the balance of a term that began on July 1, 2015 and ends September 30, 2017. She noted that the three year term originally began October 1, 2014; however, with the re-approval of the Board members under WIOA, all appointments were reapproved with a start date of July 1, 2015; the original ending date did not change.

Motion made by Dennis Berkebile and supported by Morris Applebey to approve the appointment of Lisa Johansen, representing the Department of Corrections (Kalamazoo) as an alternate member of the Workforce Development Board for Michigan Works! Southwest for the balance of a term that began July 1, 2015 and ends September 30, 2017. Motion carried.

Program Plan (Exhibit C) – Amy Meyers requested board consideration and approval of the *Plan for Reemployment Services and Eligibility Assessment (RESEA) Claimants for PY2015 for Michigan Works! Southwest* (Exhibit C). She reported this is a financial plan in which Michigan Works! Southwest received an allocation of \$98,000 to provide career services and work-based training opportunities for Reemployment and Eligibility Assessment (REA) and Reemployment Services and Eligibility Assessment (RESEA) claimants who are at risk of exhausting their unemployment benefits. She explained that work-based training services are employer-driven training services with the goal of employment after participation. They have been proven to be an effective training strategy that can provide additional opportunities for participants finding high-quality work and for employers in developing a high-quality workforce. On-the-Job Training (OJT), Apprenticeships, and customized training are all identified as work-based training services. Career services that are allowable under this policy include job search and placement assistance, career counseling, referrals to employment activities, and class room training. A full list of the allowable career services is included in the plan.

Motion made by Morris Applebey and supported by Paul David to approve the Plan for Reemployment Services and Eligibility Assessment (RESEA) Claimants for PY2015 for Michigan Works! Southwest. Motion carried.

Program Policy (Exhibit D) – Amy Meyers requested board consideration and approval of *WDB Policy 35 – Work-based Training Services for Michigan Works! Southwest* (Exhibit D). She reported the policy summary included in the agenda packet provides direction for all programs that incorporate work-based training under the Michigan Works! Southwest Workforce Development Board umbrella. Federal and state policy requires Michigan Works! Agencies to establish local policies and procedures to serve as a guide for the delivery of work-based training services. For Michigan Works! Southwest, this policy will be used to fulfill that requirement. Ms. Meyers reported that similar to what was discussed when she reported on the RESEA Plan, work-based training involves a commitment by an employer as they play a key role in establishing the content of the training program. WDB Policy 35 outlines descriptions of work-based training, including allowable reimbursements and requirements. The policy includes customized training, On-the-Job Training (OJT), incumbent worker training, transitional employment and registered apprenticeships, all of which are identified as work-based training services. Each of these types of training can be used successfully to meet the needs of jobseeker populations ranging from entry level to highly skilled technical and management positions for employers in a variety of industries.

Motion made by Dennis Berkebile and supported by Morris Applebey to approve the WDB Policy 35 – Work-based Training Services for Michigan Works! Southwest. Motion carried.

Marketing (Exhibit E) – Kathy Olsen distributed the monthly Marketing Report (Exhibit E) at the meeting. She reported Michigan Works! Southwest was mentioned a couple of times in the news during the past month. The handout includes data for the growth of followers in all of the social media account for the 2015 calendar year. The upcoming business, community, hiring and training events are listed on page two of the handout.

Program Operations – Dallas Oberlee reported that funding for the *EDGE Training Program* was scheduled to end on December 31, 2015. Goodwill Industries of Central Michigan’s Heartland met with the Kellogg Community Foundation on December 18, 2015 to request an extension of funds to be used for participant follow-up retention and coaching services through November 2016. They also asked for funding to provide training for one or two more cohorts.

Dallas Oberlee reported *PATH (Partnership. Accountability. Training. Hope.)* staff in the Battle Creek office are participating on the Informed/Empowered Action Team of the BC Vision Initiative and they are working with youth in the Battle Creek area schools.

Special Initiatives – Scott Cubberly reported this is an implementation year for the *Workforce Innovation Grant* and staff is working with the *Momentum Program* and Kalamazoo Valley Community College (KVCC) to provide an Essential Skills Training Program at KVCC. Two companies have committed to interviewing participants from the training program.

Michigan Industry Cluster Approach (MICA) / Skilled Trades Training Fund (STTF) and Labor Market Information (LMI) (Exhibit F) – Kara Stewart reported the *Manufacturing Consortium* is scheduled to meet this Friday, January 22, 2016 from 7:30-9:00 a.m. at the Kalamazoo Valley Community College Groves Center. The agenda includes an update on MiTalent Connect and the Michigan Advanced Technician Training MAT²®. The *Healthcare Consortium* is scheduled to meet on February 18, 2016. Plans are to conduct a Healthcare needs survey and report on the results to the Consortium.

Ms. Stewart distributed a flyer for the *MiCareer Quest™ Southwest* event that will be held at the Kalamazoo Expo Center on February 10 and 11, 2016. She reported partners for this event include Michigan Works! Southwest; Kalamazoo RESA and their Education for Employment (EFE) and Education for the Arts (EFA) programs; United for Change; and Southwest Michigan First. She reported Over 5,000 eighth and ninth grade students in Kalamazoo County will have the opportunity to explore careers during the two day event. The eighth grade students will attend on February 10 and the ninth grade students will attend on February 11. The event will be open to the general public on the evening of February 11 from 5:00 to 8:00 p.m. The Expo Center will be divided into five sections that will include hands-on displays for four industry clusters plus one section where Early Middle College information will be provided. The clusters include: Arts and Communication; Business, Technology and Human Services; Engineering and Manufacturing; and Health and Natural Sciences. More than 50 employers and hundreds of volunteers will be available to interact with the students and to answer questions. There will be hands-on career exploration opportunities for the students. The event committee is looking for additional volunteers and sponsors.

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, 2015 were included in the agenda packet (Exhibit F).

Chris Walden reported that Homer Elementary School is a Title I school and receives additional funding for students to provide before and after school activities. Michigan Works! Southwest has been working with their Parent Involvement Team (PIC) and the Homer Area Chamber of Commerce to provide an event titled ‘*Feed Your Future.*’ The event is a two-generational approach for both students and parents to help connect them with businesses and community resources for career explore exploration, in-demand employment opportunities and short-term training options. Kathy Olsen is assisting with the event planning and promotion.

Chris Walden also reported that Michigan Works! Southwest is working with *Albion College* on a project that will provide collocated office space in downtown Albion. Michigan Works! will have staff at this location to provide employment services, job development, WIOA and PATH services. There will also be opportunities for internships. Albion College will be able to provide ten AmeriCorps students to assist with serving customers. The college will also provide services out of the office and Michigan Works! customers will be able to take advantage of those services. The college is currently renovating the space and they are planning for a fall 2016 opening. Use of the space will be at no charge to Michigan Works!.

Michigan Works! Southwest Dashboard Report (Exhibit G) – Jakki Bungart-Bibb reported a draft of a new proposed *Dashboard Report* (Exhibit G) was presented to the Board at the last meeting for review and comment. The suggestions received were incorporated into the report presented at this meeting. The dates for the data provided coincides with the funding streams. The program year for the Workforce Innovation and Opportunity Act (WIOA) and Employment Services data is July 1, 2015 – June 30, 2016. The program year for Partnership. Accountability. Hope. Training. (PATH), Prisoner Reentry, Trade Adjustment Act (TAA) and Skilled Trades Training Fund (STTF) is October 1, 2015 – September 30, 2016. Ms. Bibb reported all WIOA programs are on track to meet federal performance measures. Members indicated they liked the new format. Julie Rogers requested copies of the report to share with the Kalamazoo County Board of Commissioners.

Director's Report – Ben Damerow distributed a Legislative Update dated January 20, 2016. He reported the *Consolidated Appropriations Act 2016*, HR2029 passed the House and Senate and President Obama promptly signed the measure into law as PL 114-113. For the core Workforce Innovation and Opportunity Act programs, it provides increases of approximately five percent over FY2015 levels for the adult and youth programs and approximately 0.5 percent for the dislocated worker program. There will be approximately a 2.4 percent gain for the Wagner-Peyser Employment Service funding. The appropriations plan for Trade Adjustment Assistance is a 21 percent increase. The governor's reserve for these programs is 15 percent, the level authorized by statute. The dollars given to states are formula based and it expected that Michigan's share will be less than the previous year; it is also expected that the local formula will be less as well.

Mr. Damerow reported that a call was received yesterday from the Department of Labor to inform him that Michigan Works! Southwest was chosen as one of nine workforce development agencies in the country for a *DOL Customer Experience Evaluation*, a behavioral-based research project for re-employment services. The services will be the same as those provided through the Reemployment Eligibility Assessment (REA) pilot that Michigan Works! has been a part of during this past year. The focus of this exploratory evaluation is to help the DOL learn more about the customer experience of both the job and training seekers, as well as that of employers. The research will also include unannounced site visits. Mr. Damerow stated that he will be participating in a conference call on January 22 to learn more about this project. The program for the February full Board meeting will be a presentation on the REA pilot from Chris O'Leary, senior economist at the Upjohn Institute and Eric Stewart, administrator for Kalamazoo RESA, the One Stop Operator of the Michigan Works! Southwest service centers.

Mr. Damerow also reported Governor Snyder is expected to propose his *State budget* February 10, 2016. State departments have been told to expect a five percent reduction in General Fund / General Purpose (GF/GP) funding. This is a concern for the Partnership. Accountability. Training. Hope. (PATH) Program.

OLD BUSINESS

None.

CITIZEN'S TIME

None

MEMBER'S TIME

Rick Anderson reported the Flint water crisis has resulted in a lot of bad press for the State and stated that he wondered how this will affect the decisions of businesses when considering a move to Michigan. He also expressed a need for a State plan to repair Michigan's failing infrastructure and compared today's concerns to the 1960s when the wages were good but the air quality was not. He also expressed his concern that the current issues with the Flint

water and the Detroit schools may affect bringing college graduates back to the State. He stated that Southwest Michigan can help by promoting the good things and what has been accomplished in this region.

Julie Rogers offered a thank you to those who attended the ‘Meet and Greet’ event for the new Kalamazoo County Administrator, Terrence Neuzil. She reported that Sherriff Fuller announced last night that Kalamazoo County will be collecting water this Saturday, January 23, 2016 for the residents of Flint. Kalamazoo County will also be hosting a Smart Counties event on January 27, 2016 from 9:30 a.m. to 1:00 p.m. at the Kalamazoo Expo Center. Ms. Rogers reported Kalamazoo County is participating in a Prescription Drug Discount program there is a web link on the County’s web site where residents can access a discount card. The direct link to the information is <http://nacorx.org/> She requested that brochures be made available at the Michigan Works! Service Center.

Mike Bearman reported the troubling schools issue is not only in Detroit; the Albion/Marshall area and the Redford/Redford Union are also experiencing financial difficulties. Both areas requested a grant to assist with consolidating schools.

UPCOMING MEETINGS

The **Disability Awareness Resource Team (DART)** meeting is tentatively scheduled for Tuesday, February 9, 2016 from 2:00 - 4:00 p.m. at the Upjohn Institute. [This date and time was confirmed after the Executive Committee meeting concluded.]

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, February 10, 2016 from 3:30 – 5:00 p.m. at Youth Opportunities Unlimited, 422 E. South Street, Kalamazoo, Michigan.

The next meeting of the **full Workforce Development Board** is scheduled for Wednesday, February 17, 2016 from 8:00 – 9:30 a.m. at Kellogg Community College, RMTc, 405 Hill Brady Rd, Battle Creek, Michigan.

The next **Talent District Career Council (TDCC)** is scheduled for Thursday, February 18, 2016 from 1:00 – 3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Rd, Kalamazoo, Michigan.

The **Veterans Committee** meeting is scheduled for Thursday, February 25, 2016 from 8:00 – 9:00 a.m. at the Upjohn Institute.

The next **Executive Committee** is scheduled for Wednesday, March 16, 2016 from 8:00 a.m. – 9:30 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:45 a.m.

Kathy Olsen

Date

Dale Swift, Chair

Date