

Workforce Development Board Meeting Minutes – February 17, 2016

CALL TO ORDER - Workforce Development Board Chair, Dale Swift, called the meeting to order at 8:04 a.m. at Kellogg Community College. RMTTC, 405 Hill Brady Road, Battle Creek, Michigan.

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

WDB Members Present:

Mike Bearman (PS)	Lisa Johansen (DOC-Alternate for Alston)	Dale Swift (PS), Chair*
Dennis Berkebile (PS)*	Matt Lynn (CBO)	Patty Vanaman (WDA)
Paul David (PS)*	Mark O’Connell (Educ)	Doug Voshell (Econ Dev)
Karen Doubleday (Alternate for Beaty)	Marc Mathieu (PS-for Lisa Stevens)	Ken Willcutt (Labor)
Lisa Godfrey (PS)*	Julie Rogers (PS)*	Therese Zieleniewski (PS)
Mike Hoffner (Educ)*	Robert Smith (MRS)	* Executive Committee

WDB Members Absent:

Omar Alston (DOC)	Jill Bland (Econ Dev)	Kathy Ragla (PS)
Morris Applebey (Labor)	Colleen Knight (CBO)	Windy Rea (Job Corps)
Richard Anderson (Labor)	Dave Maurer (PS)	Mark Robinson (PS)*
Allen Balog (PS)	Kelly Presta (PS)	Lisa Stevens (PS)
Sheila Beaty (DHHS)	Sabrina Pritchett Evans (PS)	David Sutherland (PS)
Trevor Bidelman (Labor)		* Executive Committee

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

Mary Kay Balaguer (Y.O.U./KRESA)	Amanda Lanphear-Funk	Curt Mastos (M-HRDI)
Ken Bauer (Goodwill of Central MI Heartland)	(WEUI-PATH) Jerry Mainstone (Goodwill of Central MI Heartland)	Dallas Oberlee (WEUI-PATH) Will Sloan (M-HRDI) Eric Stewart (Y.O.U./KRESA)

Other

Morgan Schoch (DHHS-PATH Coordinator, Calhoun & Branch Counties)	Chris O’Leary (WEUI)
Lisa Kisiel (BSBP)	Theresa Osborne (Career Center CISD)

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.

PROGRAM

Ben Damerow introduced Chris O’Leary, Senior Economist at the W. E. Upjohn Institute for Employment Research. Chris O’Leary presented on research conducted by the Upjohn Institute on the Reemployment Employment Assessment (REA), the Worker Profiling and Reemployment Services (WPRS) and the Reemployment Services and Eligibility Assessment (RESEA). Mr. O’Leary reported the research was

intended to help improve public policy as it relates to unemployment. The research project included the idea of a “nudge” to encourage job seeker participation in services and measured whether or not there are little things that can be done to create a more personalized approach when providing services. He distributed a handout of the slides that highlighted the data and definitions for the research and explained the content of each slide. Mr. O’Leary thanked service provider and administrative staff for their assistance during the research project.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Lisa Godfrey and supported by Julie Rogers to approve the minutes of the January 20, 2016 Workforce Development Board Executive Committee meeting for Michigan Works! Southwest. Motion carried.

CITIZENS’ TIME

Ken Bauer stated that Goodwill Industries [of Central Michigan’s Heartland] has been the WIA/WIOA Youth service provider in Calhoun County for five years. Goodwill has been involved in ongoing discussions with the Upjohn Institute since the combining of Michigan Works! Areas. He stated that Goodwill is concerned about the kids in the community and wants them to have opportunities. He then announced that Goodwill will be terminating their relationship with the Upjohn Institute effective June 30, 2016 and that Goodwill will make sure there is a smooth transition of services. He also stated that Goodwill’s relationship with the Upjohn Institute has been different than with the previous administrative agent. When asked what was different, Mr. Bauer stated that he personally felt that the audit tool was used to remove vendors rather than to help them to improve performance and that it was in Goodwill’s best interest to terminate the contract with the Institute. He added that Goodwill has lots of great programs and their intention is to continue to be a helpful resource in the community.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Robert Smith reported the Monitoring and Evaluation Committee met on February 10, 2016 at Youth Opportunities Unlimited to review the WIOA Youth services in Branch, Kalamazoo and St. Joseph Counties. He complemented the Michigan Works! Southwest administrative staff and the staff at Youth Opportunities Unlimited for their efforts to make the meeting participation inclusive. Staff arranged for youth, staff and Board members in Branch and St. Joseph Counties to participate in the meeting by calling in. Amy Meyers provided a WIOA Youth fact sheet as well as a cross comparison of WIA/WIOA performance measures. The committee interviewed a total of nine participants, five who attended the meeting and four who phone in. The youth reported being very satisfied and having positive experiences while enrolled in services. He reported the students who met with the committee were not very articulate when sharing their experiences and thought that perhaps there may have been some learning or emotional needs, or perhaps even some hidden disabilities. He added that perhaps the disability awareness training that the DART committee is working on will be helpful. Y.O.U. staff reported on how they are integrating services with the One Stop and all of the required core partners. Y.O.U. staff also reported on the changes from WIA to WIOA legislation that included an increase in the number of required elements. Significant changes reported on were that services can now be provided to youth up to age 24 and the out-of-school enrollment goal is 75%. A fairly new initiative that Y.O.U. staff reported on is the Jobs for Michigan Graduates which focuses on assisting youth with earning school credits and dropout prevention. Overall there were no significant findings. When asked what could be improved, the youth suggested additional marketing to reach more youth who could benefit from the services offered and more hands-on classroom activities.

Veterans Committee – No report. Dale Swift reported the next Veterans Committee meeting is scheduled for February 25, 2016.

Disability Awareness Resource Team (DART) – Bob Smith reported the DART Committee has accomplished a lot over the years that it has been in existence and the transition for staff support from Jeanne Konrad to

Kathy Olsen has gone very smooth. He thanked the Executive Committee for approving the change in the committee's mission. At the last DART meeting, members prioritized the committee's work plan that included four areas of focus. The first focus area will be to develop a comprehensive disability awareness curriculum. The second area of focus will be for cross-agency collaboration to promote a viable resource network and the third area will be to develop and implement navigator assistance. The fourth area is to provide informational updates regarding emerging issues to Board members and employers. He reported this is something that the committee has already been doing; however, as a focus area, it will be more intentional. The following issues were given as examples of emerging issues: Employment First legislation, 14c waivers that allow individuals to work for less than minimum wage, and a high school certificate of completion that is not accepted by businesses. He also reported that he recently learned that the Workforce Innovation and Opportunity Act should be referred to by the full name of the Act or the initials W.I.O.A. and that WIOA is a derogatory name to Native Americans. Julie Rogers reported that she felt staff do a good job with navigator assistance; however, she suggested more advertising to raise awareness and to also let the public know that they should let us know if accommodations are needed.

Talent District Career Council (TDCC) – Mike Hoffner reported the Talent District Career Council (TDCC) for Prosperity Region 8 is scheduled to meet tomorrow. Committee members are active and engaged and interest and participation by others who are not on the committee has grown. There is a full agenda for the meeting that includes updates on Early Middle College (EMC) and Career and Technical Education (CTE) programs. Items under CTE include core performance indicators for English Language Arts and Mathematics, technical assessments, industry-based certifications, high school completions versus a diploma, the collection of placement data one year after graduating from high school, efforts for promoting careers to non-traditional students, and 8th grade talent tours that are scheduled in the region. He reported that most regions in the state are failing the core performance indicators for math and each area is required to submit an improvement plan. Mr. Hoffner reported the annual CTE conference was well attended by educators from the region and many local staff gave workshop presentations at the conference. One of the workshops that he presented on was on the topic of an Office of Civil Rights audit. State staff attended the workshop and reported they were impressed with the inclusiveness for serving all kinds of learners at the Branch Area Career Center (BACC). They viewed the BACC audit as a best practice and requested that he repeat the presentation for staff in Lansing. Another presentation at the conference was on the Clemens Food Project and training programs available to youth and adults. Four awards were presented at the CTE conference, two of them went to Michigan Works! Southwest partners. Kalamazoo RESA was recognized for their Education for Employment Veterinary Science program and Calhoun ISD was recognized for their comprehensive approach to college and career readiness. Another agenda topic for the TDCC will be the formula changes for added cost funding and the fact that some areas will gain, while others will be negatively impacted. On April 20, 2016 there will be a CTE showcase in Lansing at the State Capitol. Each region will select CTE programs to highlight. Information about the many Talent Tour events that are scheduled will be shared with TDCC members. Examples provided included the MiCareerQuest Southwest, the Branch County Healthcare Career Summit, the event at Homer Schools and the BACC Career Fair for high school seniors. He reported the evening training classes at the BACC are at full enrollment; which is a very good thing for area employers, including Clemons. Staff from BACC and KCC will be attending training on the new equipment in March and June. The BACC will be hosting an open house between the dates of June 21-24; the exact date is to be determined. Mr. Hoffner also reported House Bill 4552 which requires counselors to be recertified and Adult Education are other topics that are on the TDCC agenda.

STAFF REPORTS

Marketing (Exhibit B - handed out at meeting) – Kathy Olsen distributed the monthly Marketing Report (Exhibit B) at the meeting. She reported the two generation job fair at Homer School received a lot of media attention with articles in at least eight different publications over six days. On February 5, 2016 an article appeared in the Battle Creek Enquirer announcing the move of the Michigan Works! Service Center in Battle Creek to the building formerly occupied by Davenport University. The report also

included a summary of the previous month's events plus upcoming business, community, training and hiring events.

Program Operations – Dallas Oberlee reported the current Prisoner Reentry (PR) contract is for services in Kalamazoo and St. Joseph Counties. The Department of Corrections (DOC) operates PR in Branch and Calhoun Counties and Michigan Works! Southwest has representation on the PR Steering Committee for those counties. A new department is being formed at the state that will focus on contracts and monitoring for Prisoner Reentry and the current PR liaison at the State will not be moving into the new department. It currently is not clear as to if a new Request for Proposal (RFP) for PR will not be released by the DOC this year.

Special Initiatives – Scott Cubberly reported Michigan Works! Southwest is the first of eleven round two Workforce Innovation Fund grantees to move to Phase II of the grant. A success coach was hired for St. Joseph County. A training program was implemented at Kalamazoo Valley Community College (KVCC) and staff are working with Momentum to enroll students. Staff are also meeting with Michigan Career and Technical Institute (MCTI) and Applied IE to design a training program for PATH participants and people with disabilities. Bob Smith reported he was aware of an MCTI training in Berrien County for CNA training that is beginning a fourth cohort and there are 100 individuals on the waiting list.

Michigan Industry Cluster Approach (MICA) / Skilled Trades Training Fund (STTF) and Labor Market Information (LMI) (Exhibits C) – Kara Stewart reported the *MiCareer Quest Southwest* that took place on February 10 and 11, 2016 was very successful. More than 4,500 students in the 8th and 9th grades attended the event over the two-day period and over 900 individuals attended the open house held on the evening of February 11. Employer feedback applauded staff and volunteers for their efforts and they had many compliments regarding the flow of students throughout the event. Ms. Stewart cited a couple of quotes from students regarding their positive experience at the event. Results from the employer and participant surveys will be released at a later date.

Kara Stewart reported three additional *Skilled Trades Training Fund (STTF)* grant requests are in the queue to be funded.

Chris Walden reported there will be a *two-generational "Feed Your Future" job fair* in Homer tomorrow, February 18, 2016. Nineteen employers from three counties are signed up to participate in the event. There is interest for holding a similar event in Albion on April 5, 2016.

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 December 1, 2015 through January 31, 2016 were included in the agenda packet (Exhibit C).

Dashboard Report (Exhibit D) – Jakki Bungart-Bibb reported the Michigan Works! Southwest Dashboard Report (Exhibit D) was included in the agenda packet. The report is a snapshot of all services and data for each is being tracked for the time period that each is funded. Michigan Works! Southwest is currently meeting or exceeding all performance measures.

Director's Report – Ben Damerow distributed a Legislative Update dated February 17, 2016. He reported there are *five new job training priorities* listed on the update; however, none are expected to pass. The update also included a summary of the *Department of Labor (DOL) Customer Experience Evaluation*. He reported a small number of American Job Center's have been selected to participate in this evaluation and evaluators will be onsite Tuesday, March 1 through Thursday, March 3, 2016. The Flint water crisis and Detroit schools are a big part of the *State budget*. Other budget items to note include \$5 million for early college equipment purchases similar to funding for equipment purchases at community colleges in years past and \$2 million for

Community Ventures with the expectation that these funds will be matching money for community foundation funding. The initial recommendation for PATH funding is still unknown as it is part of the overall Department of Health and Human Services (DHHS) budget. The *Southwest Michigan Regional Prosperity Initiative (RPI)* grant request was approved for an amount totaling \$115,000. This amount will be added to carry over funding and the total available for this fiscal year is \$228,000. At the February RPI meeting, members prioritized focus areas for the next year and the group will be releasing RFPs in the next couple of weeks to fund regional projects. This information will be shared with the Workforce Development Board.

OLD BUSINESS

None.

CITIZEN'S TIME

Theresa Osborne, Outreach Specialist at the Calhoun Area Career Center (CACC) reported that students enrolled in Career and Technical Education (CTE) classes through Calhoun Intermediate School District (CISD) will be competing in state competitions. This Friday, the Career Center is hosting a Skills USA state competition for Collision Repair Technology. This Saturday they will be hosting competitions for Graphics/Communications and Culinary Arts/Hospitality. She reported the CACC has also entered into a partnership with Kellogg Community College (KCC) to offer a basic EMT course in the fall of 2016.

Mike Bearman reported Albion Public Schools will annex to Marshall. Marshall received 4.2 million to help pay off the Albion debt. Mr. Bearman also reported that he and Chris Walden met at Marshall High School with employers about the Marshall High School STEP (Skilled Trades & Engineering Partnership) and that it was impressive.

MEMBER'S TIME

Doug Voshell stated that as a member of the Monitoring and Evaluation Committee he was concerned about the realignment and intent of the committee. He cited the previous month's Executive Committee meeting minutes where a motion to issue a Request for Proposal (RFP) for WIOA Youth Services in Calhoun County was made by Lisa Godfrey and supported by Julie Rogers and the motion was approved. He indicated that there was no recommendation to do this at the Monitoring Committee meeting that he attended and questioned why he did not have the same information as the members of the Executive Committee. He stated that he doesn't want to only listen to the "fluff" and that he wants to hear what is really going on. There was discussion at this point regarding individuals leaving the last Monitoring Committee meeting early [the meeting ran long] and by leaving early, all of Ms. Bungart-Bibb's verbal report was not heard by all members. The report covered many of the findings/issues. Mr. Voshell mentioned that he did not recall leaving the meeting early, but also stated that perhaps he did. He reported that he received notification of this action yesterday. Ben reported that Lisa Godfrey served on the RFP Committee that reviewed proposals for youth services. A number of issues were identified during the RFP review and when the contract was awarded, committee members indicated they wanted to see improvements throughout the year. Dale Swift reported that members of the Executive Committee felt that the monitoring report did not reflect sufficient improvements and thus elected to make a motion to issue a RFP. Mr. Damerow reminded Mr. Voshell that he was signed up to serve on the RFP Committee to review the proposals for youth services but that he did not attend the RFP review meeting.

UPCOMING MEETINGS

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

The next **Veterans Committee** is scheduled for Thursday, February 25, 2016 from 8:00 - 9:00 a.m. at the Upjohn Institute, Kalamazoo, Michigan. [This meeting was cancelled due to inclement weather.]

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, March 8, 2016 from 2:00 - 4:00 p.m. at the Upjohn Institute, Kalamazoo, Michigan. [The time for the meeting was changed to 1:00-3:00 p.m.]

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

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.

The next meeting of the **full Workforce Development Board** is scheduled for Wednesday, May 8, 2016 from 8:00 – 9:30 a.m. at a location TBD in Branch County.

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:37 a.m.

Kathy Olsen

Date

Dale Swift, Chair

Date