

**Workforce Development Board  
Meeting Minutes  
September 11, 2020**

**CALL TO ORDER:** Workforce Development Board Chair, Randall Hazelbaker, called the virtual meeting to order at 9:01 a.m.

Randall Hazelbaker welcomed everyone in attendance. Kathy Olsen read the names of individuals in attendance.

**WDB Members Present:**

Kathi Cain-Babbitt, alt for Willcutt (Labor)	Randall Hazelbaker (PS)* Kris Jenkins (Educ)* Cathy Knapp, Alt for Bland (Econ Dev)	Windy Rea (Job Corps) Frank Tecumseh (PS)* Ken Willcutt (Labor) Michael Wilson (CBO) *Exec Committee
Allen Balog (PS)	Dave Maurer (PS)*	
Karen Doubleday (DHHS)	Chantal Paxton (PS)	
Dan Dunn (PS)	Mike Quinn (PS)	
John Fiore (MRS)		
Lisa Godfrey (PS)*		

**WDB Members Absent**

Rick Anderson (Labor)	Trevor Bidelman (Labor)	Derek King (PS)
Morris Applebey (Labor)*	Jessica Eyster (PS)	David Sutherland (PS)
Adrien Bennings (Educ)	Lisa Johansen (DOC)	Elizabeth Van Dussen (PS)

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

Jakki Bungart- Bibb	Ashley Iovieno	Amy Meyers
Ben Damerow	Jessica Meskil	Kathy Olsen

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

Paige Daniels (YOU/KRESA)	Amy Holman (PATH/WEUI)	Amanda Sutherland
Sam Dougherty (WDI)	Dallas Oberlee (PATH/WEUI)	(YOU/KRESA)

**Guests Present:**

Don Reid (Reporter)

**TRANSPARENCY & INTEGRITY OF WDB DECISIONS**

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. John Fiore was unsure if a conflict existed and stated he would abstain from voting on the MRS MOU/IFA Agreement.

**APPROVAL OF MINUTES (Exhibit A)**

**Motion made by Mike Wilson and supported by Cathy Knapp to approve the Workforce Development Board Executive Committee meeting minutes of August 14, 2020.**

## **ROLL CALL VOTE:**

**AYES:** Kathi Cain-Babbitt, Karen Doubleday, Dan Dunn, John Fiore, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Cathy Knapp, Dave Maurer, Chantal Paxton, Mike Quinn, Windy Rea, Frank Tecumseh, Michael Wilson

**NAYS:** None. **MOTION CARRIED.**

## **CITIZENS' TIME**

No comments.

## **COMMITTEE REPORTS**

### **Veterans Committee**

Mike Wilson reported the Michigan Veteran Affairs Agency (MVAA) ended the contracts with the full-time regional coordinators for the Veterans Community Action Teams (VCATs) in May of this year. Many of the groups have reorganized and are continuing to function. In Southwest Michigan, VCAT Region 8 became the Veterans Engagement Team (VET) SW Michigan <https://vetswmi.org/>. The group had planned to host a large veteran festival in July; however, due to COVID-19, that event has been postponed to July 25, 2021. In the meantime, the VET SW Michigan will be developing a series of short videos leading up to next year's event and will release them on social media approximately every other month through May 2021. The VET SW Michigan subcommittees continue to function. He reported the Quality of Life subcommittee is developing a three-phase veteran business program. The first phase is to develop a veteran business directory to be posted on the Veteran Engagement Team Southwest Michigan website. In early to mid-2021, phase two will be to develop a Veteran Business Association. In late 2021, phase three will begin; it includes plans to develop a veteran business mentorship program where current veteran-owned business owners will provide support and mentoring to veterans interested in starting their own business in Southwest Michigan.

## **NEW BUSINESS**

### **WDB Plans**

Amy Meyers requested board consideration and approval of the following workforce development plans:

### **WIOA Local and Regional 4-yr. Plans 2020-2023 (Exhibit B1)**

Amy Meyers reported per the Workforce Innovation and Opportunity Act (WIOA), local and regional plans (Exhibit B1) are required every four years. The local plan is reflective of the four-county Michigan Works! Southwest area, and the Regional Plan is reflective of the seven counties that make up Region 8. These plans include an analysis of labor market data and economic conditions, service strategies, coordination with community partners, and a description of the workforce development system. The 30-day public review and comment period ended on September 6, 2020. No public comments were received. Both plans in their entirety are available on the Michigan Works! Southwest website.

### **Business Resource Network (Exhibit B2)**

Amy Meyers reported the Business Resource Network Plan (Exhibit B2) allocates \$100,033 of redistributed state funding to Michigan Works! Southwest to support Business Resource Network (BRN) activities. In the Michigan Works! Southwest area, the local Employer Resource Networks® (ERN®s) meet the BRN requirements. Additionally, the program funding has been extended an additional 12 months to September 30, 2021. Through the BRN or ERN® model, a success coach is on site, or providing virtual services, directly to eligible employees of ERN® member companies, to offer and deliver supportive services to help reduce barriers that may affect employment retention. The program strives to provide wrap-around services to the Asset Limited, Income Constrained, Employed (ALICE) population and individuals with demonstrated or documented barriers to employment. This results in employee retention success for employers.

### **State of MI MOU/IFA (Exhibits C1-C8)**

Amy Meyers reported as a follow up to both the June and July WDB meetings, the same overview of the Memorandum of Understanding (MOU) (Exhibit C1) and related overview of the Infrastructure Funding Agreement (IFA) (Exhibit C2) were included in the agenda packet. The State of Michigan MOU in its entirety (Exhibit C3) and the five related IFAs (Exhibits C4-C8) were also included in the agenda packet. As mentioned at previous meetings, the State opted to complete one MOU for all the Michigan Works! areas as opposed to the local MWAs creating individualized MOUs. The State's umbrella MOU is reflective of multiple departments and separate IFAs were developed to reflect the contributions from each of the individual departments.

**Motion made by Mike Quinn and supported by Frank Tecumseh to approve the Workforce Innovation and Opportunity Act (WIOA) Local and Regional 4-yr. Plans for 2020-2023, the Business Resource Network Plan, the State of Michigan Memorandum of Understanding (MOU) and the Infrastructure Funding Agreements (IFAs) for five State departments.**

### **ROLL CALL VOTE:**

**AYES: Kathi Cain-Babbitt, Karen Doubleday, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Cathy Knapp, Dave Maurer, Chantal Paxton, Mike Quinn, Windy Rea, Frank Tecumseh, Michael Wilson**

**ABSTAIN: John Fiore**

**NAYS: None. MOTION CARRIED.**

### **WDB Appointments and Renewals (Exhibits D1-D2) and CEAC Appointment (Exhibit E)**

Kathy Olsen requested Board consideration and approval of renewal appointments of all non-private sector representatives currently serving on the Michigan Works! Southwest Workforce Development Board along with two new appointments, Ana Martinez, Language Arts Assistant at Voces, representing a community-based organization; and Rebecca Hill, Site Manager for Michigan Rehabilitation Services (MRS) as an alternate for John Fiore. She reported the new and renewal appointments are for two-year terms that begin October 1, 2020 and end September 30, 2022. The new appointments are denoted with an \* in the list below.

#### Representing Economic Development

Ms. Jill Bland, CEeD, Executive Vice President, Southwest Michigan First

Ms. Cathy Knapp (alternate for Bland), Partner, Southwest Michigan First

#### Representing Community Based Organizations

Mr. Michael Wilson, Veteran Engagement Team Southwest Michigan VCAT8

\*Ms. Ana Martinez, Language Arts Assistant, Voces

#### Representing Education

Ms. Kris Jenkins, Superintendent, Branch ISD Educational Service Agency

Dr. Adrien Bennings, President, Kellogg Community College

Mr. Randy Sowles (Alternate for Jenkins), CTE Director, Branch Area Career Center, Branch ISD

#### Representing Organized Labor

Mr. Rick Anderson, Representative United Auto Workers Local 2093

Mr. Morris Applebey, Training Director, Kalamazoo Joint Apprenticeship & Training Committee, IBEW

Mr. Trevor Bidelman, President / Business Agent, BCTGM Local 3G

Mr. Ken Willcutt, Business Rep, Plumbers, Pipefitters and HVACR Local Union No. 357

Ms. Kathi Cain-Babbitt (Alternate for Willcutt), Steward, AFSCME Local 1668

#### Representing Public Assistance Agencies

Ms. Karen Doubleday, Assistance Payments Program Manager, MI Dept of Health & Human Services

#### Representing Rehabilitation Agencies

Mr. John Fiore, District Manager, Southwest District, Michigan Rehabilitation Services

\*Ms. Rebecca Hill (Alternate for Fiore), Site Manager, Michigan Rehabilitation Services

Ms. Jill Murphy (Alternate for Fiore), Site Manager, Michigan Rehabilitation Services

Representing Other

Ms. Lisa Johansen, Parole / Probation Supervisor, MI Department of Corrections, Kalamazoo Office  
Ms. Windy Rea, Admissions Counselor for Michigan Job Corps

Ms. Olsen requested Board consideration and approval of the appointment of Jacqueline (Jackie) Murray, HR Manager, Marshall Excelsior Company, replacing Marcie Stowell, as a private sector representative, representing Calhoun County, for the balance of a two-year term that began on October 1, 2019 and which ends on September 30, 2021.

Ms. Olsen also requested Board consideration and approval of the appointment of LaToy Green, representing public school parents, to the Career Educational Advisory Council (CEAC) for Michigan Works! Southwest for the balance of a term that began July 1, 2020 and ends June 30, 2022.

**Motion made by Chantal Paxton and supported by Mike Wilson to approve the following:**

- **New appointments of Ana Martinez, representing a community-based organization and Rebecca Hill, as an alternate for John Fiore, representing MRS to the Michigan Works! Southwest Workforce Development Board for two-year terms that begin October 1, 2020 and end on September 30, 2022.**
- **Renewal appointments of all current non private sector members to the MW Southwest WDB which include Jill Bland and Cathy Knapp, alternate for Bland, representing Southwest Michigan First, an economic development organization; Michael Wilson, representing the Veteran Engagement Team SW Michigan, a community based organization; Dr. Adrien Bennings representing Kellogg Community College, Kris Jenkins and Randy Sowles, alternate for Jenkins, both representing Branch ISD; Rick Anderson, Morris Applebey, Trevor Bidelman, Ken Willcutt and Kathi Cain-Babbitt, alternate for Willcutt, representing labor organizations; Karen Doubleday, representing public assistance agencies; John Fiore and Jill Murphy, alternate for Fiore, representing MRS; Lisa Johansen representing the Department of Corrections and Windy Rea representing Job Corps, for two-year terms that begin October 1, 2020 and end on September 30, 2022.**
- **The appointment of Jacqueline (Jackie) Murray, HR Manager, Marshall Excelsior Company to the MW Southwest WDB, replacing Marcie Stowell, as a private sector representative, representing Calhoun County, for the balance of a two-year term that began on October 1, 2019 and which ends on September 30, 2021.**
- **The appointment of LaToy Green, a public-school parent to the Career Educational Advisory Council (CEAC) for Michigan Works! Southwest for the remainder of a term that began July 1, 2020 and ends June 30, 2022.**

**ROLL CALL VOTE:**

**AYES: Kathi Cain-Babbitt, Karen Doubleday, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Cathy Knapp, Dave Maurer, Chantal Paxton, Mike Quinn, Windy Rea, Frank Tecumseh, Michael Wilson**

**ABSTAIN: John Fiore**

**NAYS: None. MOTION CARRIED.**

**STAFF REPORTS**

**Business Services / Talent Fund / LMI (Exhibit F)**

Ashley Iovieno reported on business services operations that included updates pertaining to a virtual job fair platform that will be used for the VA Job Fair, the Asset Limited, Income Constrained, Employed (ALICE) Community Conversation, the Business Services and the Going Pro Talent Fund Programmatic Review, and the Career & Technical Education (CTE) Survey.

*Virtual Job Fair Platform for the VA Job Fair* - As reported at the last Board meeting, Michigan Works! Southwest has joined forces with the Battle Creek VA to hold our first Virtual Job Fair. This event will be hosted on Thursday, September 17, 2020 from 9:00 a.m. to 12:00 p.m. The event is to assist veterans find work as well as fill open positions for companies in the Battle Creek and Kalamazoo area. Staff are in the final stages of planning and are now focusing on outreach to job seekers and helping employers set up their virtual booths. Thanks to the recruiting efforts of the Business Services Team, all 30 of the employer booths are filled.

*Asset Limited, Income Constrained, Employed (ALICE) Community Conversation* – Michigan Works! Southwest recently partnered with United Way of Battle Creek and Kalamazoo to host a community conversation with employers and non-profits specific to the ALICE population. Approximately 45 individuals attended the virtual event. The conversation involved facilitated breakout sessions to discuss challenges employers and employees have faced over the last six (6) months. The event also provided an opportunity to discuss some of the solutions and best practices learned as well. It was a productive hour where people leaned on each other for new ideas.

*Business Services and Going Pro Talent Fund Programmatic Review* - Last week, a programmatic review regarding Business Services and the Going Pro Talent Fund was conducted by the State. The review involved an employer interview in which staff at Schuphan and Sons participated. Once feedback from the State is received, it will be shared with the Board.

*Career Technical Education (CTE) Survey* – The Michigan Works! Southwest Business Services team has been working closely with Kalamazoo RESA's Career Technical Education (CTE) for several weeks to develop a survey for employers related to the operational millage that was passed last November for Kalamazoo County. The survey will focus on understanding the career needs of local employers by gathering information on projected openings and vital credential attainment, as well as other various topics. A better understanding of the needs of employers will help the education system plan curriculum accordingly. Ms. Iovieno highlighted the work that Jessica Meskil has been doing on this project and reported that Jessica has taken on learning all the features of Survey Monkey and has done an amazing job. Staff hope to launch the survey within the next few weeks and requested that businesses watch for it to arrive in their email and to please take the time to complete it.

*Labor Market Information* - The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (*Exhibit F*) that identified 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 July 1, 2020 through August 31, 2020 was included in the agenda packet notice.

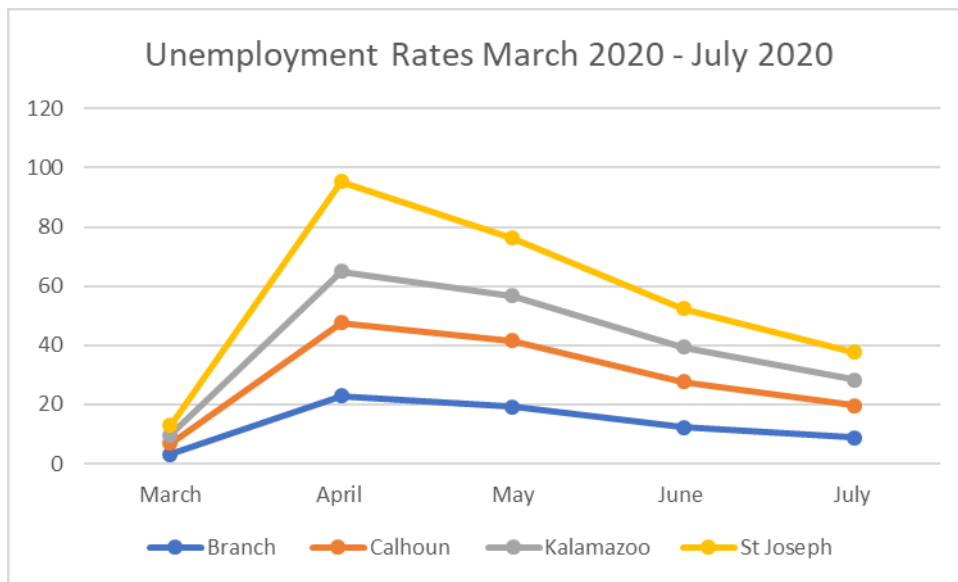
## **Michigan Works! Southwest Operational Update**

*Labor Market Update* - Jakki Bungart-Bibb reported although the labor market continues to show signs of stress because of the pandemic, there are signs of improvement. She provided a brief summary of how the unemployment rates for the Michigan Works! Southwest area rank within Michigan as well as a comparison of the unemployment rate at its peak in April 2020 through the decline of July 2020.

- The Branch County unemployment rate peaked at 22.9% in April and has declined each month since with it being at 8.8% in July, which is a drop of 3.5% compared to June.
- Unemployment in Calhoun County peaked at 24.8% in April, and was 10.9% in July, a decline of 4.4% compared to June.
- Kalamazoo County unemployment peaked at 17.3% in April, and was reported to be 8.7% in July, a decline of 3% compared to June.
- St Joseph County unemployment peaked at 30.3% in April, and was 9.3% in July, a decline of 3.8% compared to June.

- Overall, Michigan peaked at 24% in April, and was reported to be at 8.7% in July, a decline of 3.2% compared to June.

County	March 2020	April 2020	May 2020	June 2020	July 2020	Change
Branch	3.2	22.9	19.2	12.3	8.8	3.5
Calhoun	3.6	24.8	22.3	15.3	10.9	4.4
Kalamazoo	2.8	17.3	15.2	11.7	8.7	3.0
St Joseph	3.4	30.3	19.5	13.1	9.3	3.8
Michigan	4.3	24.0	21.3	14.9	8.7	3.2
United States	3.5	14.7	13.3	11.1	10.2	0.9



Ms. Bibb further reported that when looking at the job demand in the seven counties, which make up Region 8, as determined by online job postings, there were over 3,800 jobs posted online over the past month. Of those job postings, retail sales workers topped the list along with registered nurses and frontline supervisors for retail sales. Of those job postings, 36.5% require a degree of which 6.18% were for an associates, 25.81% were for a bachelor’s, and 4.59% for a masters; and 63.5% of the job postings require a high school diploma or vocational training. She noted many job postings do not list an education minimum; thus, these percentages are based only on those that do. In the latest short-term job projections in Michigan, almost all occupations are projected to grow an average of 1.1%. What is not seen in the top job postings mentioned, is a group of computer-related occupations requiring less than a bachelor’s degree; however, there are a list of computer-related jobs that are projected to grow at a slightly faster rate than other occupations in Michigan. Telecommunications equipment installers and repairers top that list of projected growth.

*Service Center Operations* – Michigan Works! SW continues to operate at stage one at three of the service centers which means all services continue to be offered virtually. The service center located in Battle Creek is open for in-person services by appointment only on Mondays and Wednesdays. As of the beginning of this week, this now includes GED testing at the Battle Creek Service Center on a limited basis. Currently, this service delivery option appears to be meeting the needs, therefore we will remain in this stage until there is a significant change in circumstances with COVID-19, as well as following the Governor’s executive orders.

*Unemployment Insurance* - From May 11 through September 8, 2020, MW staff worked tirelessly to help resolve 388,635 unemployment issues statewide. Notice was received this week from the Unemployment Insurance Agency (UIA) that Michigan Works! Southwest staff are no longer needed to assist with what was called the “issue tracker” because the issue numbers are considered under control and at a manageable level. This notification came with recognition that the Michigan Works! team has been instrumental in helping UIA accomplish this goal. UIA expressed gratitude for the support provided by the MW team in achieving this huge accomplishment and stated that they could not have done this without the hard work and dedication of the Michigan Works partners. UIA also expressed a huge thank you for the invaluable support the MW team has provided.

The local staff and the Michigan Works! teams across the State continue to be critical partners who are key in addressing and removing barriers for not only customers but also for our partners. Staff continue to step up to challenges and are responsive to the needs of customers and partners regardless of the obstacles and challenges. Ms. Bibb ended her report by expressing thanks to the service providers, all of the frontline staff, the leadership team and the admin team for all of the planning, implementing, troubleshooting, and the tremendous amount of time and energy put forth over the past few months to assist the Unemployment Agency while continuing to adjust to a virtual environment and provide employment services and programmatic services to MW Southwest customers.

### **Director’s Report (Exhibit G)**

Ben Damerow also thanked all the staff for the support that they provided in helping with unemployment issues. He extended a special thanks to Amy Meyers for coordinating those efforts. Staff participated in three different trainings over a span of two months as they shifted responsibilities and helped to provide support to the Unemployment Insurance Agency (UIA). Staff began by entering claims, then advanced to helping with the issue tracker, and ended up working on resolving identity issues. Each switch in responsibilities required more training. He expressed an appreciation to the staff for their flexibility and willingness to adapt and provide support where needed along with a huge thank you.

Mr. Damerow reported on the Director’s Report (Exhibit G) that was emailed to members prior to the meeting. Overall funding in the 2021 federal budget increased by \$2.4 billion above the 2020 level. The Employment and Training Administration received \$187 million above FY20 funding that includes

- \$2.9 billion for WIOA, an increase of \$50 million
- \$185 million for Registered Apprenticeships, an increase of \$10 million, including a rejection of the Administration’s proposal to fund IRAP’s.
- \$50 million (an increase of \$10 million), to continue and expand Strengthening Community College Training Grants to help meet local and regional labor market demand
- \$2.6 billion for operation of the Unemployment Insurance program, an increase of \$109 million above the FY 20 and \$925 million in emergency contingency funding to help States address spikes in unemployment claims.

He also reported on select Education Department items that included:

- A \$150 million boost for Pell Grants;
- \$18 million expansion for Career and Technical Education state grants;
- \$7 million increase for Adult Education;
- \$150 million in additional Head Start funding.

He further reported that an additional update on the State budget was received late last night after the Director’s Report was written and distributed. Notice was received that Governor Whitmer, Senator Shirkey and Representative Chatfield reached an agreement on high level spending for the State budget

and an official announcement is expected later today. Funding for the Going Pro Talent Fund and the PATH Program is still uncertain, although the PATH draft policy was received yesterday with zero dollars allocated to it.

Last month, the President signed four directives, one which allowed for states to apply for additional unemployment support. The State of Michigan applied for these funds and was approved. On September 8, the Governor signed Senate Bill 745 which appropriated \$2.8 billion in supplemental funding from federal revenues awarded by the Federal Emergency Management Agency (FEMA) to cover a temporary \$300 per week enhanced federal payment for eligible claimants receiving unemployment benefits. As part of the FEMA program, the additional \$300 per week in unemployment benefits will continue until the federal emergency disaster relief funding made available for the program has been exhausted. The benefits were retroactive to August 1, 2020 when the federal pandemic unemployment assistance expired. Projections indicate this will provide approximately six weeks of additional funding for UI claimants. Claimants are being told that they do not need to take any additional action at this time, and they should automatically see the additional \$300 per week soon.

On September 10, 2020 the state launched the Futures for Frontliners program which will provide essential, frontline workers a tuition-free pathway to community colleges. To be eligible for the program, applicants must:

- Be a Michigan resident
- Have worked in an essential industry at least part-time for 11 of the 13 weeks between April 1- June 30, 2020
- Have been required by their job to work outside the home at least some of the time between April 1- June 30, 2020
- Not have previously earned an associate or bachelor's degree
- Not be in default on a Federal student loan
- Complete a Futures for Frontliners scholarship application by December 31, 2020

Individuals who think they may be eligible are encouraged to apply. They can visit [www.michigan.gov/Frontliners](http://www.michigan.gov/Frontliners) to explore career opportunities, a list of local community colleges and start their application - even if they do not have a high school diploma. This program will be promoted locally with our customers and anyone who is interested in training.

### **PROGRAM – GIS Story Mapping**

Ben Damerow provided a presentation on Geographic Information Systems (GIS) and reported this is a new tool that will be made available through the Upjohn Institute. It was initially developed last year as the regional team was providing support to the Toledo Community Foundation. The Foundation requested a visual representation of assets and resources in the community as well as a way to make the tool interactive with the ability to toggle different resources on and off to see where they are located and already being provided in the community, as well as where the gaps were. In discussions with the W.K. Kellogg Foundation and the project Michigan Works! has been doing with the foundation, a GIS Story Map was created for the Battle Creek and Calhoun County Area. The presentation showed how the tool was developed and examples as to how it can be used. Once the tool is solidified and completed, he reported plans are to develop this for the other three counties in the MW Southwest service area.

He reported the development began by using eight different variables, using U.S. Census Bureau and American Community Survey data. Currently each component of the index is weighted equally; however, that may change as the tool is refined. The key factors looked at for each of the census tracts are poverty rate, child poverty rate, unemployment rate, employment, population ratio, households with fewer cars than workers, individuals without a high school diploma, individuals with a bachelor's degree, and median



household income. Using the tool, the presentation included a look at social services, healthcare, education, and neighborhoods. By adding layers of components, different variables can be checked or unchecked to look at the distressed areas, learn where the needs are and where assets already exist. The tool includes the ability to zoom in and out, default to the home page and there are plans to have the ability to turn on one's own location so it will focus on what is available around a current location. There will also be a pop-up display with detailed information for each of the census tracts and each of the established locations and components. The demo included a deeper dive into one of the neighborhoods where one of the MW Employment Hubs is located and showed the lack of resources available to the residents of that area. The map showed the census tract with 38% of poverty rate, 66% child poverty rate, 14% unemployment, employment to population ratio of 45%, a median household income of \$27,500, 13% of individuals with no high school diploma, 11% of individuals with a bachelor's, and 26% of households with fewer cars than workers. It also displayed the Distress Norm Index and some demographic data pertaining to the population. Other demonstration examples included a look at the availability of childcare and daycare services for various areas on the map as well as the availability of pharmacies, educational supports, grocery stores, and religious organizations.

Overall, the tool will provide foundations, local elected officials, planning organizations, governmental organizations and funders with the ability to look at communities to see the resources, or lack thereof, that are available to the residents. Once finalized, the tool will be made available on the Upjohn Institute website.

### **OLD BUSINESS**

None.

### **CITIZENS' TIME**

None.

### **MEMBERS' TIME**

None.

### **UPCOMING MEETINGS**

Randall Hazelbaker reminded members of upcoming meetings and noted that they may take place virtually or in-person depending on the COVID -19 situation at the time.

- The next meeting of the full WDB is scheduled for Friday, November 13, 2020 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Friday, October 9, 2020 from 9:00 – 10:30 a.m.

Other upcoming committee meetings were listed on the agenda. They included:

- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, September 15, 2020 from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 21, 2020 from 1:00-3:00 p.m.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, October 27, 2020 from 8:00-9:30 a.m.
- Dates for upcoming Veterans Committee meetings are to be determined.

### **ADJOURNMENT**

There being no other reports or business for the Board, the meeting was adjourned at 9:58 a.m.

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Kathy Olsen

Date

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Randall Hazelbaker

Date

**Workforce Development Board Executive Committee  
Meeting Minutes  
October 9, 2020**

**CALL TO ORDER:** Workforce Development Board Chair, Randall Hazelbaker, called the virtual meeting to order at 9:01 a.m.

Randall Hazelbaker welcomed everyone in attendance.

**WDB Executive Committee Members Present:**

Morris Applebey (Labor)*	Randall Hazelbaker (PS)	Frank Tecumseh (PS)
Dan Dunn (PS)	Kris Jenkins (Educ)	*attended a portion of the meeting
Lisa Godfrey (PS)	Dave Maurer (PS)	

**WDB Executive Committee Members Absent**

None

**Oher WDB Members Present**

Dr. Adrien Bennings (Educ)	Jacqueline Murray (PS)	Mike Quinn (PS)
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**Michigan Works! / Upjohn Institute Staff Present:**

Jakki Bungart- Bibb	Ashley Iovieno	Amy Meyers
Ben Damerow	Jessica Meskil	Kathy Olsen

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

Paige Daniels (YOU/KRESA)	Amy Holman (PATH/WEUI)	Amanda Sutherland (YOU/KRESA)
Dawn DeLuca (YOU/KRESA)	Jennifer Klempnow (PATH/WEUI)	
Sam Dougherty (WDI)	Dallas Oberlee (PATH/WEUI)	

**Guests Present:**

Don Reid (Daily Reporter)

**TRANSPARENCY & INTEGRITY OF WDB DECISIONS**

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.

**ELECTION OF CHAIR AND VICE CHAIR**

Randall Hazelbaker reported he has served as WDB Chair for two years and it is time for a change in Board leadership as his term has expired. He asked for nominations for the positions of chair and vice-chair.

Lisa Godfrey nominated Frank Tecumseh to serve as the WDB chair for Michigan Works! Southwest for the 1-year term beginning October 9, 2020. There were no other nominations for the position of chair.

**ROLL CALL VOTE**

**AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer,**

**NAYS: None. ABSTENTIONS: Frank Tecumseh. MOTION CARRIED.**

Lisa Godfrey nominated Dan Dunn to serve as WDB vice chair for Michigan Works! Southwest for the 1-year term beginning October 9, 2020. There were no other nominations for the position of vice- chair.

#### **ROLL CALL VOTE**

**AYES: Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Frank Tecumseh**

**NAYS: None. ABSTENTIONS: Dan Dunn. MOTION CARRIED.**

Randall Hazelbaker asked the new chair and vice chair to each give a short bio regarding their experience. Frank Tecumseh provided a brief history of boards he has served on which included Meals on Wheels, Boys and Girls Club and the United Way. Dan Dunn also provided a brief history of the boards he has served on which included serving as State Director for Michigan SHRM, Ministry with Community, Big Brothers Big Sisters and committee work for Loaves and Fishes and United Way. Randall Hazelbaker then turned over the meeting to Frank Tecumseh. Mr. Tecumseh thanked Mr. Hazelbaker for his service as chair.

#### **APPROVAL OF MINUTES – (Exhibit A)**

##### **ROLL CALL VOTE:**

**AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer**

**NAYS: None.**

#### **CITIZENS' TIME**

No comments.

#### **COMMITTEE REPORTS.**

No Reports.

#### **NEW BUSINESS**

##### **WDB Plans**

Amy Meyers requested board consideration and approval of three workforce development plans.

##### **FY2021 Food Assistance Employment and Training (FAE&T) (Exhibit B1)**

Amy Meyers reported MW! Southwest was allocated \$103,534 for the Food Assistance Employment and Training (FAE&T) program for fiscal year 2021. She noted that this is a decrease from the \$113,444 allocation received in FY2020. Allocations are based on the number of Food Assistance Program (FAP) cases by county. The FAE&T Program serves adults who are receiving Food Assistance, between the ages of 18 and 49, and who do not have minor dependents on their Food Assistance Program (FAP) case. The FAE&T funds may only be used to provide employment and training activities as well as supportive services to individuals referred to Michigan Works! by the Michigan Department of Health and Human Services (MDHHS).

##### **FY2020 Unemployment Insurance Reclassification (Exhibit B2)**

Amy Meyers reported that in response to Michigan Works! agencies throughout the State assisting the Unemployment Insurance Agency (UIA) with unemployment claims processing, Michigan Works! Areas were allocated Unemployment Insurance Funding of which \$244,525 was allocated to MW! Southwest. The funding awarded in this policy will assist Michigan Works! Agencies (MWAs) that aided the Unemployment Insurance Agency (UIA) during the peak months of the pandemic. This funding opportunity allows MWAs to reclassify costs previously allocated to WIOA Adult, WIOA Dislocated Worker, TANF, and Wagner-Peyser, as appropriate. Funds allocated in this policy are available for reclassification or expenditure from mid-March through September 30, 2020.

##### **FY2021 Partnership.Accountability.Training.Hope. (PATH) (Exhibit B3)**

Amy Meyers reported Michigan Works! Southwest received an allocation in the amount of \$3,153,271 for FY 2021 for the Partnership.Accountability.Training.Hope. (PATH) program. This allocation reflects a minimal increase in comparison to the FY2020 allocation for PATH which was \$3,022,693. This program operates on an October fiscal/program year. Individuals eligible for participation in PATH include Family Independence Program (FIP) cash assistance recipients and applicants referred to the program by the Department of Health and Human Services (DHHS). FIP applicants begin with a 10-day application eligibility period (AEP) where they have the opportunity to work one-on-one with a Career Coach to identify and address barriers to employment and begin working on other activities related to gaining employment. As of October 1, 2020, the AEP time frame has been reduced from 21 days to 10 days. The intent of this change is to allow FIP recipients to receive the much-needed benefits more quickly. PATH also provides individuals with training, work experience opportunities, and supportive services to help obtain and retain employment.

**Motion made by Kris Jenkins and supported by Dan Dunn to approve the FY2021 Food Assistance Employment and Training (FAE&T), the FY2020 Unemployment Insurance, and the FY2021 Partnership.Accountability.Training.Hope. (PATH) Program Plans.**

**ROLL CALL VOTE:**

**AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer**

**NAYS: None. MOTION CARRIED.**

**WDB Policies**

**WDB Policy 10 Rev 06 Standards of Conduct (Exhibits C1 & C2)**

Kathy Olsen request Board consideration and approval of changes made to the Workforce Development Board Policy #10 ‘Standards of Conduct’. She reported the revisions include updating state references; strengthening the use of the term ‘nepotism’ throughout the policy; changing the term ‘family member’ to ‘immediate family’ to align with the State’s terminology; and updating the family member list to align the State policy list. She further reported that the local Nepotism and Conflict of Interest Forms have also been updated to align with these changes.

**Motion made by Dave Maurer and supported by Randall Hazelbaker to approve the Workforce Development Board Policy 10 Rev 06 Standards of Conduct.**

**ROLL CALL VOTE:**

**AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer**

**NAYS: None. MOTION CARRIED.**

**Request for Proposal (RFP) Update**

Amy Meyers reported a Request for Proposal (RFP) was released approximately two weeks ago to seek marketing services to support the work of the Michigan Works! Southwest Healthcare Consortium. Funding for this work was provided through the MICA 2.0 grant. The plan which was approved by the Board earlier this year included using a portion of the funds to support and promote the career pathways in healthcare. The RFP is for marketing services to assist in the implementation and creation of an outreach plan. Members of the Healthcare Consortium will be reviewing the responses received and staff will not need to call on volunteers from this group to assist in the review.

**WDB Appointments (Exhibit D)**

Kathy Olsen requested Board consideration and approval of two new appointments representing the private sector to the Michigan Works! Southwest Workforce Development Board. The first is to appoint Brianna Underwood, Employee Relations Specialist at Grace Health, representing Calhoun County. The second is to appoint Angila Wilson, Engagement Manager at GT Independence, representing St. Joseph County. Both appointments are for the balance of two-year terms that began October 1, 2019 and which end on September 30, 2021.

**Motion made by Dan Dunn and supported by Randall Hazelbaker to approve the appointments of Brianna Underwood, Employee Relations Specialist at Grace Health, representing the private sector and Calhoun County and Angila Wilson, Engagement Manager at GT Independence, representing the private sector and St. Joseph County for the balance of two-year terms that began October 1, 2019 and which end on September 30, 2021.**

**ROLL CALL VOTE:**

**AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer**

**NAYS: None. MOTION CARRIED.**

**WDB 2021 Schedule**

Kathy Olsen reported usually at this time a schedule for the next year's meetings is proposed. Due to staff and Board member conflicts that have occurred during the past year, there has been a request to explore changing the WDB Executive Committee and quarterly full Board meetings to a day other than Friday. She asked if there were any objections to making a change and offered to send out a Doodle poll to determine what day of the month will work best for members. There were no objections made at the meeting. The results of the poll would be shared at the next meeting and the change would not take place until January 2021.

**STAFF REPORTS**

**Business Services Activities**

Ashley Iovieno reported on business services operations that included updates pertaining to the Virtual Job Fair Platform used for the VA Job Fair, the Career Technical Education Survey, the Going Pro Talent Fund, and Manufacturing Day.

*Virtual Job Fair Platform – VA Job Fair* – Ashley Iovieno provided an update regarding the virtual job fair for which MW! Southwest partnered with the Battle Creek VA to hold. This event was held on Thursday, September 17, 2020 from 9:00 am to noon with 28 booths reserved. Seventy-one (71) job seekers registered for the event and 50 job seekers attended. Although staff had hoped for more attendees, they were also aware that the current economic conditions and the scope of the event was specific to veterans. From the data received so far, some good connections were made at the event.

*Career Technical Education Survey* – As previously reported, the MW! Southwest business services team has been working closely with Kalamazoo RESA Career Technical Education (CTE) for several weeks to develop a survey for employers related to the operational millage that was passed last November for Kalamazoo County. The survey has been live for approximately three weeks; and so far of the 105 responses in process, approximately 80 of them are complete. Staff are hopeful that in the final days of collecting responses, that there will be a 20% response rate of completed surveys.

*Going Pro Talent Fund* – MW! Southwest is excited to announce that funding for the Going Pro Talent Fund has been restored for FY21 at approximately \$27 million. Final details have not yet been released regarding the rules for this year's application. The application period will be from November 2 to November 30 for independent applications, with Industry Led Collaborative applications opening in Spring. The award announcements are expected to be made mid- January with training periods starting February 1, 2021 through January 31, 2022. Staff are in the process of planning virtual information sessions for employers; the info sessions are scheduled to begin mid-October. The Business Services Team will also be available to hold one-on-one appointments with employers who are interested in learning more.

*Manufacturing Day* – Each year in October the State celebrates Manufacturing Day with each local area hosting different events to help educate the public, especially students, on opportunities in the industry. This year, given the current situation with many schools operating virtually, in conjunction with area

partners’ staff, it was decided to try some new and creative approaches. Manufacturing Day will be celebrated the entire month of October by hosting weekly virtual career panels for students in the Battle Creek school district. These sessions involve industry professionals answering questions from students about their careers. In addition to the career panels through funded by the Michigan Industries Cluster Approach grant (MICA 2.0) staff were able to create career exploratory videos featuring Charlie Zigler, a MW! SW business services staff, and industry professionals discussing their job functions within manufacturing. Five short videos 2-3 minutes in length were produced to highlight the areas of Business Administration, Logistics, Production, Engineering and IT. One longer video that is a compilation of all 5 of the shorter videos was also created. These videos will be shown to students throughout the week and they will also be released on social media in November after the students have viewed them. Ms. Iovieno gave a special acknowledgement to partner Battle Creek Unlimited for their help with this project.

**Labor Market Information**

Jakki Bungart-Bibb reported the labor market continues to show signs of stress due to the pandemic, however improvements are being seen in the unemployment rates. Whether it is due to worker recall or job seekers starting to look for work, the unemployment rates have decreased steadily since the peak in April when it was at 24%. Based on information and reports from economists and the Bureau of Labor Statistics, the unemployment crisis and the pandemic itself has further brought to light health disparities and economic inequalities. White males in higher wage careers were more likely to keep their jobs during the pandemic, or if they were furloughed or laid off, they were more likely to return and at faster rate. As the labor market continues to show signs of stress, the hardest hit among the unemployed are lower wage, female, and minority workers. We do continue to see some improvements. The change from July to August was the smallest change in the last few months with all counties in the Michigan Works! Southwest service area seeing a decline in unemployment rates between 1 and 1.2%. Branch County is at 7.6%; Calhoun County is at 9.8%; Kalamazoo County is at 7.7%; and St Joseph County is at 8.2%. Overall Michigan’s unemployment rate was unchanged between July and August as it remained at 8.7%.

County	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Change
Branch	3.2	22.9	19.2	12.3	8.8	7.6	1.2
Calhoun	3.6	24.8	22.3	15.3	10.9	9.8	1.1
Kalamazoo	2.8	17.3	15.2	11.7	8.7	7.7	1.0
St Joseph	3.4	30.3	19.5	13.1	9.3	8.2	1.1
Michigan	4.3	24.0	21.3	14.9	8.7	8.7	No change
United States	3.5	14.7	13.3	11.1	10.2		

The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (*Exhibit E*) that identified 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 August 1, 2020 through September 30, 2020 was included in the agenda packet notice.

**Michigan Works! Southwest Operational Update**

Jakki Bungart-Bibb reported Michigan Works! Southwest continues to operate at stage one in three of the service centers and all services are still being offered virtually. Discussions have begun regarding slowly advancing other centers to a different phase, potentially opening one day per week for in-person appointments. Those decisions are not made lightly, and many factors are taken into consideration when planning for changes. Currently the Battle Creek office is open two days per week for in-person appointments. Staff are watching the COVID-19 case numbers closely in that area and staff are aware that they have spiked over the last month. All COVID-19 safety precautions are in place at that center and in-person appointments are limited to those services that cannot be provided virtually or for customers that

have no access to internet. When discussing phase changes, staff are considering safety risk not only due to COVID-19 but also regarding unemployment. A great number of individuals are still struggling with unemployment benefit issues. The Kalamazoo service center typically has unemployment insurance staff on site, so the safety risk is higher at that location and that fact is taken into consideration when discussing opening the Kalamazoo center for in-person appointments. She noted that just last week, MW! Southwest was notified that a UI customer threatened to drive their car through the building. The person was not angry with MW! staff but said they knew unemployment staff had an office at that location. Thus, MW! administration took all appropriate steps to make sure police and were notified and to ensure no staff were working in the building. Ultimately, nothing came of the threat, but it was a reminder of the heightened risk at that center. At this time, MW! Southwest will remain in the current phase and continue to have conversations about safely transitioning to other phases when the time is right.

Ms. Bibb reported that MW! Southwest under the leadership of service provider, WDI, is working with partners and other service providers to recruit for a third cohort of The Vision for Prosperity Apprenticeship Readiness Training Program. This cohort is focusing on recruiting from the City of Kalamazoo neighborhoods and the training is scheduled to begin on October 19, 2020. Sam Dougherty reported there have been some challenges with COVID-19 restrictions that included making some adjustments such as virtual recruiting. He thanked partners for their support and stated that staff are excited to begin another training session.

Ms. Bibb reported the MW! Southwest PATH team led by Dallas Oberlee participated in the SPARK Learning Community Convening a couple of weeks ago. Dallas Oberlee reported the event was hosted by Mathematica Policy Research and funded by the Office of Administration for Children and Families. The three-day event was originally planned as an in-person event; however, due to COVID-19, it was changed to a virtual event. Attendees from MW! Southwest and 14 other sites across the county gathered to discuss innovation and TANF programs. On the first day of the event, staff from MW! Southwest sat on a panel to discuss some of the changes that have been made locally during the past couple of years. One of those changes was implementing the Goal4 It!<sup>(R)</sup> model that includes goal setting and coaching used by MW! Southwest PATH staff, as well as other local partners. The MW! Southwest panelists also shared information pertaining to design thinking sessions that led to local changes in the orientation sessions. Those changes, as well as others, were made to make the PATH program more focused on motivation and goal setting, as opposed to compliance. On the second day of the event, attendees participated in design thinking sessions to focus on what improvements could be made to the TANF programs. She noted that TANF is the funding that supports the PATH program and services. On the last day of the event, Ms. Oberlee reported that she and Hilary Smigiel shared a short presentation on a new innovation called TuaPath that was implemented locally in July 2020. She reported TuaPath is a virtual software where clients can attend virtual orientations, submit documentation and work with their coaches on goal setting. Staff will continue to explore ways to improve the new software. The three-day event was very helpful in that a lot of great ideas were exchanged and the group plans to reconvene in a couple of months to continue the work.

Ms. Bibb further reported that the Michigan Works! Southwest team was approached with a special invitation to participate in the *Future of Work Grand Challenge*. This challenge is powered by XPRIZE, MIT Solve, and Jobs for the Future. A regional approach is being planned and MW! Southwest is partnering with West Michigan Works! and Kinexus on this project. This is a competitive process and staff worked together to write and apply. The application was submitted at the end of September. If selected, Michigan Works! SW will be a pilot site for cutting edge technologies that aim to rapidly train, reskill and place dislocated workers. Updates regarding the application for this challenge will be shared with the Board as information becomes available.

Ms. Bibb acknowledged members of the operations leadership team for completing a year-long equity training. Staff mentioned included Ben Damerow, Amy Meyers, Dallas Oberlee, Sam Dougherty, Paige Daniels, Amanda Sutherland, Amy Holman, Sarah Pohl, Ashley Iovieno, Kathy Olsen, Don Ederly, and

Kara Stewart. This group represents leaders from all departments within the MW! Southwest agency. They committed to a training that began meeting every three weeks for four hours at a time, and then during the pandemic continued to meet bi-weekly for two-hour long zoom calls. She noted that this was a transformational training. Staff came together as a team, with a shared commitment to just be better. They learned together, had very difficult conversations, gained valuable knowledge and completed the training with the practical skills needed to really enhance and embed equitable practices in every aspect of the organization. Next steps will be to offer this same training to all staff over the course of the next year.

### **Director's Report – Exhibit F**

Ben Damerow reported on the Director's Report that was emailed to members prior to the meeting.

*Federal Budget 2021* – In late September, the House and Senate passed a continuing resolution bill that was signed by the President on September 30. The resolution extends approximately \$1.4 trillion in government funding until December 11. Both House and Senate leaders have said they intend to pass a bipartisan appropriations package by the December 11 deadline.

*State Budget 2021* On September 30, the Governor signed the state's \$62.75 billion budget for the next fiscal year. Talent and workforce related items include the following approximate amounts:

- Partnership Accountability Training and Hope (PATH)- \$69 million
- Michigan Reconnect Program- \$30 million
- Going Pro Talent Fund- \$28.6 million
- Expanded access to childcare- \$26 million
- Pure Michigan Campaign- \$15 million
- Expanded access to broadband- \$14.3 million
- Healthy Michigan Plan- \$5 million

*Executive Orders/Unemployment Insurance* - On October 2, the Michigan Supreme Court ruled the Governor lacked authority to issue or renew executive orders under the Emergency Management Act after April 30, 2020 without concurrence by the Legislature. By a 4-3 margin, the Supreme Court ruled the Emergency Powers of the Governor Act violates the Separation of Powers and/or the Non-Delegation Clauses of the Michigan Constitution. The ruling invalidates the Governor's executive orders related to COVID-19 after April 30, 2020 which includes extended and expanded unemployment benefits and workshare.

*Michigan Works! Association* - The Michigan Works! Association is in the process of restructuring the Board of Directors for 2021. He reported this Board was formed in 1987 prior to the Workforce Investment Act (WIA). Changes made to the governance structure will allow for increased representation by key sectors, allow for new strategic partners, ensure geographic representation from all parts of the state and include representatives from every Michigan Works! agency. The current board is in the process of modifying the bylaws and recruiting board members. The plan is to adopt the bylaw changes by the end of this year and have the new board seated in January of 2021. He reported that he will work with the MW! Southwest chair, vice-chair and nominating committee regarding representation from MW! Southwest.

### **OLD BUSINESS**

None.

### **CITIZENS' TIME**

None.

### **MEMBERS' TIME**

None.



## UPCOMING MEETINGS

Frank Tecumseh reminded members of upcoming meetings and noted that they may take place virtually or in-person depending on the COVID -19 situation at the time.

- The next meeting of the full WDB is scheduled for Friday, November 13, 2020 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Friday, December 11, 2020 from 9:00 – 10:30 a.m.

Other upcoming committee meetings were listed on the agenda. They included:

- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, November 10, 2020 from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, November 16, 2020 from 1:00-3:00 p.m.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, October 27, 2020 from 8:00-9:30 a.m.
- Dates for upcoming Veterans Committee meetings are to be determined.

## ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:49 a.m.

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Kathy Olsen

Date

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Frank Tecumseh

Date

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**Michigan Disaster Recovery National Dislocated Worker Grant (DWG)  
COVID-19 Recovery Project  
PI: 20-28**

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Michigan Works! Southwest has been awarded \$152,130 in Disaster Recovery National Dislocated Worker Grant (DWG) funding.

**Eligible Participants**

An individual eligible to receive services through the Michigan COVID-19 Disaster Recovery DWG must be one of the following:

1. Temporarily or permanently laid off as a consequence of the disaster;
2. A dislocated worker as defined at 29 U.S.C. 3102(3)(15);
3. A long-term unemployed worker; or
4. A self-employed individual who became unemployed or significantly underemployed as a result of the disaster or emergency.

**Allowable Activities**

Funding can be used to support technology upgrades, as well as the following, in accordance with the final COVID-19 Project Proposals submitted in August 2020, by the Michigan Works! Agency:

- **Disaster-Relief Employment (DRE).** Examples of DRE for this grant include:
  - Contact Tracers - Workers will facilitate contact identification, contact listing, and contact follow-up.
  - Sanitizers - Cleaners to sanitize public facilities and small businesses.
  - Test Site Facilitators - Coordinators to direct individuals going for testing.
  - Resource Coordinators - Placed in local workforce centers or community centers to help connect individuals with proper resources.
- **Career Services.** Career services provide dislocated workers with a range of services, training, and job placement assistance they need to fill jobs in the identified emerging or high-demand sectors.
- **Training and Work-Based Training Models.** Some of the allowable training and work-based training approaches include, but are not limited to:
  - **Traditional classroom training** funded through Individual Training Accounts.
  - **Short-Term, In-Demand Classroom Training** designed to be a year or less of in-demand classroom training that is part of an overall work-based training activity resulting in employment and meeting the demand-driven needs of employers.

## Exhibit B1

- **OJT** intended to provide a participant with the knowledge and skills necessary for the full performance of the job.
- **Pre-Apprenticeship Training** designed to provide paid work experiences that can help participants obtain the skills needed to be placed into a registered apprenticeship.

**Technical Information**

<b>Program Title/Number</b>	Michigan Disaster Recovery National DWG – COVID-19 Recovery Project; PI: 20-28
<b>Funding Source</b>	WIOA National Dislocated Worker Grant
<b>Funding Level</b>	\$152,130
<b>Duration</b>	5/6/2020 – 6/30/2022
<b>Reference</b>	State of Michigan Policy Issuance: 20-28; October 12, 2020
<b>CFDA Number</b>	17.277

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**Trade Adjustment Assistance (TAA) Appropriation Year 2019/Fiscal Year 2021 Allocations  
for the Time Period of October 1, 2020 through September 30, 2021,  
TAA Plan, and Merit Staffing Certification for FY 2021**

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**Background**

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

The planned allocation of funding to support TAA program activities for the period October 1, 2020 through September 30, 2021, for Michigan Works! Southwest is \$682,688. This represents an increase in TAA funding in comparison to last year's allocation of \$435,920.

**Funding Summary**

<b>Cost Categories</b>	<b>Funding Levels</b>
<b>FY2021 Allocation</b>	<b>\$682,688</b>
Program	\$487,634
Case Management	\$170,672
Administrative	\$24,382

**Case Management**

The purpose of case management services is to provide workers the necessary information and support for them to achieve sustainable reemployment. These services will be available to workers over the course of their participation in the TAA program, in an integrated manner that suits their individual needs at a particular time. Allowable Case Management activities include the provision of: Comprehensive Assessments, Individual Service Strategies, Training Information, Financial Aid Information, Employability Skills Assistance, Career Counseling, Labor Market Information and Supportive Service Information.

**Program**

TAA program funds can be used to fund the following TAA services (and all allowable benefits that accompany the service): Classroom Training, On-the-Job Training, Customized Training, Registered Apprenticeship Training, Job Search Allowances and Relocation Allowances.

**Merit Based Staffing**

Staff who make determinations of TAA program eligibility must meet the definition of a TAA Merit Staff employee.

**Technical Information**

<b>Program Title/Number</b>	Trade Adjustment Assistance (TAA) Fiscal Year (FY) 2021 Allocations; Policy Issuance 20-29
<b>Funding Source</b>	AY2019 TAA Funding
<b>Funding Level</b>	\$682,688
<b>Duration</b>	FY2021 (October 1, 2020 – September 30, 2021)
<b>CFDA Number</b>	17.245