

## WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE

### AGENDA

THURSDAY, JUNE 17, 2021 from 9:00 – 10:30 A.M.

Please join the ZOOM meeting from your computer, tablet, or smartphone.

<https://us02web.zoom.us/j/89166910144?pwd=ZEk0SjZPQ2w1d3JkdktjMlBUM0lFQT09>

Meeting ID: 891 6691 0144 Passcode: 484132

You can also dial in using your phone. United States:

833 548 0276 US Toll-free 833 548 0282 US Toll-free

877 853 5257 US Toll-free 888 475 4499 US Toll-free

Find your local number: <https://us02web.zoom.us/j/kxRHj1A0q>

- I. CALL TO ORDER / INTRODUCTIONS Frank Tecumseh, Chair
- II. TRANSPARENCY & INTEGRITY OF WDB DECISIONS Kathy Olsen
- III. APPROVAL OF MINUTES *(Vote Required)*
  - A. WDB May 20, 2021 Quarterly Board Meeting Minutes *(Exhibit A)*
- IV. CITIZENS' TIME
- V. COMMITTEE REPORTS
  - A. Monitoring Committee Dave Maurer/Dan Dunn
  - B. DART Committee John Fiore
- VI. NEW BUSINESS *(Vote Required)*
  - A. WDB Plans Amy Meyers
    - 1. Infrastructure Funding Agreements (IFAs) *(Exhibit B)*
  - B. WDB Appointment *(Exhibit C)* Kathy Olsen
  - C. Future Meetings for 2021 Frank Tecumseh/Dan Dunn
- VII. STAFF REPORTS
  - A. Business Services Activities Ashley Iovieno
  - B. Labor Market Update (LMI) & Operations Update *(Exhibit D)* Jakki Bungart-Bibb
  - C. Director's Report *(Exhibit E)* Jakki Bungart-Bibb
- VIII. OLD BUSINESS
- IX. CITIZENS' TIME
- X. MEMBERS' TIME

## XI. UPCOMING MEETINGS

**NOTE: All Dates & Locations are to be confirmed. Confirmation will be based on COVID-19 restrictions at the time of the meeting. Meetings may take place in-person, using an electronic format or they may be cancelled.**

- A. **Executive Committee** – Thursday, July 15, 2021 from 9:00-10:30 a.m.
- B. **Full Workforce Development Board** – Thursday, September 16, 2021 from 9:00-10:30 a.m.
- C. **Monitoring & Evaluation Committee** – Tentative Date - Tuesday, October 26, 2021 Time TBD
- D. **DART Committee** – Tuesday, September 14, 2021 from 2:00-4:00 p.m.
- E. **Career Educational Advisory Council (CEAC)** – Monday, September 20, 2021 from 1:00-3:00 p.m.

## XII. ADJOURNMENT

Chair

**Workforce Development Board  
Meeting Minutes  
May 20, 2021**

**CALL TO ORDER:** Workforce Development Board Chair, Frank Tecumseh, called the virtual meeting to order at 9:00 a.m.

Kathy Olsen introduced attendees. Randall Hazelbaker was participating from Branch County Board of Commissioners, and Jared Hoffmaster was participating from St. Joseph County Board of Commissioners.

**WDB Members Present:**

Dr. Adrien Bennings (Educ)  
Jill Bland & Cathy Knapp,  
alternate (Econ Dev)  
Dan Dunn (PS)\*  
John Fiore (MRS)

Lisa Godfrey (PS)\*  
Randall Hazelbaker (PS)\*  
Jared Hoffmaster (PS)  
Kris Jenkins (Educ)\*  
Jackie Murray (PS)

Frank Tecumseh (PS)\*  
Brianna Underwood (PS)  
Ken Willcutt (Labor)  
Angila Wilson (PS)  
\* Exec Committee

**WDB Members Absent**

Richard Anderson (Labor)  
Morris Applebey (Labor)\*  
Zach Bauer (CBO)  
Trevor Bidelman (Labor)  
Kathi Cain-Babbitt (Labor)  
Karen Doubleday (DHHS)  
Jessica Eyster (PS)

Lisa Johansen (DOC)  
Derek King (PS)  
Ana Martinez (CBO)  
Dave Maurer (PS)\*  
Chantel Paxton (PS)  
Mike Quinn (PS)  
Windy Rea (Job Corps)

David Sutherland (PS)  
Elizabeth VanDusen (PS)  
Mike Wilson (Veterans)  
\* Exec Committee

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

Jakki Bungart- Bibb  
Ben Damerow  
Aseel Hussein

Heather Ignash  
Ashley Iovieno  
Jessica Meskil

Amy Meyers  
Kathy Olsen  
Barb Wise

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

Dawn DeLuca (YOU/KRESA)  
Sam Dougherty (WDI)  
Blaine Farr (WDI)

Paige Daniels (YOU/KRESA)  
Jennifer Klempnow (PATH/WEUI)  
Amanda Sutherland (YOU/KRESA)

Mark Waurio (PATH/WEUI)

**Guests Present:**

Dan Carrick,  
for Senator LaSata  
John Cooper, Safe & Just MI

David Pawloski (UWBCKR)  
Don Reid (Daily Reporter)  
Rep. Julie Rogers

Karen Todd,  
for Senator Bizon

**PROGRAM**

John Cooper, Executive Director of Safe and Just Michigan, gave a PowerPoint presentation on Michigan's Clean Slate legislation. Topics covered included collateral consequences of conviction, Michigan's Expungement Law (pre-April 11, 2021), where Michigan's Expungement Law falls short, the University of Michigan Law School Research, background on automatic record-sealing, the Michigan Clean Slate

Campaign, Michigan's Expungement Law (post April 11, 2021), what's next regarding Clean Slate implementation, and a list of free legal resources. Mr. Cooper indicated he is available to present to other groups on the Clean Slate legislation. Individuals interested should contact him at [john@safeandjustmi.org](mailto:john@safeandjustmi.org) (D) 517-258-1134, (O) 517-482-7753. The website for more information is [www.safeandjustmi.org](http://www.safeandjustmi.org). Following the meeting, the PowerPoint was emailed to members.

## **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.

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

**Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the WDB Executive Committee meeting minutes of March 18, 2021.**

## **ROLL CALL VOTE:**

**AYES:** Adrien Bennings, Jill Bland, Dan Dunn, John Fiore, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Jared Hoffmaster, Cathy Knapp, Jackie Murray, Brianna Underwood, Ken Willcutt, Angela Wilson

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

## **CITIZENS' TIME**

None.

## **COMMITTEE REPORTS.**

**Monitoring Committee** – Dan Dunn provided a brief recap of the Youth Program. He reported it is designed to improve academic and job skills for youth ages 14 to 24. For youth who are in-school, the focus is on obtaining credentials and a high school diploma; and for individuals who are out-of-school, the focus is on obtaining a GED and employment. During the meeting, the committee met with two employers who shared information about their involvement with the youth program. The first employer was from Arbor Financial and he spoke of a variety of programs available through Arbor including a financial literacy training that has been well received. In November, Arbor began to offer this class virtually. The second employer was an individual who started his own company purchasing and developing properties. He hires a number of local individuals for construction trades jobs paying between \$15-\$20 per hour. He mentioned one youth participant that he hired and referred to the youth participant as a "super star." This employer also reported that he volunteers time at YOU to help with mock interviews. The committee also interviewed a youth participant who had positive things to say about the program and staff, including that with support from YOU staff, in her opinion, "you can't fail." She was very appreciative of the assistance she was being provided. She encouraged more use of social media to reach youth who are between high school and college. The Committee also had a thorough discussion of the monitoring process and the files that were reviewed for this program review. Although there were a number of improvements noted throughout the staff monitoring report, other items were identified in the report as still needing improvement. The meeting ended with a presentation from the YOU staff who highlighted some of the staff transitions that occurred during the past year as well as how staff transitioned from providing in-person services to virtual without too many glitches. A highlight during the staff presentation was the acknowledgement of being recognized at the annual Jobs for Michigan's Graduates (JMG) annual summit as a high performer for meeting five of five Jobs for Americas Graduates (JAG) Standards. The Youth staff also reported on the components and outcomes of the Summer Young Professionals Program. Paige Daniels from YOU, added to Mr. Dunn's report by providing additional information pertaining to the JAG Standards.

**Career Educational Advisory Council (CEAC)** – Kris Jenkins reported Dr. Bennings and she were nominated by the CEAC to continue as education representatives on the Workforce Development Board,

and Randy Sowles, the assistant superintendent of Career and Technical Education (CTE) in Branch County, was nominated to continue his appointment as her alternate.

Jenkins further reported that Career Technical Education (CTE) is going to work on updating the Comprehensive Local Needs Assessment (CLNA) in the coming year. The Committee discussed the possibility of asking Southwest Michigan First to share survey data they have collected on employee retention in the manufacturing sector as a possible source of information. One question for the WDB: Where might CTE directors obtain local or regional data on the needs of business and industry, beyond just numbers, such as the skills and/or certifications they want to see in high school graduates? Templates for the CLNA will likely be released by the Department of Education sometime during the summer.

The Request for Proposal (RFP) for Adult Education services yielded 14 applicants. Although there were fewer applicants than in past years, one application from St. Joseph County was submitted as a consortium of three providers; thus, the total number of providers did not change. She noted that Branch County ISD is one of the adult education providers and stated that the RFP process was extremely well done. A lot of material was included in the RFP reviews and feedback pertaining to the applications was also provided.

Michigan Works! Southwest was awarded an Apprenticeship Expansion Grant to increase the number of registered apprenticeships. Many of the members of the CEAC are partners for this grant application. The goal would be to enroll 176 high school students into apprenticeships during the next two years. Ashley Iovieno provided additional information pertaining to the Apprenticeship Grant. She reported the goal with this opportunity is to ensure that CTE programs, as well as other programs that students are enrolled in at the high school level, are aligned with future career opportunities. This grant will focus on the industries of healthcare, manufacturing, and information technology. Staff are currently waiting on grant agreements from the State, and once those are received, a regional implementation consortium will convene. One member noted that some apprenticeship training programs require youth to be at least 18 years of age. Staff explained that the goal with this opportunity is to ensure CTE programs and other educational programs that students are enrolled in at the high-school level are aligned with what is required for future careers. This pre-apprenticeship model will hopefully better prepare the students to potentially transition into a registered apprenticeship training program upon graduation.

MiCareerQuest™ held its annual career exploration event for regional 8th grade students virtually this year due to COVID restrictions. The venue used vFairs and students visited virtual employer booths, watched videos, and spoke with representatives of business and industry in chat rooms.

**Veterans Committee** – Kathy Olsen speaking on behalf of Mike Wilson reported that the Veteran Engagement Team (VET) of Southwest Michigan met virtually on May 18, 2021. Attendees had their cameras on so they could see each other for the first time since February of 2020. The event was well attended with over 60 participants. Representatives from Michigan Rehabilitation Services (MRS) and the VA Veterans Readiness and Education program presented information and updates on their agencies. Plans are to hold an in-person meeting later this summer. More details will be provided as the committee solidifies plans for that meeting. She further reported that the Michigan's Veterans Affairs Agency's Buddy to Buddy Program is looking for mentors in Southwest Michigan. Anyone interested in more information regarding the Buddy-to-Buddy Program should reach out to Mike Wilson at [csmmichael11@gmail.com](mailto:csmmichael11@gmail.com). Mentors will be trained to stand alongside other veterans as they work through issues and their needs in the region, the Michigan Veterans Affairs Agency will provide the tools necessary, and Mike Wilson will coordinate the support. In previous Veterans Committee reports, Mr. Wilson mentioned plans to host a large regional veteran family event where multiple service providers and several community organizations will have the opportunity to share information with the veterans and their families. That event is being postponed to July 2022. As plans develop, more information will be shared.



**Request for Proposal (RFP) Committee** – Lisa Godfrey reported the RFP Committee met in April to review RFP responses received to the WIOA Youth, WIOA Adult and Dislocated Worker, and Integrated Education and Training (IET) programs and services. Upon review, the RFP Committee recommended awarding WIOA Youth Services and IET Services to KRESA/YOU and WIOA Adult and Dislocated Worker to WDI for a three-year time period, to be reviewed annually. During the review of the proposals, the reviewers noted that the language pertaining to outreach throughout the four-county region should be strengthened. This will be addressed during the contract negotiations for the agreements.

## **NEW BUSINESS**

### **WDB Plans**

#### **AY19 WIOA Statewide Activities for Career Exploration and Experience Events (Exhibits B1)**

Amy Meyers reported the Statewide Activities funding for the Career Exploration and Experience Events plan in which Michigan Works! Southwest received an allocation of \$25,000 is for the time period of March 1, 2021 – March 31, 2022. Each of the events supported with this funding should involve multiple businesses and industries at a single location or in a virtual format, similar to the MiCareerQuest™. This is the second time Michigan Works! Southwest has received this funding. These career events should include: (1) Local in-demand businesses and industries; (2) Hands-on activities, whenever possible; and (3) Information pertaining to the educational requirements for key positions in-demand. A full list of requirements is included in the plan summary (Exhibit B1) included in the agenda packet. One of these events is what Kris Jenkins highlighted during the CEAC report.

#### **AY20 WIOA Statewide Activities for Young Professionals (Exhibits B2)**

Amy Meyers reported Michigan Works! Southwest received a Statewide Activities funding allocation in the amount of \$150,000 for the time period of March 1, 2021 – February 28, 2022 for the Young Professionals Program. The goal of this funding is to increase career awareness and preparation while reducing youth unemployment. This will be accomplished by introducing under-represented young adults, ages 14 to 24, to the world of work while providing income. Michigan Works! Southwest will be partnering with KRESA/YOU to provide this programming. Although not an exhaustive list, there are examples of allowable services and expenditures listed in the plan document (Exhibit B2) in the agenda packet. Allowable services and expenditures include:

- Wages/stipends paid for participation in a work experience.
- Classroom training or the required academic education component directly related to the work experience.
- Incentive payments directly tied to the completion of work experience or classroom training for those enrolled as WIOA Youth.
- Employability skills/job readiness training to prepare youth for a work experience.
- Supportive services.

Referrals to the Young Professionals Program can be made by contacting Youth Services at any of the Michigan Works! Southwest Service Centers or by contacting Paige Daniels at Youth Opportunities Unlimited at [Paige.Daniels@kresa.org](mailto:Paige.Daniels@kresa.org).

#### **Upjohn Institute/County of Kalamazoo Contract (Exhibit C)**

Amy Meyers reported the county contract or “workforce development agreement” is renewed every two years with an annual modification done to reflect the actual budget for the year prior and to update the planned budget for the upcoming year. This is a renewal year. The purpose of the Agreement is for the county to establish a relationship with the W.E. Upjohn Institute for Employment Research (Michigan Works! Southwest) for the planning, administration, Workforce Development Board staffing, and program and fiscal management of the four-county workforce development system and to define the terms and conditions of this undertaking. As outlined in the plan summary document (Exhibit C) included in the agenda packet, the funding allocation budget currently planned for the year beginning July 1, 2021 is estimated at

\$12,759,300. In addition, a budget modification to the year that began on July 1, 2020 and is ending June 30, 2021 has been updated to reflect an actual budget of \$10,823,318. The estimated budget for the upcoming year is based on the information we currently have and will be updated at the end of the year to reflect actuals.

**Motion made by Lisa Godfrey and supported by John Fiore to approve the AY19 WIOA Statewide Activities for Career Exploration and Experience Events Plan, the AY20 WIOA Statewide Activities for Young Professionals Plan, and the Upjohn Institute/County of Kalamazoo Contract.**

**ROLL CALL VOTE:**

**AYES:** Adrien Bennings, Jill Bland, Dan Dunn, John Fiore, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Jared Hoffmaster, Cathy Knapp, Jackie Murray, Brianna Underwood, Ken Willcutt, Angela Wilson

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

**Renewal of WDB Education Representatives**

Kathy Olsen reported the CEAC nominations to the WDB covered by Kris Jenkins during the CEAC Committee report are for renewing the education representatives currently serving on the WDB and whose terms are in effect through June 30, 2022. The Board is recertified every two years and the documentation for the recertification is due this year on May 31, 2021. The action taken at the CEAC meeting confirmed that the current CEAC members continue serving their terms and is part of the recertification process.

**STAFF REPORTS**

**Business Services Activities**

Ashley Iovieno reported on business services operations that included updates pertaining to MiCareerQuest™ Southwest and the ‘Recipe for Success’ event that was recently held at the Kalamazoo Service Center.

*MiCareerQuest™ Southwest (MCQSW)* – Last week along with many partners, including KRESA and the Calhoun County Career Center, the MiCareerQuest™ Southwest event was held virtually, using the vFairs platform, from approximately 9:00 a.m. to 3:00 p.m. The planning committee made the decision that the 2021 event needed to be held virtually to keep students and employers safe. The vFairs platform allowed for employers to build a virtual booth adding documents and videos to help explain the occupation(s) they were representing. On the day of event, students could then enter those booths and text or video chat with the employer representatives. She shared data from the event:

Total Users who Logged in:	1,589
Total Booth Visits	24,880
Total Documents clicked	11,917
Total Videos Viewed:	16,941
Total Tabs Clicked:	6,469

Ms. Iovieno also shared feedback from an industry partner and from the parent of one of the participants:

*From the industry partner: “Thank you and the entire team for coordinating the virtual MiCareerQuest SW event. The Stryker volunteers are so happy that we were able to engage with this year’s 8th graders. We know it was a huge undertaking and appreciate your efforts. We all had fun connecting with the students (and Stryker teammates from different parts of our business).”*

*From an 8th grade parent: “My kiddo had a great time video chatting with Chef Karen about her experiences and what a culinary class would be like. He was also able to text chat with someone*

---

*from a computer manufacturing company and had some of his questions answered. Overall, he loved the experience despite not being able to attend in person. Thank you!"*

**Recipe for Success Event** – On May 13, 2021, Michigan Works! Southwest held its first in-person outside job fair event at the Burdick Street Service Center location in Kalamazoo. The event was held from 1:00 to 3:00 p.m. and job seekers were invited to stop by to obtain assistance getting connected with resources and employers. The Business Services Team recruited employers to either participate onsite (socially distanced) or to sign up to be listed on the menu of employers where job seekers could check off where they would like their resume sent after the event completion. She referred to Amanda Sutherland who led the planning of the event, to provide further information pertaining to the resources provided to job seekers at the event. Ms. Sutherland reported it was a breath of fresh air for staff to get out of their homes and to meet in-person with job seekers, community organizations and employers. There were six employers on-site and an additional sixteen employers listed on the menu as having job openings. Job seekers could choose which employers they wanted their resume forwarded to. Thirteen community organizations, including veterans' services, agriculture employment, and youth services, also participated in the event. Additionally, on the spot resume development was provided. Each of the Michigan Works! Southwest service providers were represented at the event and staff will be following up on contacts made during the event. Examples of successful outcomes at the event included a couple of candidates who were connected to the IBEW regarding electrical apprenticeship opportunities; and one employer, after interviewing a candidate at the event, reported they are planning on offering a position to the candidate.

### **Operations Update and Labor Market Information (Exhibit D)**

**Clean Slate** - Jakki Bungart-Bibb reported Michigan Works! areas will serve individuals who reside in their service area regardless of where the conviction occurred. She thanked Representative Rogers for her support and stated that Representative Rogers continues to be very involved and is a strong advocate for residents of the Kalamazoo area. Ms. Bibb thanked Representative Rogers for making referrals to Michigan Works! regarding Clean Slate and expungement so that staff can plan events and provide services in a coordinated way. Representative Rogers' knowledge of the workforce development system continues to be beneficial to staff and customers.

**Michigan's Labor Market News** – Ms. Bibb reported the featured article in the [May issue of Michigan's Labor Market News](#) is Michigan's 2020 Occupational Employment and Wage Trends (page 16) and the Infographic of the month is on the four largest major group changes in 2020 by occupational employment (page 15). The infographic shows the Michigan unemployment average to be 5.1%; however, new numbers released late yesterday, shows Michigan at 4.9%. The national average is 6.1% and unemployment rates in the Michigan Works! Southwest four-county area range from 4.9% to 6.4%. Both items were posted in the meeting chat and the links were sent in a follow-up email to attendees.

**Job Demand Dashboard** - Ms. Bibb reported the [Job Demand Dashboard for Region 8](#) shows a significant increase in job postings. The top occupations on the list remain the same as in recent months, and include registered nurses, retail salespeople, and truck drivers. The link to the dashboard was posted in the meeting chat and emailed to attendees following the meeting.

**Burning Glass Analytics and Real Time Jobs Data (Exhibit D)** - In addition to the verbal report, the website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (Exhibit D) 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 March 1 through April 30, 2021 was included in the agenda packet notice.

**Future of Work Grand Challenge** - Jakki Bungart-Bibb reported the Future of Work Grand Challenge is a nationwide challenge mentioned at previous meetings. Michigan Works! Southwest, in partnership with two other Michigan Works! agencies, was selected to participate in this challenge. The challenge was



launched through a collaboration that includes Jobs for the Future, New Profit, XPrize and MIT Solve. This challenge features three virtual short-term job skills training programs and the goal is to rapidly train and place individuals in high demand jobs. The first of three trainings, CNC Machinist, began May 10, 2021. The second training is related to customer service and it begins May 24, 2021. A start date for the third training for entrepreneurs and small business owners is yet to be determined. Currently local staff are participating in a train-the-trainer model for this training and the dates for the training will be established once the staff complete their training. Staff are actively recruiting for two of the three trainings and anyone interested in learning more as well as individuals interested in enrolling in one of the trainings, should visit <https://www.mifutureofwork.org> for additional information. She thanked Board members Dave Maurer and Frank Tecumseh for their participation in this project and their time and input in developing the trainings.

**Service Center Update** – Ms. Bibb reported since the March Board meeting, staff had announced a target date of May 3, 2021 to resume in-person services at the Michigan Works! Service Centers. Very soon after that announcement there was a significant increase in COVID-19 cases and the State orders were extended so once again plans were adjusted. The leadership team continues to meet weekly and at last week's meeting, set a new date of June 1 for in-person services. Plans are to operate at phase 3 which means in-person services will be by appointment only and virtual services will continue to be offered. A meeting was held on May 17, 2021 for all service center staff to ensure all staff and partners are aware of the COVID-19 safety rules and to give staff an opportunity to ask questions or voice concerns. The teams are ready to see people in person and are excited to focus on reemployment activities, eager to find new and innovative ways to get people engaged, and make those connections between job seekers and employers.

Multiple thank you acknowledgements have been extended to the Michigan Works! Southwest leadership team, frontline workers, and the administrative team over and over throughout this past year; however, Ms. Bibb noted that we can't thank them enough for navigating through this ever-changing situation. A special thank you was extended to the KRESA team. As the One Stop Operator, KRESA has taken the lead on developing the COVID-19 safety playbook and keeping it updated with the many changes that have occurred, as well as planning and facilitating the COVID-19 safety meetings.

### **Director's Report (Exhibit E)**

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

**American Job Plan** – On May 10, 2021 the President and Administration announced the American Jobs Plan to provide additional steps to help Americans return to work. The steps include:

- Department of Labor (DOL) working with states to restore pre-pandemic UI work search requirements, which were suspended in many states by the pandemic, if health and safety conditions allow. In addition, DOL will send a letter to the states reaffirming that claimants must accept suitable employment or risk losing UI benefits.
- Encouraging more robust WIOA career services and Reemployment Services and Eligibility Assessment (RESEA) assistance to help unemployed workers rejoin the workforce more quickly. These activities, which are often provided in-person, have been limited due to COVID-19.
- Releasing the Treasury's [Interim Final Rule](#) for \$350 billion in state and local funding in the American Rescue Plan Act (ARPA) that will be distributed this month. A [fact sheet](#) included with the agenda packet provides more details. These funds can be utilized by states and locals for many purposes, including job training, as well as to help nonprofit organizations.
- Stating that claimants can work part-time and still receive prorated UI benefits through short time compensation programs in which employers rehire their laid off workers or through partial UI, in which a new employer can hire a claimant at a reduced number of hours. The claimant would continue to receive prorated UI benefits.

**Unemployment Insurance Agency (UIA)** – Effective May 1, 2021, Michigan Works! Agencies statewide shifted back to focusing all efforts on employment and training activities and are no longer providing support to the Unemployment Insurance Agency.

Over the past year Michigan Works! Agencies cross-trained over 500 staff to assist with a range of UIA challenges that individuals face. Staff assisted with over 1,250,000 calls, helping individuals file claims, navigate accounts and answer questions.

UIA Director Liza Estlund Olson provided the following quote:

*“Michigan Works! agencies across the state have always played an important role assisting the Unemployment Insurance Agency and displaced workers. We thank them for going above and beyond throughout the pandemic by providing workers with advanced assistance on their unemployment claims. Our continued partnership during their transition will be essential as the Agency prepares to bring work search reporting requirements for UI claimants back online in the coming weeks.”*

As indicated, work search requirements are being reinstated on May 30, 2021. Individuals will need to document one work search activity per week to continue to receive unemployment.

In response to a question, it was reported that if an employer is registered with the State for the Work Share program, individuals working fewer hours and receiving benefits under this program would continue to receive the benefits. Individuals and companies interested in knowing more about the Work Share Program should contact Ashley Iovieno at Michigan Works! Southwest [Iovieno@upjohn.org](mailto:Iovieno@upjohn.org).

In response to another question pertaining to the backlog of Unemployment Insurance claims, it was reported that much of the backlog is due to the thousands of fraudulent claims that must be investigated. Mr. Damerow reported Michigan Works! Southwest has a staff who remains in close contact with the Unemployment Agency and if there are individuals still struggling with UI that need attention, Amy Meyers has done a phenomenal job coordinating with the UIA office.

Ben Damerow then introduced changes in staff assignments as well as new staff recently hired at Michigan Works! Southwest. New staff included Aseel Hussein, Administrative Assistant; Heather Ignash, Business Services Coordinator for Calhoun County; Mark Waurio, Direct Services Manager; and Barb Wise, Administrative Assistant for the Business Services Team. Changes with current employee roles included Jennifer Klemptnow who moved into a new position as a Special Initiatives Manager; Jessica Meskil who also moved into a new position as Apprenticeship Success Coordinator; and earlier this year Sarah Pohl moved into the position of Quality and Performance Monitor.

Mr. Damerow also highlighted a couple of other staff who were recently recognized in the community. Cherise Buchanan, Project Manager for the Neighborhood Employment Hub Project was recognized by First and 42 in their [Leadership Kalamazoo Alumni in Action article: Meet Cherise Buchanan](#). Barb Travis, also a Neighborhood Employment Hub staff, was chosen to be highlighted as a local female leader. Each month, the Women's Coop features two t-shirts created by the Woman's Co-op. One celebrates the strength and wisdom of a woman globally, and the other celebrates a local female leader. Ms. Travis has her own t-shirt featuring her inspirational quote: “Be the spark that lights someone’s candle to shine light on their path” which can be purchased online at the Women's Co-op website <http://womanscoop.org/funding/co-op-merchandise/>.

## OLD BUSINESS

None.

---

## **CITIZENS' TIME**

Dave Pawlowski indicated a letter should be forthcoming nominating him as a candidate to fill a future vacancy representing labor on the Workforce Development Board.

## **MEMBERS' TIME**

Jill Bland recognized the MichiganWorks! Southwest staff for the phenomenal job partnering with other entities for submitting grant applications. She noted the MichiganWorks! Staff went above and beyond to meet deadlines this past month.

## **UPCOMING MEETINGS**

Frank Tecumseh reminded members of upcoming meetings and noted that they may take place virtually, in-person or a hybrid of both, depending on the COVID-19 situation at the time. Ben Damerow reported an update from MIOSHA is expected soon.

- The next meeting of the full WDB is scheduled for Thursday, September 16, 2021 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Thursday, June 17, 2021 from 9:00 – 10:30 a.m.

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

- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 20, 2021 from 1:00-3:00 p.m.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, May 25, 2021 from 8:00 – 9:30 a.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, June 8, 2021 from 2:00-4:00 p.m.

## **ADJOURNMENT**

There being no other reports or business for the Board, the meeting was adjourned at 10:25 a.m.

-----  
Kathy Olsen

-----  
Date

-----  
Frank Tecumseh

-----  
Date

---

**Instructions for Executing Infrastructure Funding Agreements (IFAs) Under  
the Workforce Innovation and Opportunity Act (WIOA) of 2014  
PI: 17-12, change 2, and subsequent changes**

---

**Background**

The WIOA requires local boards, with the agreement of the Chief Elected Official, to develop and execute Memorandums of Understanding (MOUs) with One-Stop partners pertaining to the operation of the One-Stop delivery system in the local service delivery area.

In accordance with the WIOA, the MOUs must also include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded in the local area.

**Definition**

Infrastructure costs of a One-Stop are defined as non-personnel costs that are necessary for the general operation of the One-Stop center, including but not limited to facility costs, utilities and maintenance, equipment, and technology to facilitate access to the One-Stop center.

Each entity that carries out a program or activities in a local One-Stop must use a portion of the funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop centers.

**IFA Development**

Infrastructure costs should be funded through the establishment of a Local Funding Mechanism (LFM). The LFM provides flexibility to design and fund a One-Stop delivery system through consensus to meet the needs of the local area. If consensus cannot be reached under the LFM, a State Funding Mechanism (SFM) is triggered.

**IFA Content**

IFAs must include the following elements:

1. Duration
2. Infrastructure Costs Budget
3. One-Stop Partners
4. Modification and Review Process
5. Steps to Reach Consensus
6. Problem Resolution

**Duration**

The IFA must be renewed at least annually prior to the start of a new program year.

**Technical Information**

Program Title/Number	Instructions for Executing Infrastructure Funding Agreements (IFAs) Under the WIOA of 2014, PI: 17-12, change 2
Funding Source	N/A
Funding Level	N/A
Period of Performance	IFAs must be renewed at least annually prior to the start of a new program year
Source Reference	State of Michigan Policy Issuance: 17-12, change 2
CFDA Number	N/A

**DATE:** June 10, 2021  
**TO:** Workforce Development Board  
**FROM:** Nominating Committee  
**SUBJECT:** Workforce Development Board Appointment

We are requesting Workforce Development Board consideration and approval of the following appointment to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties).

- To appoint Jose Orozco, Executive Director at Voces in Battle Creek, representing a community-based organization and Calhoun County, for the balance of a two-year term vacated by Ana Martinez, that began on October 1, 2020 and which ends on September 30, 2022.