

**Workforce Development Board
Executive Committee Meeting Minutes
August 15, 2024**

CALL TO ORDER: Workforce Development Board Vice Chair, Brian O'Donnell, called the meeting to order at 9:03 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

INTRODUCTIONS: Individuals attending in-person introduced themselves and Kathy Olsen introduced individuals attending virtually.

WDB Members Present:

Lisa Godfrey (PS)*	David Maurer (PS)*	
Randall Hazelbaker (PS)*	Brian O'Donnell (PS)*	* Exec Committee
Jeff Heppler (PS)	Jose Orozco (CBO) [∇]	[∇] Attended virtually
Rebecca Hill (MRS) [∇]	Frank Tecumseh (PS)*	

WDB Executive Committee Members Absent

Kris Jenkins (Educ)* Jackie Murray (PS)*

Center for Workforce Innovation and Solutions / Michigan Works! Southwest Staff Present:

Jakki Bungart-Bibb (MWSW)	Amy Meyers (MWSW)	Amanda Rosenberg (MWSW)
Ashley Iovieno (MWSW)	Kathy Olsen (MWSW)	Aaron Tabb (MWSW)

Guests Present

Kristine Stevens (GOCC)

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

Kathy Olsen asked members present if there were any items on the agenda 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.

PUBLIC TIME

No comments.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Lisa Godfrey and supported by Dave Maurer to approve the July 18, 2024 WDB Executive Committee meeting minutes. Motion carried.

COMMITTEE REPORTS

No reports.

NEW BUSINESS

Plans (Exhibits B1 through B4)

Amanda Rosenberg requested Board consideration and approval of four workforce development plans included as Exhibits B1 through B4 in the agenda packets. The plans included the following: (1) **AY24**

WIOA Adult, Dislocated Worker and Youth Program Allocations for July 1, 2024 through June 30, 2026 as described in *Exhibit B1*; (2) **WIOA Local and Regional 4-Year 2024-2027 Plans** as described in *Exhibit B2*; (3) **FY2024 Child Support Navigator** as described in *Exhibit B3*; and (4) **FY2024 Cycle 2 Going PRO Talent Fund** as described in *Exhibit B4*.

Motion made by Dave Maurer and supported by Jeff Heppler to approve the four plans which included the AY24 WIOA Adult, Dislocated Worker and Youth Program Allocations for July 1, 2024 through June 30, 2026, the WIOA Local and Regional 4-Year (2024-2027) Plans, the FY2024 Child Support Navigator, and the FY2024 Cycle 2 Going PRO Talent Fund. Motion carried.

Intergovernmental Agreement (*Exhibit C*)

Kathy Olsen requested Board consideration and approval of the renewal of the Intergovernmental Agreement (*Exhibit C*) between the Workforce Development Board (WDB) and the Boards of Commissioners for Branch, Calhoun, Kalamazoo, and St. Joseph Counties for the period beginning October 1, 2024 and ending September 30, 2026. She reported this Agreement between the WDB and the County Boards of Commissioners for the four counties in the Michigan Works! Southwest Area is renewed every two years. The Agreement designates Kalamazoo County Board of Commissioners as the Grant Recipient, and it also designates the Upjohn Institute/Michigan Works! Southwest as the Administrative and Fiscal Agent. Changes include updating the period covered as well as the signatories to the Agreement. In addition, a regional membership category was added for members who represent all four counties, the non-voting category was removed, the remaining percentages for each county were adjusted to reflect these changes, and the notes explaining membership criteria were updated.

Motion made by Frank Tecumseh and supported by Jeff Heppler to approve the Intergovernmental Agreement for the period beginning October 1, 2024 and ending September 30, 2026 with the following correction: the percentage for Calhoun County in the chart on page 7 of the Agreement was corrected to read 27% to align with the chart in the Bylaws. Motion carried.

Workforce Development Board - Bylaws (*Exhibit D*)

Kathy Olsen requested Board consideration and approval of the renewal of the Workforce Development Board Bylaws (*Exhibit D*) for the period October 1, 2024 and ending September 30, 2026. Like the Intergovernmental Agreement, the Bylaws are also reviewed and updated every two years. In addition to minor grammar and punctuation edits, the period for which the Bylaws are effective, and the signatories were updated. The same membership categories and percentage updates, as noted in the Intergovernmental Agreement, were also made.

Motion made by Lisa Godfrey and supported by Frank Tecumseh to approve the Workforce Development Board Bylaws for the period October 1, 2024 and ending September 30, 2026 with the following correction: Under Article IV, Section 7, Citizen Comment was changed to Public Comment and the references to ‘citizen’ within this section were also edited to reflect this change. Motion carried.

Workforce Development Board - Renewal Appointments (*Exhibit E*)

Kathy Olsen reported that per State policy, the WDB is recertified every two years by the Governor. This recertification occurred last September for a two-year period that began October 1, 2023 and ends September 30, 2025. State policy also requires that Board member terms be staggered and WDB Bylaws state that the terms for private sector shall expire in the years ending in an odd number and the terms for non-private sector appointments shall expire in the years ending in an even number. The members listed on *Exhibit E* are in good standing and she requested Board consideration and approval of these individuals for another two-year term beginning October 1, 2024 and ending September 30, 2026. Upon WDB approval, these names will be forwarded to the respective counties for their approval.

Motion made by Jeff Heppler and supported by Frank Tecumseh to approve the renewal appointments of non-private sector members of the Workforce Development Board which are as follows: Jill Bland representing economic development; Jose Orozco and alternate Charles Rose representing community based organizations; Dr. Paul Watson, Kris Jenkins, and alternate Dustin Scharer, representing education; Morris Applebey, Kathi Cain-Babbitt, David Pawloski, and Ken Willcutt, representing labor; John Fiore and alternate Rebecca Hill, representing Michigan Rehabilitation Services; Lisa Johansen representing the Michigan Department of Corrections; and Windy Rea representing Job Corps.

STAFF REPORTS

Business Solutions Update and Dashboard (*Exhibits F & G*)

Ashley Iovieno provided a Business Solutions update that included MiREACH, unemployment rates, job demand, the Going PRO Talent Fund (GPTF), employers served, the Labor Market Newsletter, and apprenticeships.

MiREACH Summary - Ms. Iovieno reported the Business Services Dashboard (*Exhibit F*) was updated with new information. The State Apprenticeship Expansion (SAE) tracking was replaced with MiREACH data. She explained that MiREACH is a training opportunity for individuals seeking patient facing occupations at rural healthcare facilities. Through this funding MW! Southwest has been able to assist with training individuals in professions such as Medical Assistants and Certified Nursing Assistants (CNA). The MiREACH funding has two cycles, the first ended in June 2024 with \$59,000 in expenditures; the remaining \$89,000 must be spent by December 2024. Lynn Page has been the lead on this project, and she easily exceeded the first goal and is now working on allocating the remaining funds by the end of the year.

Unemployment Rates - Unemployment rates for June 2024 were listed on page two of the Dashboard (*Exhibit F*). The Michigan Unemployment rate was reported to be 4.1%, with the national rate being 4.1% and the four counties in the Michigan Works! Southwest service area ranged from 4.4% to 5.5%. with St Joseph County at 4.9%, Kalamazoo County at 4.5%, Branch County at 4.4%, and Calhoun County at 5.5%.

Job Demand - The most recent Lightcast reports (*Exhibit G*) were included as a link in the agenda packet email sent out prior to the meeting. Ms. Iovieno noted that the same positions remain in demand as during the last several months, with registered nurses, medical assistants, and fast food and counter workers most in-demand jobs. She noted that employer postings match this data. The report also indicates that there were 481 unique postings in the area, which is an increase of 68.

Going PRO Talent Fund (GPTF) – Ms. Iovieno reported staff are working with the companies that were awarded GPTF contracts. She further reported that two webinars are scheduled with the State, one in August and one in September, where the details for FY25 Cycle 1 will be revealed.

Employers Served – The last page of the Dashboard (*Exhibit F*) highlights the number of employers served and services provided for the period beginning July 2024.

Labor Market Newsletter – Ms. Iovieno reported the August edition of the Labor Market Newsletter was sent to the email addresses of individuals who subscribe to this publication. This month the Data Spotlight was on the Labor Force Participation Rate in Michigan rising for several population groups from last year to this year.

Apprenticeships - Ms. Iovieno reported that at the Board meeting in June she announced that Michigan Works! Southwest became an intermediary for apprenticeships. To celebrate and formally recognize this accomplishment, there will be a signing celebration directly after today's Board meeting and she invited individuals in attendance at the meeting to attend the event. Tiffanie Clawson, the United States Department of Labor Apprenticeship Director for Michigan, will be present at this event.

Operations Update and Dashboard (*Exhibit H*)

For the Operations Report, Amy Meyers reported pages two and three of the Services Dashboard (*Exhibit H*) include data for the Partnership. Accountability. Training. Hope. (PATH) Program, the Gain Employment. Maintain Support (GEMS) Program, and the Barrier Removal Employment Success (BRES) Program. The program year for these programs ends on September 30, 2024 and she noted that so far, no additional BRES funding has been allocated. The performance measures for the Workforce Innovation and Opportunity Act (WIOA) were displayed on page four of the Services Dashboard. She focused on the numbers reported in the bottom row and far right column of the chart and reported that these numbers are the final performance metrics for the WIOA and Wagner-Peyser Programs for the Program Year that ended June 30, 2024.

Director's Report (*Exhibit G*)

Jakki Bungart-Bibb reminded members that Director Susan Corbin from the Michigan Department of Labor and Economic Opportunity (MI-LEO) will be at the September 19, 2024 Workforce Development Board meeting to discuss the State Workforce Development Plan and how it ties into local efforts. She noted that staff have reviewed elements of both plans and that the local plan aligns well with the State plan. Michigan Works! Southwest will host a roundtable following the Board meeting to allow community members who have an interest in workforce development to provide insight into the local workforce needs. Staff are reaching out to some specific contacts to ensure there is representation from labor, private sector, economic development, education, and workforce development, as well as the four counties in the MW! Southwest service area. The number of invitees is limited, thus the roundtable is an invitation only event; however, if WDB members are interested in participating or have suggestions for others who should participate, she asked that they please let staff know.

Ms. Bibb also provided an update on Wagner-Peyser Employment Services Notice of Proposed Rulemaking.

Lastly, Ms. Bibb reported that on July 24, 2024, the US Department of Energy selected 20 projects across 16 states to receive up to \$371 million dollars to accelerate interstate transmission projects and support community infrastructure projects along new and upgraded transmission lines. The Michigan Department of Labor and Economic Opportunity (MI LEO) submitted a project proposal and included MW! Southwest as a partner. The project was selected and awarded \$35.7 million dollars. This project will invest in workforce development initiatives to build a skilled workforce to support transmission construction and clean energy investments in Branch and Calhoun Counties, two counties that will be affected by the HELIX-HIPLE transmission line. Other community partners were listed within the grant including the Community Action Agency. Staff are excited to be the core workforce development provider for this project and look forward to the opportunity it brings to the communities served by MW! Southwest. A planning meeting is scheduled soon and as more information becomes known, including implementation and launch, it will be shared with the Board. Following the meeting, a link to the media release was sent to Board members.

OLD BUSINESS

None.

PUBLIC TIME

No comments.

MEMBERS' TIME

No comments.

UPCOMING MEETINGS

Brian O'Donnell referred members to the list of upcoming WDB meetings that were listed on the agenda.

- The next Full Workforce Development Board meeting is Thursday, September 19, 2024 from 9:00-10:30 a.m. at the Three Rivers Chamber of Commerce, 1116 N. Main Street, Three Rivers, Michigan.
- The next Executive Committee meeting is Thursday, October 17, 2024 from 9:00-10:30 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Thursday, September 12, 2024 from 1:00-3:00 p.m.
- The next Disability Awareness Resource Team (DART) meeting is Tuesday, September 17, 2024 from 2:00-4:00 p.m.
- The next Monitoring and Evaluation Committee is Thursday, October 24, 2024 from 8:00-9:30 a.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:46 a.m.

Kathy Olsen

Date

Brian O'Donnell

Date

APPROVED

These minutes were approved on _____