

**Workforce Development Board  
Executive Committee Meeting Minutes  
June 18, 2025 – Corrected**

**CALL TO ORDER:** Workforce Development Board Vice-Chair Brian O'Donnell called the meeting to order at 9:01 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

**WDB Members Present:**

Randall Hazelbaker (PS)*	Kris Jenkins (Educ)*	∇ Virtual
Jeff Hepler (PS)	Brian O'Donnell (PS)*	* Exec Committee

**WDB Executive Members Absent**

Dave Maurer (PS)\*  
Frank Tecumseh (PS)\*

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

Jakki Bungart-Bibb	Ashley Iovieno	Amanda Rosenberg
Debbie Horn	Kathy Olsen	

**Guests Present:**

Paige Daniels	Emily Eckert <sup>∇</sup>	Amanda Sutherland
Blaine Farr	For Rep. Julie Rogers	Mark Waurio <sup>∇</sup>
	Dr. Hernando Flowers <sup>∇</sup>	

**INTRODUCTIONS**

All attendees introduced themselves and the entities they represent.

**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 A1) & (Exhibit A2)**

**Motion made by Kris Jenkins and supported by Randall Hazelbaker to approve the May 15, 2025, WDB Quarterly Board meeting minutes and the May 22, 2025, WDB Executive Committee meeting minutes. Motion carried.**

**COMMITTEE REPORTS**

Brian O'Donnell reported that the Monitoring and Evaluation Committee met on April 24, 2025, for the monitoring of the following programs: the Workforce Innovation and Opportunity Act (WIOA), Jobs for Michigan Graduates (JMG), Young Professionals (YP), and Young Professionals Plus (YPP). Positive feedback was received from the six participants who were interviewed, all of whom were referred to the programs by family or friends. The key program highlights included supportive services for driver's

permits and resume writing. An Administrative Recommendation was made to ensure documentation is both consistent and accurate, in alignment with program requirements. Additionally, a Corrective Action was issued to ensure that marketing and outreach materials adhere to contract requirements related to the identification and use of the Michigan Works! Southwest logo, which is essential for supporting funded services. Six participants were also interviewed by the committee. These participants shared that they valued work experience opportunities and the strong support they received from their Career Coaches, while suggesting improvements like more college tours and transportation to and from internships. Overall, the program demonstrated effective performance with a 100% data validation pass rate.

Following the report, a brief discussion was held regarding the shortage of skilled trades, water operators, public safety (police and fire), and EMTs, specifically mentioned.

## **NEW BUSINESS**

### **Workforce Development Agreement (*Exhibits B1- B3*)**

Amanda Rosenberg reported on the Workforce Development Agreement as described in Exhibits B1 through B3.

### **Plans (*Exhibit C*)**

Amanda Rosenberg requested Board consideration and approval of one workforce development plan that was included in the agenda packet. The plan was for the Calendar Year (CY) 2024 Reemployment Services and Eligibility Assessment Program (RESEA) as described in Exhibit C.

**Motion made by Jeff Heppler and supported by Kris Jenkins to approve the CY 2024 RESEA plan. Motion carried.**

### **Workforce Development Board (WDB) Bi-Annual State Certification and WDB Membership (*Exhibits D1-D2*)**

Kathy Olsen reported that the Workforce Development Board must be certified by the State of Michigan every two years, and the next recertification is due June 30, 2025. She requested Board consideration and approval of membership renewals, changes, and new appointments as described below and on Exhibit D1, to the MW! Southwest WDB. An updated WDB membership roster, Exhibit D2, effective July 1, 2025, was also included in the agenda packet.

Renewal appointments for the following individuals, representing the private sector, for another two-year term beginning October 1, 2025, and ending September 30, 2027.

- Ms. Jessica Eyster, HR Manager, IAC Group (St. Joseph)
- Mr. Randall Hazelbaker, Owner, Hazelbaker Antiques (Branch BOC)
- Mr. Jeff Heppler, Police Chief, Village of Augusta, and Owner, Hit-Em Here (Kalamazoo BOC)
- Mr. Jared Hoffmaster, Assistant Vice President and Investment Officer at Century Bank and Trust (St. Joseph BOC)
- Mr. Alan Ives, Vice President of Operations, Kadant Johnson LLC (St. Joseph)
- Mr. Derek King, Owner, King Jewelers (Calhoun BOC)
- Mr. David Maurer, President, Humphrey Products, Inc. (Kalamazoo)
- Mr. Brian O'Donnell, Project Executive, Hi-Tech Electric Company (Kalamazoo)
- Ms. Sabrina Radenovic, HR Business Partner, Stryker (Kalamazoo)
- Mr. Frank Tecumseh, CEO, FireKeepers Casino Hotel (Calhoun)
- Ms. Elizabeth Van Dussen, HR Manager, Duncan Aviation (Calhoun)

A change in representation from labor to private sector for Mr. Ken Willcutt, Piping Superintendent, Egan Company; and Plumbers/Pipefitters/HVAC-R Local Union No. 357 (Kalamazoo) for the balance

of a two-year term that ends on September 30, 2025, and another two-year term beginning October 1, 2025, and ending September 30, 2027.

New appointments of the following individuals, representing the private sector, for the balance of a two-year term beginning July 1, 2025, and ending September 30, 2025; and another two-year term beginning October 1, 2025, and ending September 30, 2027.

- Mr. Ross Daniels, Vice President, R&R Trailers (St. Joseph)
- Mr. David Stafford, Talent Marketing & Operations Manager, WK Kellogg Company (Calhoun)

New appointments of the following individuals, for the balance of a two-year term beginning July 1, 2025, and ending September 30, 2026.

- Representing Education - Mr. Darrin Adair, Superintendent, Branch Intermediate School District (Branch), replacing Kris Jenkins
- Representing Labor - Mr. Jonathan Current, Business Manager, IBEW Local 131 (Kalamazoo), replacing Morris Applebey
- Representing Health and Human Services - Ms. Karen Marcath, County Director, MI Department of Health & Human Services, Cass/St. Joseph Counties (St. Joseph), replacing Karen Doubleday

**Motion made by Randall Hazelbaker and supported by Jeff Heppler to approve the WDB membership renewals, changes, and new appointments as presented. Motion carried.**

#### **Workforce Development Board Career & Educational Advisory Council (CEAC) Membership changes/Renewals (*Exhibits E1-E2*)**

Kathy Olsen requested WDB consideration and approval for the renewal of appointments of the individuals whose terms expire June 30, 2025, as described below and on Exhibit E1, to the WDB Career and Educational Advisory Council (CEAC) for Michigan Works! Southwest for another two-year term beginning July 1, 2025, and ending June 30, 2027. An updated WDB CEAC Membership roster, effective July 1, 2025 (Exhibit E2), was also included in the agenda packet.

- James Berry, Director of Career Technical Education (CEPD 47), St. Joseph County Intermediate School District
- James Callahan, Field Representative, MI Building Trades Council
- Cindy Goss, Career Education Planning District Director (CEPD 35), Kalamazoo RESA
- Sarah Mansberger (Alternate for Cindy Goss), Executive Director of Career Connect
- Secondary Programs, Kalamazoo RESA
- David Maurer, President, Humphrey Products Company
- Vacant, Southwest MiSTEM Regional Director
- James Sertic, Owner, Sertic Consulting & Implementation
- Dustin Scharer, Assistant Superintendent of CTE for Branch County, Branch Intermediate School District
- Tim Staffen, Assistant Superintendent for Career & Technical Education (CEPD 36), Calhoun Intermediate School District
- Ken Willcutt, Piping Superintendent, Egan Company & Labor Representative, Plumbers & Pipefitters Local 357

**Motion made by Kris Jenkins and supported by Jeff Heppler to approve the WDB Career Educational Advisory Council (CEAC) membership renewal appointments as presented. Motion carried.**

#### **Public Notice**

Amanda Rosenberg reported on the Modification of the WIOA Annual Plan, which was posted for public comment on Thursday, June 5, 2025, and will remain open to public comment for thirty days.

Modifications include updated Wagner-Peyser provider information, National Farmworker Jobs Program (NFJP) service implementation, the addition of Talent and Growth Barrier Removal Services, and updates to the following subsections: Monitoring and Evaluation and Infrastructure Agreement cost categories.

## STAFF REPORTS

**Business Solutions** - Ashley Iovieno reported that the revised dashboard is in the agenda packet, which includes the updated numbers for employers served and services provided through May 2025. Ms. Iovieno also reported that the Going Pro Talent Fund FY25 Cycle 2 awards were updated in the attached dashboard, which includes six companies who were awarded \$184,251 to train 80 people, with 28 planned apprentices and six new hires. All employers have been informed. Ms. Iovieno reported that the April 2025 unemployment rates for our four-county region came in at 4.7% with the national rate being 4.2%. Ms. Iovieno further reported that the most recent Lightcast reports were included in the email to the board as a link and can also be found on our Michigan Works! website. The same positions remain in demand as in the last several months; registered nurses and medical assistants round out the top. The employers' postings match this data, and there were 348 unique job postings in the area, which is lower than last month's 373. Ms. Iovieno also reported that the recruitment for MiCareerQuest™ Southwest is underway, and it's a great idea to secure your spot at the event early. The event will be held on October 28 and 29, 2025.

**Operations** - Jakki Bungart-Bibb reported on the state's annual Cycle II monitoring. KRESA, the WIOA Youth Services provider, was selected for this review. There were no findings or administrative recommendations identified. Ms. Bibb thanked everyone involved who ensured a successful review. Ms. Bibb also reported that 20 Michigan Works! Southwest frontline staff attended a Policy Essentials training earlier this month, where they were introduced to the principles of federal, state, and local policymaking and learned how to establish a framework for policy development and implementation. Ms. Bibb thanked the staff who attended and the Michigan Works! Association for providing this opportunity for the staff.

**Directors Report** - Jakki Bungart-Bibb reported on last month's Directors' Retreat, focused on enhancing relationships with state partners at Michigan's Department of Labor and Economic Opportunity (LEO), addressing system collaboration, cost-saving strategies, and communication amidst funding challenges. Ms. Bibb also reported that she attended the Mackinac Policy Conference, where the Lieutenant Governor unveiled new workforce plans for infrastructure and AI. Additionally, she reported on the budget process, which is underway at both the state and federal levels, with current federal proposals seen as unfavorable, however subject to change. Ms. Bibb emphasized that, given the current political climate, sharing success stories and illustrating the community impact of workforce development is critical.

## OLD BUSINESS

Members were reminded that the Workforce Development Board Member Conflict of Interest Forms are due by the end of June.

## PUBLIC TIME

None

## MEMBERS' TIME

Kris Jenkins reported that her retirement is effective as of June 30, 2025, and Darrin Adair has been selected as her replacement as Superintendent of Branch ISD.

## UPCOMING MEETINGS

- Full Workforce Development Board – Thursday, September 18, 2025 (9:00-10:30 am)

Location to be determined in St. Joseph County

- Executive Committee – Thursday, July 17, 2025 (9:00-10:30 am)  
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- Career Educational Advisory Council (CEAC) – Monday, September 15, 2025 (1:00-3:00 pm)  
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- Disability Awareness Resource Team (DART) – Tuesday, September 16, 2025 (2:00-4:00 pm)  
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- Monitoring & Evaluation Committee – Thursday, June 26, 2025 (8:00-9:30 am)  
Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, MI 49017

## ADJOURNMENT

There being no additional reports or business for the Board, the meeting was adjourned at 9:32 a.m. by Brian O'Donnell.

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Kathy Olsen \_\_\_\_\_ Date \_\_\_\_\_

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Brian O'Donnell \_\_\_\_\_ Date \_\_\_\_\_

## APPROVED

These minutes were approved on \_\_\_\_\_