

**Workforce Development Board  
Executive Committee Meeting  
April 13, 2018**

**CALL TO ORDER** - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:01 a.m. at Kellogg Community College, RMTTC, 405 Hill Brady Road, Battle Creek, Michigan.

**WDB Executive Committee Members Present:**

Mike Bearman (PS)	Kris Jenkins (Educ)	Julie Rogers (PS)
Paul David (PS)	Shelley Klug (PS)	
Lisa Godfrey (PS)	Colleen Knight (CBO)	

**WDB Executive Committee Members Absent:**

Morris Applebey (Labor)	David Maurer (PS)
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**Other WDB Members Present:**

Randall Hazelbaker (PS)

Other individuals in attendance at the meeting included:

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

Ben Damerow	Amy Meyers	Sarah Pohl
Ashley Iovieno	Kathy Olsen	

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

Cheryl Beard (PATH)	Curt Mastos (M-HRDI)
Karen Carlisle (KRESA)	Dallas Oberlee (PATH/WEUI)

**Guests:**

Samantha Hunt (TIA)

**TRANSPARENCY AND INTEGRITY OF WDB DECISIONS**

**Conflict of Interest and Disclosure** – 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 Mike Bearman and supported by Shelley Klug to approve the Workforce Development Board Executive Committee meeting minutes of March 9, 2018. Motion carried.**

**CITIZENS' TIME**

No comments.

**COMMITTEE REPORTS**

**Monitoring and Evaluation Committee** – Mike Bearman reported that during the last subcommittee meeting, the Adult and Dislocated Worker programs were reviewed. Mr. Bearman reported a staff person from Graphic Packaging met with the committee to share information about services received from Michigan Works! Southwest and assistance received from the program staff. The comments were very positive and praised the program staff for the assistance they have provided for referrals to fill job openings. Mr. Bearman also reported that four participants enrolled in the program were interviewed. One came to the United State from Africa and after receiving assistance from the program to complete Certified Nurse Assistant (CNA) training, she was currently working at Bronson. Another participant had lost her job after 18 years and with the assistance of the Adult and Dislocated Worker program and services, she has been able to

return to school to finish working on earning an Associate's degree at Kalamazoo Valley Community College and will be graduating at the end of April. The third participant also reported losing her job after 18 years and is currently working with program staff to improve her job search techniques and update her resume. The last participant interviewed was a gentleman who had owned an auto repair business up until two years ago and is now working with program staff to become a licensed contractor. Mr. Bearman reported all four of the participants interviewed had positive things to say about the services received and the staff they have worked with. One member inquired as to whether or not the participant from Africa was a Refugee; it was reported that she was not. Mr. Bearman reported there were no major findings in the staff monitoring; however, there were administrative recommendations for a continued focus on case notes and updating the Individual Service Strategy (ISS) as part of the continuous improvement process for the programs.

Mr. Bearman further reported the Monitoring Committee meeting also included updates from program staff. They reported on the work with Clemens Food Group and the jobs brought to the Coldwater area as well as the recent Impact Award to Clemens Food Group from the Michigan Works! Association. Staff shared information about leveraging funding from other programs and initiatives to better serve the customers. A new apprenticeship at the Kalamazoo County Road Commission was highlighted during the Monitoring Committee meeting. Mr. Bearman reported that it was the first of its kind in the State and other counties were already reaching out to find out more information about this initiative. Julie Rogers reported she had also already heard inquiries from others about the apprenticeship and inquired about the start date. Curt Mastos reported the Road Commission Board for Kalamazoo County and the labor union have approved the concept and standards. The Road Commission and Michigan Works! Southwest staff will be sharing the information at a conference at the end of May. The next step will be for the U.S. Department of Labor to work with the County on a Work Plan for the Apprenticeship Training.

**Talent District Career Council (TDCC)** – Kris Jenkins reported the February 8, 2018 Region 8 Talent District Career Council (TDCC) meeting included a webinar outlining information about the new Career & Educational Advisory Council (CEAC) as well as information about the Marshall Plan for Talent which is offering \$100 million in competitive grants for schools to help with the talent pipeline over the next four to five years. Ms. Jenkins also reported that the last meeting for the TDCC before it transitioned into a CEAC was held on March 28, 2018 and during that meeting, the Council received an update on the Adult Education Request for Proposal (RFP) process and they reviewed and approved the Career Tech Education (CTE) Perkins Plans.

**Career & Educational Advisory Council (CEAC) (Exhibit B)** – Kris Jenkins reported that that Michigan Works! Southwest Career & Educational Advisory Council (CEAC) had their first meeting on April 12, 2018. She reported the CEAC membership roster and goals are similar to the Talent District Career Council's (TDCC), however the CEAC membership covers the four counties that make up the Michigan Works! Southwest Area instead of the seven counties that reside in Prosperity Region 8 that made up the TDCC. She reported workplace issues discussed at the CEAC meeting included employee attendance and cell-phone issues in the workplace and how cellphone usage that is allowed in classrooms could be playing a part with how workers understand expectations and limits. The conversation eventually led to further discussion on what other efforts can be made to better prepare a qualified and engaged workforce. It was announced that Kris Jenkins has accepted a new position as Superintendent of Branch Intermediate School District (ISD) that will be effective July 1, 2018. Ms. Jenkins reported Tim Staffen will be replacing her as the CTE Director at Calhoun ISD and as Calhoun County's CTE representative on the CEAC. Because of her new responsibilities, Ms. Jenkins reported she will no longer be able to serve as the CEAC chair. CEAC members elected Deb Miller from Kalamazoo RESA to replace her as CEAC Chair and Tommy Cameron from St. Joseph ISD as the CEAC vice-chair. The next CEAC meeting is scheduled for September 20, 2018

**Motion made by Shelley Klug and supported by Mike Bearman to approve the appointment of Deb Miller as chair and Tommy Cameron as vice-chair of the Career and Educational Advisory Council. Motion carried.**

## **NEW BUSINESS**

**Work-Based Training for Special Populations (Exhibit C1)** – Amy Meyers requested board consideration and approval for the Work-Based Training for Special Populations plan. She reported an allocation in the amount of \$21,200 was granted to Michigan Works! Southwest for the Reemployment Services and Eligibility Assessment (RESEA) program which provides customized services to Unemployment Insurance claimants deemed most likely to exhaust their unemployment benefits. This is the second year Michigan Works! Southwest had received this funding; however, for this program year, a training component was added along with a \$3,000 increase in funding from the previous year. Ms.

Meyers outlined that the individuals to be served include long-term unemployed individuals, returning citizens, Food Assistance Employment & Training (FAE&T) participants and/or Partnership.Accountability.Training.Hope. (PATH) participants. Available training options included On-the-Job Training (OJT), Pre-Apprenticeship Training, Registered Apprenticeships, as well as other customized training opportunities.

**Motion made by Julie Rogers and supported by Kris Jenkins to approve the plan for Work-Based Training for Special Populations. Motion carried.**

**Fiscal Year 2018 Summer Youth Employment Program (SYEP) for Chafee-Eligible Youth (*Exhibit C2*)** – Amy Meyers requested board consideration and approval of the plan for the Fiscal Year 2018 Summer Youth Employment Program (SYEP) for Chafee-Eligible Youth. She reported this is the first time Michigan Works! Southwest had been allocated this funding and that the funding, in the amount of \$24,380, would be used to offer employment opportunities to ten youth, ages 14-20, in foster care. Members discussed how to ensure that the ten youth who would be served were from throughout the four-county area as well as concern for placement opportunities for younger youth. It was reported that the Department of Health and Human Services (DHHS) is responsible for making the referrals; however, Michigan Works! Southwest staff would share the Board’s request for location diversity. It was also reported by staff that Michigan Works! Southwest has positive relationships with many businesses throughout the four-county area and they were optimistic that they would be able to find suitable placements for each of the ten youth regardless of where they were from.

**Motion made by Mike Bearman and supported by Paul David to approve the FY 2018 Summer Youth Employment Program (SYEP) for Chafee-Eligible Youth Plan. Motion carried.**

**Request for Proposals – WIOA Adult, Dislocated Worker, and Youth** – Amy Meyers reported that Request for Proposals (RFP) for the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs have been released. The RFPs are posted on the Michigan Works! Southwest website. The RFP response period will close during the first week of May. Proposal review meetings for staff and board members will take place the following week on May 9 and 10 prior to bringing the recommendations to the Workforce Development Board. She requested volunteers from the Executive Committee to serve on the RFP Review Committee. Anyone interested in participating on the WDB RFP Committee should contact Kathy Olsen.

## **STAFF REPORTS**

**Marketing (*Exhibits D1-D5*)** – Kathy Olsen referenced Exhibit D1 in the agenda packet which included information about many upcoming community employment preparation, career exploration, training opportunities, events for businesses, and hiring events that included the BC Vison Employment Preparation events and Job Fair (Exhibit D3) and the Branch County Hiring Blitz (Exhibit D4). Discussion followed regarding tracking event success rates. Ben Damerow reported staff from the Upjohn Institute are currently working on collecting data from local job fairs via surveys to track their success and until now, there had been no research done on the effectiveness of these types of events. One member noted that word-of-mouth is the number one reason that individuals seek out services because people react to suggestions from people they trust. News Channel 3 also drives some of the participation. There was also a conversation about the effectiveness and reach of the Michigan Works! Southwest social media accounts. Some of the members present encouraged others to like and share the information posted. Committee members requested information regarding social media metrics.

Kathy Olsen also highlighted the Neighborhood Employment Hubs (Exhibit D2) which will be holding their Grand Opening events (Exhibit D5) throughout the week of April 22, 2018 at various locations in Battle Creek. In response to a question regarding how the neighborhood sites were selected, it was reported that research was conducted and the urban core locations were identified as having large pockets of poverty and unemployment. It was also reported that often transportation to the Michigan Works! Service Center can be a barrier for some neighborhood locations. An additional HUB location is the County jail. Staff will be meeting with individuals prior to their release to work on individual plans. The Neighborhood Employment Hubs will be able to offer participants training, support services and community referrals, all with less restrictive funding. Many committee members agreed that as the unemployment rate falls, more emphasis should be placed on how to bring services into the communities, rather than hoping the customers will come to us. One example provided was the recent multi-generational event held at Homer Schools which led to the Homer City Manager reaching out to Michigan Works! for assistance for a local company in need of services.

### **Program Operations / Special Initiatives**

*Time Limited Food Assistance (TLFA)* – Dallas Oberlee reported Time Limited Food Assistance (TLFA) orientation numbers have remained low in Kalamazoo. Since the waiver expired in Kalamazoo County in January 2018, 1,800 referrals were made with only 111 individuals showing up for their orientation date. Of those 111, 71 individuals chose to engage in the program activities following orientation. She further reported that it is likely that many who choose not to participate after the orientation may have received a deferral from the Department of Health and Human Services (DHHS). Ms. Oberlee reported staff are currently working on getting the other three counties ready for their waiver to expire on June 30, 2018. In response to questions pertaining to the low percentage of people attending orientation, Ms. Oberlee reported DHHS had given a lot of deferrals and there is also a three-month leniency period before their benefits would be denied. Many may choose to be re-referred once they realize their assistance would stop, while others may have decided that what they were receiving was not enough assistance for them to prioritize participating in the program.

*Workforce Innovation Fund (WIF)* – Dallas Oberlee reported that the Workforce Innovation Fund (WIF) has been utilized for many training opportunities that includes Warehouse Management, Certified Nurse Assistant (CNA) and Leadership. The Leadership training for individuals new or soon to be new in leadership/supervisory roles has been very popular with the Employer Resource Network (ERN) employers. Another focus for the WIF grant career pathways and staff are working with a group of employers to pilot a career pathways and coaching training that will focus on developing career pathways internally and integrate this into the company culture, along with career coaching. She also reported there has been some dual enrollments with the WIF grant and partner programs. She shared a success story of one individual working part-time who completed the CNA training, passed the State certification exam and was offered full-time employment with benefits.

*Families Forward Demonstration Project* – Dallas Oberlee reported that Families Forward Demonstration Project in Calhoun County started this week with three people attending orientation. The project is in partnership with the Department of Health and Human Services (DHHS) Office of Child Support. The program is set to serve adults between the ages of 18 and 64 with open child support cases and will place them in either Welding of Machine Maintenance training. Staff will be coordinating with Kellogg Community College RMTTC for the training and placements. There were some questions about the adults that fit the criteria living on the border of Calhoun County and Jackson County, which is the other county receiving funding to pilot this program. Jackson County will be offering Production Technician training at a location in their County. Individuals who are referred are free to choose from the training programs offered. This grant is available through June 2019.

Dallas Oberlee reported the *My City Program* will be expanding to the City of Battle Creek this summer for a pilot program that will serve 50 youth between the ages of 14-16. Funding for this expansion is from the BC Vision initiative.

**Business Services and Skilled Trades Training Fund (STTF) Update (*Exhibit E*)** – Ashley Iovieno reported the queue for the Skilled Trades Training Fund (STTF) grant has been opened and that two companies located in the Michigan Works! Southwest region were selected to receive funding. Staff are reaching out to those companies to see if they are still interested in the opportunity. Staff also continue to work on modifications to STTF training plans and reimbursements to STTF employers for trainings that are complete.

Ashley Iovieno reported the MiCareerQuest Southwest event in St. Joseph County was a success, connecting over 800 ninth graders with over 30 career options. Staff from Michigan Works! Northwest (Traverse City area) also attended the event and were provided an overview and tour by Michigan Works! Southwest staff. The MW! Northwest area hopes to host their own MiCareerQuest event in 2019. The dates for the next MiCareerQuest Southwest event for Kalamazoo and Calhoun Counties are set for November 13 and 14, 2018. The event will be held at the Kalamazoo Expo Center.

Ashley Iovieno reported the standards for the first Maintenance Technician, Municipal (Roadway Technician) Registered Apprenticeship were approved by the Kalamazoo County Road Commission Board and their labor union last week. She extended a thank you to Sam Dougherty, Curt Mastos, Kara Stewart and Tiffany Clawson for their hard work and devotion for this initiative. Ben Damerow added that this is the first in the State and it started in Kalamazoo. Lisa Godfrey also offered a thank you from the Workforce Development Board to all the staff involved.

**Labor Market Information (LMI) (Exhibit E)** – The link to access the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data that identified the top detailed occupations, skills greatest in demand, and employers with the most job openings in Prosperity Region 8, Michigan Works! Southwest, and each of the four counties in the MW! SW Area for the period February 1 through March 31, 2018 was sent to members via email along with the agenda packet.

**Dashboard Report (Exhibit F)** – Amy Meyers reported the Labor Participation numbers were listed on page one of the Michigan Works! Dashboard report (Exhibit F) as well as the Top Job Categories and Top Employers. She reminded committee members that, like the previous month’s dashboard, education institutions were likely on the list of Top Employers due to the many entities that hire through these consortiums. The graph on page two of the report depicting the number of visitors to the Michigan Works! Southwest Service Centers showed a slight decrease and when compared to the other years’ data. She also highlighted the number of employees served, jobs filled, WIOA registrations, and Employer Resource Network (ERN)/Workforce Innovation Fund (WIF) numbers on page two of the report.

Ms. Meyers highlighted the AEP/PATH local Employment Rate of 70.4% is an increase from the previous month. The local work participation is at 53.2% which continues to be above the state goal of 50%. In response to questions regarding the low AEP Pass Rate reported for the month of February on page three of the report, Dallas Oberlee explained the rate does not include those who failed for reasons related to DHHS such as their case closing for medical reasons, the applicant requesting to withdraw their application, or failure to meet a requirement of DHHS. Ms. Oberlee reported PATH staff work with customers to help them pass AEP; however, if a customer fails to complete program requirements, staff are required to fail them. She further reported applicants are assigned a date to attend an orientation, PATH staff then make reminder calls and during the call, the customer may report they are unable to attend on the assigned date, but would like to participate. At that time, PATH staff work with each customer to address these issues.

Information highlighted on page four of the report that was highlighted by Ms. Meyers included the Maintenance Technical, Municipal (Roadway Technician) Registered Apprenticeship mentioned earlier. Career and Educational Advisory Council (CEAC) metrics were added to the bottom of this page. Ms. Meyers reported these metrics were introduced at the recent Career Educational Advisory Council (CEAC) meeting and there were concerns from council members about the “Promotion of Career Pathway and Exploration Events.” CEAC members asked for a definition for that metric and shared that many of them already reported a lot of this information to various State departments. Kris Jenkins reported many of the CEAC members previously served on the Talent District Career Council (TDCC) which did not require metrics. She shared that council members just wanted to ensure that the data submitted is accurate and collected in an efficient manner, without duplication.

**Director’s Report** – Ben Damerow distributed the Director’s Report dated April 13, 2018 and reported the United States Department of Labor (USDOL) released the Workforce Innovation and Opportunity Act (WIOA) planning estimates for fiscal year 2018. The estimates show a 3.6% increase for Youth and a 3.04% increase in Adult funding. There was a 10% decrease in the estimated Dislocated Worker allocation. Mr. Damerow reported the State will be working on local allocations in the coming weeks.

Mr. Damerow reported the Governor Snyder’s Marshall Plan for Talent, which calls for investing \$100 million into schools over a five-year period, has yet to have its funding approved. He stated that he and other Board members have been invited to a meeting in Marshall in May to discuss the topic and they are hoping to have more information available to them at that time.

Mr. Damerow reported he and staff are currently working with the Department of Health and Human Services (DHHS) to collect more data on the numbers of individuals that will be affected by the waiver proposal for Medicaid Work Requirements. New guidance was issued by the Centers for Medicare and Medicaid Services (CMS) in a State Medicaid Director Letter that suggested an emphasis on in-demand careers. Mr. Damerow reported this news is concerning because careers such as a Certified Nursing Assistant (CNA) is not on the list of Top 50 jobs; however, it is a common point of entry for those wanting to begin a career in the medical field. Mr. Damerow reported Kentucky, Indiana, and Arkansas have been approved for waivers and Michigan will most likely be seeking a waiver to the work requirement as well.

Mr. Damerow provided an update on the Driver Responsibility Fee. He reported the State Treasury is relying on Michigan Works! staff throughout the state to create a process for individuals to follow so that they can meet the 10-hour participation requirement in order to get their “driver responsibility fees” forgiven. The plan currently calls for four (4) hours of verifiable activity at a Michigan Works! Service Center as well as six (6) hours of self-directed participation. In the current plans for the program, Service Center staff will verify that the participant has accurately filled out a designated form that tracks types of participation. The participant will then be required to submit it to the State Treasury. The program was scheduled to begin on March 30, 2018; however, the start date has been tentatively delayed to April 20, 2018. Mr. Damerow thanked Karen Carlisle of Kalamazoo RESA for her time, effort and leadership in creating the work plan for this initiative.

## **OLD BUSINESS**

None.

## **CITIZENS’ TIME**

Karen Carlisle announced her retirement that will be effective October 1, 2018. She stated that her position has been posted and interviews will take place soon. She extended a heartfelt thank you to other staff and commented that they are a great team and have been excellent to work with.

## **MEMBERS’ TIME**

Julie Rogers thanked Ben Damerow and Eric Stewart of their recent responsiveness to a request for information. She reported that through a collaboration with Kalamazoo City and County Governments are one of five communities nationally chosen for a grant to participate in an [Intergovernmental Policy Academy](#) focused on reducing the overuse of jails for young adults, ages 17-24. Staff working on this project will be attending a training in San Francisco. Trainers will then come to Kalamazoo to provide assistance and help with the implementation of best practices. Further details can be found in the press release. She requested that the release be sent to members following the meeting. Ms. Rogers also shared that as government funding cuts continue, she is interested in exploring opportunities to advocate for additional funding streams.

Mike Bearman thanked Jakki Bungart-Bibb for her, and the Michigan Works! Southwest staff’s, flexibility to accommodate meetings. He specifically mentioned an occasion in Albion where Jakki was there to attend a Rising Tide meeting. He asked her to attend a meeting with community leaders immediately afterwards and she adjusted her schedule to comply with his request.

Shelley Klug thanked Ben Damerow for his quick response to provide good information for a site selector who could potentially bring 200 new jobs to the Three Rivers area. She added that if the site selector needs to hear more, she will invite Ben Damerow to make the three minutes presentation to make a case as to why Three Rivers.

There was also a discussion about the current Opioid Crisis and it was suggested that this subject be the program topic at a future meeting of the Workforce Development Board. Staff agreed to identify a speaker, perhaps for the May 11, 2018 meeting in Coldwater, Michigan.

## **UPCOMING MEETINGS**

Members were reminded of the next Full Workforce Development Board and Executive Committee meetings.

The next **Full Workforce Development Board** is scheduled for Friday, May 11, 2018 from 8:00 a.m. – 9:30 a.m. at Kellogg Community College, Grahl Center, 125 Seeley Street, Coldwater, MI 49036.

The next **Executive Committee** is scheduled for Friday, June 8, 2018 from 8:00 a.m. – 9:30 a.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

The dates for the other committee meetings were listed on the agenda as follows:

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, May 9, 2018 from 8:00 – 9:30 a.m. at Michigan Works! Southwest Service Center, 200 W. Van Buren St, Battle Creek, MI 49017.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, May 15, 2018 from 2:00 – 4:00 p.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

The next **Career & Educational Advisory Council (CEAC)** meeting is Thursday, September 20, 2018 from 1:30 – 3:30 p.m. at Kalamazoo Regional Educational Service Agency (KRESA), 1819 E. Milham Road, Kalamazoo, MI 49002.

**Veterans Committee** – The next VCAT Region 8 Quarterly Meeting is scheduled for Tuesday, April 24, 2018 from 10:00 a.m. to 12:00 p.m. Lakeland Health at Meadowbrook, 2550 Meadowbrook, Benton Harbor, MI

**Viewing of the 13<sup>th</sup> Documentary** – Friday, May 4, 2018 from 1:00-3:00 p.m. at both the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI, and the Michigan Works! Southwest Service Center, 200 W. Van Buren St., Battle Creek, MI. A flyer was included in the agenda packet for this event.

**ADJOURNMENT**

There being no other reports, the meeting was adjourned at 9:39 a.m.

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Kathy Olsen Date

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Lisa A. Godfrey, Chair Date