

**Workforce Development Board
Executive Committee Meeting
August 10, 2018**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 7:59 a.m. at the W.E. Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

WDB Executive Committee Members Present:

Morris Applebey (Labor) Kris Jenkins (Educ) David Maurer (PS)
Lisa Godfrey (PS) Colleen Knight (CBO) Julie Rogers (PS)

WDB Executive Committee Members Absent:

Mike Bearman (PS) Paul David (PS) Shelley Klug (PS)

Other WDB Members Present:

Randall Hazelbaker (PS) Dan Dunn (PS)

Other Guests Present:

Alena Newberry (BSBP)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart- Bibb Amy Meyers Sarah Pohl
Ben Damerow Kathy Olsen Kara Stewart

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA) Amy Holman (PATH/WEUI) Eric Stewart (YOU/KRESA)
Sam Dougherty (M-HRDI) Dallas Oberlee (PATH/WEUI) Amanda Sutherland (YOU/KRESA)

TRANSPARENCY AND INTEGRITY OF WDB DECISIONS

Conflict of Interest and Disclosure (Exhibits A1 & A2) – Kathy Olsen reported the WDB members are required to complete Conflict of Interest local and State forms annually. The forms were emailed to members prior to the meeting. They were also included in the agenda packet and blank copies of the forms were also made available at the meeting.

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 B)

Motion made by Colleen Knight and supported by Kris Jenkins to approve the Workforce Development Executive Committee meeting minutes of July 13, 2018. Ayes: 5, Nays: 0, Abstentions: 1 (Rogers). Motion carried.

CITIZENS' TIME

None.

COMMITTEE REPORTS

VCAT Employment Committee (Exhibit C) – Kathy Olsen reported a flyer for a Veterans Employer Summit, labeled Exhibit C, was included in the agenda packet. The event is scheduled for September 20, 2018 at Zeigler Motorsports. The event begins with lunch at noon with presentations from 1:00-5:00 p.m. on various topics pertaining to the employment of Veterans. The Summit will conclude with a networking event from 5:00-6:00 p.m. for those in attendance. Kathy reported the Veterans Employer Summit will be similar to an event hosted at the Air Zoo last year, with the goal of assisting employers in veteran attraction initiatives.

NEW BUSINESS

CY18 Reemployment Services and Eligibility Assessment (RESEA) Program Plan (*Exhibit D*)– Amy Meyers requested board consideration and approval of the CY2018 RESEA Program plan which had an allocation increase from \$27,803 in CY2017 to \$39,179 in CY2018. The RESEA Program permanently replaced the mandatory Unemployment Insurance Profiling program and offers customized services to individuals referred from the Unemployment Insurance Agency (UIA) after being deemed most likely to exhaust their UI benefits. A list of the required services was provided on *Exhibit D* in the agenda packet and includes orientation to Michigan Works! services and review of Labor Market Information (LMI).

PY18 Capacity Building Plan (*Exhibit E*) – Amy Meyers requested board consideration and approval for the PY18 Capacity Building Plan. She reported that the allocation totaling \$33,931 would go towards technical assistance and staff professional development opportunities for workforce development professionals within the Michigan Works! system across the state. She reported state allocations for Capacity Building in the previous year were awarded to four MWAs across the state; however, for PY18, each Michigan Works! Agency (MWA), received an individual allocation.

PY18 Service Center Operations Plan (*Exhibit F*) – Amy Meyers requested board consideration and approval for the PY18 Service Center Operations Plan that included an allocation in the amount of \$125,838, an increase from the total allocation of \$84,542 in PY17. She reported that Service Center Operations funds would be used to supplement financial support from all partners housed at one-stop facilities across the Michigan Works! Southwest four-county region. This support would include activities to improve customer services, education for the public about the service centers, and upgrading one-stop facilities.

Motion made by Kris Jenkins and supported by Morris Applebey to approve the Calendar Year (CY) 2018 Reemployment Services and Eligibility Assessment (RESEA) Program Plan, the Program Year (PY) 2018 Capacity Building Plan and the PY18 Services Center Operations Plan. Motion carried.

Intergovernmental Agreement of 2018-2020 (*Exhibit G*) – Kathy Olsen requested board consideration and approval for the Intergovernmental Agreement for the period October 1, 2018 through September 30, 2020. She reported the agreement, between the four County Boards of Commissioners within the Michigan Works! Southwest four-county region and the Michigan Works! Southwest Workforce Development Board had minimal changes. The changes were detailed on a redline copy included in the agenda packet (*Exhibit G*). Changes included updating the agreement for a new two-year period and the joining of two bullet points on page 8 of the document.

Motion made by Morris Applebey and supported by Julie Rogers to approve the Intergovernmental Agreement for the period October 1, 2018 through September 30, 2020. Motion carried.

Workforce Development Board Bylaws for 2018-2020 (*Exhibit H*) – Kathy Olsen requested board consideration and approval for the Workforce Development Board (WDB) Bylaws with an effective date of October 1, 2018. A redline copy with changes was included in the agenda packet (*Exhibit H*). The updates included changes in language to match that of the Talent Investment Agency (TIA); the addition of a quorum clause; and the removal of a Veteran’s Advisory Committee, which is not required by the Workforce Innovation and Opportunity Act (WIOA), and the Marketing and Communications Committee. She reported the Veterans Community Action Team (VCAT) is an active regional committee that focuses on Veterans issues and the duties of the Marketing Committee are being completed by Michigan Works! Southwest staff.

Julie Rogers stated page four of the document states that County Commissioners shall serve a four-year term; however, Commissioners are re-elected every two years. She requested that the language be amended to read that terms for County Commissioners’ be every two years.

Motion made by Julie Rogers and supported by Colleen Knight to amend page 9 of the Workforce Development Board Bylaws effective October 1, 2018 to state that terms for members who also service as County Commissioners shall be for two years or until their respective term of office ends. Motion carried.

Motion made by Colleen Knight and supported by Julie Rogers to approve the Workforce Development Board Bylaws effective October 1, 2018, as amended. Motion carried.

Workforce Development Board Alternate Appointment (*Exhibit I*)- Kathy Olsen requested board consideration and approval for the appointment of Randy Sowles as an alternate on the Workforce Development Board for Kris Jenkins, representing education. The alternate appointment is for the balance of a two-year term ending on September 30, 2018 as well as an additional two-year term from October 1, 2018 until September 30, 2020.

Motion made by Kris Jenkins and supported by David Maurer to approve the Appointment of Randy Sowles as an alternate for Kris Jenkins, representing education on the Workforce Development Board for the balance of a two-year term ending on September 30, 2018 and an additional two-year term from October 1, 2018 until September 30, 2020. Motion carried.

Workforce Development Board Renewals – Non-Private Sector (*Exhibit J*) – Kathy Olsen requested board consideration and approval for the renewal of all non-private sector appointments to the Workforce Development Board. A memo listing the names of individuals for the renewal appointments was included in the agenda packet (Exhibit J). She reported the renewal appointments are for a two-year term that will begin October 1, 2018 and end September 30, 2020. She noted that Shabaka Gibson, listed on the memo as representing economic development, was previously approved for the new two-year term upon his appointment approved on July 13, 2018. Julie Rogers stated it is important to keep diversity and inclusion as a focus when recruiting new members

Motion made by Colleen Knight and supported by Morris Applebey to approve the Workforce Development Board renewals for Non-Private Sector members for two-year terms that will begin October 1, 2018 and end September 30, 2020. Motion carried.

REPRESENTING ECONOMIC DEVELOPMENT

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

REPRESENTING COMMUNITY BASED ORGANIZATIONS

Ms. Colleen Knight, President & CEO, Branch County Community Foundation (Branch)

Mr. Matthew Lynn, Vice President, Community Impact, United Way of the Battle Creek & Kalamazoo Region (Kalamazoo)

REPRESENTING EDUCATION

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

Mr. Mark O'Connell, President, Kellogg Community College (Calhoun)

REPRESENTING ORGANIZED LABOR *Mr. Richard Anderson, Representative, United Auto Workers (UAW) Local 2903 (St. Joseph)*

Mr. Morris Applebey, Training Director, Kalamazoo Joint Apprenticeship & Training Committee (JATC) - IBEW (Kalamazoo)

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

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

Mr. Richard Frantz (Alternate for Bidelman), Director, Tri-County Labor Agency (Calhoun)

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

REPRESENTING PUBLIC ASSISTANCE AGENCIES

Ms. Karen Doubleday, Assistance Payments Program Manager, MI Dept of Health & Human Services – Calhoun County Office (Calhoun)

REPRESENTING REHABILITATION AGENCIES

Mr. John Fiore, District Manager, Southwest District, Michigan Rehabilitation Services (Calhoun)

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

REPRESENTING MI DEPARTMENT OF CORRECTIONS / OTHER

Mr. Omar Alston, Region Manager, Michigan Department of Corrections (At-Large)

Ms. Lisa Johansen (Alternate for Alston), Parole / Probation Supervisor, Michigan Department of Corrections, Kalamazoo Office (At-Large)

REPRESENTING AT-LARGE / OTHER

Ms. Windy Rea, Career Transition Specialist, Alutiiq, a Wholly Owned Subsidiary of Afognak Native Corporation / Michigan Job Corps (At-Large).

Career & Educational Advisory Council (CEAC) Appointments (*Exhibit K*) - Kathy Olsen requested board consideration and approval for new appointments to the Career & Educational Advisory Council (CEAC), as outlined in a memo included in the agenda packet (Exhibit K). New appointments included Randy Sowles as the CTE representative for Branch County, replacing Jamie Engle, and Jason Luke, the Southwest MiSTEM Regional Director

as an additional Education representative. The appointments are for the balance of a three-year term that ends June 30, 2021. It was noted that the MiSTEM region includes Barry County.

Motion made by David Maurer and supported by Julie Rogers to approve the appointments of Randy Sowles and Jason Luke to the Career & Educational Advisory Council for Michigan Works! Southwest for the balance of three-year terms that end on June 30, 2021. Motion carried.

STAFF REPORTS

Marketing (Exhibit L) – Kathy Olsen referenced Exhibit L in the agenda packet which included information about upcoming events for job seekers and employers within the Michigan Works! Southwest four-county region. She highlighted the Veterans Employer Summit (Exhibit C) and the Going PRO Talent Fund Information Sessions (Exhibit M1).

Program Operations / Special Initiatives

Employer Resource Network (ERN) / Workforce Innovation Fund (WIF) – Dallas Oberlee reported the third and final implementation year of the Workforce Innovation Fund (WIF) grant will be concluding on September 30, 2018. A one-year evaluation period will follow the implementation period and the evaluation will conclude on September 30, 2019.

Goal4 It!™ - Dallas Oberlee reported Employer Resource Network (ERN) success coaches and Michigan Works! Southwest staff participated in Mathematica's Goal4 It!™ training at the end of July. The training focused on shifting to a coaching model where goal setting is a key component, as opposed to traditional case management. After the training, discussions were held with the State to obtain approval to run a Goal4 It!™ pilot with the Partnership.Accountability.Training.Hope. (PATH) program in the MW Southwest four-county region. PATH managers will be looking at policy, forms and orientation materials to suggest updates that will better fit the Goal4 It!™ model. The State has acknowledged that the implementation of this model may result in an initial decrease in the work participation rate (WPR); however, they are not concerned due to the current WPR being well above the 50% requirement. Staff will also be participating in weekly 'office hours' with Mathematica.

Kalamazoo County Road Commission Apprenticeship - Dallas Oberlee reported that standards for the Maintenance Technician, Municipal (Roadway Technician) Registered Apprenticeship for the Road Commission of Kalamazoo County were signed in July. Following the signing ceremony, an Employer of the Day event was held at the Michigan Works! Southwest Service Center in Kalamazoo to assist in recruiting applicants for the apprenticeship opportunity. Michigan Works! Southwest staff is assisting applicants navigate the application process. It was reported that 28 candidates are currently being considered for the opportunity.

Business Services and Skilled Trades Training Fund (STTF) Update (Exhibit M1) – Kara Stewart reported Going PRO Talent Fund Information Sessions will begin on Monday, August 13, 2018. A variety of dates, locations and times are scheduled and listed on the flyer included in the agenda packet (Exhibit M1). One-on-one meetings are also available to any employer that is unable to attend one of the scheduled sessions. RSVPs for the sessions can be sent to GPTF@miworkssw.org, as outlined on the flyer. The application period for the \$27.9 million competitive award will officially open on September 12, 2018 and will close on October 3, 2018.

Ms. Stewart also reported Apprenticeship 101 information sessions are taking place with employers, focusing on how apprenticeships can be utilized to retain and upskill current employees. The next Apprenticeship 101 information session is scheduled for August 14, 2018 at Southwest Michigan First with 15 employers currently registered to attend. There will also be a presentation on the Going PRO Talent Fund and Apprenticeship opportunities at the September 14, 2018 Workforce Development Board meeting.

Labor Market Information (LMI) (Exhibit M2) – 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 June 1 through July 31, 2018 was sent to members via email along with the agenda packet.

Dashboard Report (Exhibit N) – Jakki Bungart-Bibb reported page one of the Michigan Works! Southwest Dashboard contains current data on the labor participation, top employers advertising online, top job categories, top occupations and education requirements for the month of June that is consistent with reports from the past few months. Some information on page two, including the graph depicting the number of visitors to the Michigan Works! Southwest Service Centers reflect data for a new program year that began July 1, 2018. She reported 10,804 visitors visited the Michigan Works! Southwest Services Centers in Program Year 2017 that ended on June 30, 2018 and that this is a significant decrease when compared to the previous year. She also reported satellite sites are averaging approximately 500 visitors in total per month. The Driver Responsibility Fee Forgiveness Program has received 255 intent forms with 95 completers since its inception on April 27, 2018. The WIOA Adult, Dislocated Worker and Youth programs have collectively served 490 participants in July 2018. This number includes participants carried over from the previous program year. MW Southwest assisted 139 employers fill 322 jobs during the month of July. Ms. Bibb reminded members that the State is still making changes to WIOA performance measures, but preliminary reports look positive. Page two of the report also includes data pertaining to the Families Forward Demonstration Project. Page three of the Dashboard highlights the Application Eligibility Period (AEP) and Partnership.Accountability.Training.Hope.(PATH) data including number of referrals and completions, employment rate, average wage, and work participation rate. Due to lower participation numbers, the average wage is more susceptible to larger fluctuations as participants’ employment status changes. Page four of the Dashboard includes highlights of the staff reports and links to pertinent media articles, as well as Career and Educational Advisory Council (CEAC) metrics. Members discussed the Going PRO Talent Fund campaign and possible confusion between it and the Going PRO initiative.

Director’s Report – Ben Damerow distributed the Director’s Report dated August 10, 2018 and reported that on July 19, 2018, President Trump commissioned a National Council for the American Worker and an American Workforce Policy Advisory Board, seeking leadership on workforce development policy. The Council will be led by the secretaries for labor and commerce as well as senior executive staff. The American Workforce Policy Advisory Board will support the council and will feature 25 members appointed by the president representing employers, educational institutions and states. The focus aligns with Governor Snyder’s Marshall Plan for Talent Initiative in its goal to address the skills gap crisis by fostering more collaboration between the private sector and educational institutions. Michigan hopes to have local representation on the Council.

Mr. Damerow reported no real movement has taken place on the Federal Budget plan; however, a Continuing Resolution (CR) is expected through the election. A committee-passed Senate spending plan for fiscal year 2019 looks positive, with level funding for core workforce development programs and an increase of \$25 million for adult education.

Mr. Damerow highlighted the Marshall Plan for Talent in his report. He shared the updated timeline for the plan that includes guidance and implementation for Talent Consortia between August and September and a Grant Application Period in October.

Mr. Damerow reported Roger Curtis, director of the Michigan Department of Talent and Economic Development (TED), will be stepping down from his position effective September 30, 2018 and will be transitioning into employment in the private sector.

To conclude his report, Mr. Damerow reported that a research effort testing the theory that the jobseeker’s perception of the current labor market is inconsistent with actual reports has been taking place with assistance from Michigan Works! Southwest staff. Surveys for jobseekers are being distributed as Service Centers throughout the four-county Michigan Works! Southwest area and project researchers have met with and interviewed various staff. Also, as part of the project, the Michigan Works! Southwest Service Centers are moving to electronic tablets for frontline staff to better address and track customers’ needs. More information is forthcoming, with a possible presentation at a future Board meeting.

OLD BUSINESS

None.

CITIZENS’ TIME

None.

MEMBERS' TIME

Julie Rogers reported that the MacArthur Foundation Safety and Justice Challenge initiative, focusing on decreasing the number of young adult in jail within the Kalamazoo area, continues to move forward. Currently they are working with the WMU Evaluation Center to update and monitor programs within the local jail and how to expand projects with Michigan Works!.

David Maurer reported that Kalamazoo has been recognized as a leader within the manufacturing community for the collaborative efforts and the dedication to engaging industry leaders in an effort to address shared concerns. It is expected that this foundation of effective collaboration will serve Kalamazoo well with the implementation of the Marshall Plan for Talent.

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, September 14, 2018 from 8:00 a.m. – 9:30 a.m. at Glen Oaks Community College, 62249 Shimmel Rd, Centreville, MI 49032.

The next **Executive Committee** is scheduled for Friday, October 12, 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 tentatively scheduled for Wednesday, October 24, 2018 from 8:00 – 9:30 a.m. at the Kalamazoo Service Center.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, August 14, 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 –

VCAT Region 8 Quarterly Meeting – Date and location TBD

VCAT Employment Sub-committee – Wednesday, August 15, 2018 at 9 a.m. at the Upjohn Institute

VCAT Education Sub-committee – Thursday, August 23, 2018 at 10 a.m. at location TBD

VCAT Employer Summit – Thursday, September 20, 2018 from 12-6 p.m. at Zeigler Auto Sports (*Exhibit C*)

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:48 a.m.

Kathy Olsen

Date

Lisa A. Godfrey, Chair

Date