

**Workforce Development Board
Executive Committee Meeting
December 14, 2018**

CALL TO ORDER - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 8:02 a.m. at Michigan Works! Southwest Service Center, 200 W. Van Buren Street, Battle Creek, MI 49017.

WDB Executive Committee Members Present:

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

WDB Executive Committee Members Absent:

David Maurer (PS)

Other WDB Members Present:

None

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

Cheryl Beard (PATH/WEUI)	Eric Stewart (YOU/KRESA)
Dallas Oberlee (PATH/WEUI)	Amanda Sutherland (YOU/KRESA)

Guests Presents:

Leonidas Murembya
Michael Wilson

TRANSPARENCY AND INTEGRITY OF WDB DECISIONS

Conflict of Interest and Disclosure – Sarah Pohl 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 Workforce Development Executive Committee meeting minutes of October 12, 2018. Motion carried.

CITIZENS' TIME

None.

COMMITTEE REPORTS

Career Educational Advisory Council (CEAC) (Exhibits B, C & D)

Kathy Olsen reported the Career Educational Advisory Council (CEAC) met in November. The meeting included a review of the Southwest MiSTEM Strategic Plan for 2018-19, a copy of which was included in the agenda packet for today's meeting (Exhibit B). She reported the Southwest region covers an eight-county area and includes the counties of Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren. The plan has four key objectives with two goals for each. The four key objectives were reported to be: (I) Create a STEM culture; (II) Empower all STEM teachers; (III) Integrate Business and Education; and (IV) Ensure high-quality STEM experiences. The goals for each

were included in the exhibit. The CEAC November meeting also included approving the 2019 CEAC meeting schedule and updates on Marshall Plan proposals submitted by entities located within the Michigan Works! Southwest area.

Kathy Olsen requested WDB consideration and approval of Sue Gardner, Dean of Business, Industrial Trades and Public Service at Kalamazoo Valley Community College, as an alternate member of the Michigan Works! Southwest CEAC. She reported Ms. Gardner would serve as an alternate for CEAC member, Dr. Deb Coates. As noted in Exhibit C, the term of the appointment is for the balance of a term that ends on June 30, 2020.

Motion made by Paul David and supported by Colleen Knight to appoint Sue Gardner, Dean of Business, Industrial Trades and Public Service at Kalamazoo Valley Community College, to the Michigan Works! Southwest CEAC as an alternate for Dr. Deb Coates for the balance of a term that ends on June 30, 2020. Motion carried.

Kathy Olsen requested WDB approval of the 2019 CEAC schedule (*Exhibit D*). She reported CEACs are educational advisory committees to the WDB that were established by a Public Act and the membership and meeting schedule requires WDB approval.

Motion made by Colleen Knight and supported by Kris Jenkins to approve the CEAC 2019 meeting schedule. Motion carried.

Monitoring Committee

Jakki Bungart-Bibb reported the Monitoring Committee reviewed One-Stop Operator, Employment Services and Trade Act Services, all of which are provided by Kalamazoo RESA (KRESA). Individuals representing Charles River and Continental Linen Services (CLS) were interviewed about their experience and the services they received. Two participants were also interviewed and spoke highly of their experience with KRESA staff. A presentation was given by KRESA highlighting current initiatives and ongoing focuses. Ms. Bungart-Bibb stated the staff monitoring resulted in no corrective-action items, however a continuous improvement recommendation was made to provide more privacy for individuals utilizing the phone dedicated to contacting the Unemployment Insurance Agency (UIA).

Veterans Community Action Team (VCAT)

Michael Wilson reported the Veterans Community Action Team (VCAT) for Prosperity Region 8 is very active and has had a great couple of years. The VCAT has four subcommittees that include Education, Employment, Healthcare and Quality of Life. He complimented and thanked Jennifer Klemptow from Michigan Works! Southwest for chairing the Employment subcommittee.

Mr. Wilson reported the VCAT holds regional quarterly face-to-face meetings and each quarter one of the subcommittees is highlighted. The next quarterly meeting is scheduled for January 22, 2019 and will feature the Employment subcommittee. This meeting will be held at the Bell's Brewery training center in Comstock. Individuals from all four subcommittees are invited to attend and bring literature to share. He also noted the VCAT meetings are open to anyone interested in learning more about services and resources available to veterans.

Michael Wilson reported the Employment subcommittee met on December 13, 2018 and several activities that the committee has been working on are falling into place.

- The Employment subcommittee is hosting Reservist Employment Opportunities, known as REO Direct events, at the 110th ATKW Air Force base in Battle Creek. Employers will be invited to come to the event on Saturday, February 2, 2019 to meet with members of the Air National Guard from 11:00 a.m. – 12:30 p.m. They will also meet with Army, Navy Marine Corps and National Guard Reservists from 1:00-2:30 p.m.
- The committee will also be hosting a Veteran Friendly Employer Program Workshop at Consumers Credit Union on March 6, 2019 where the Michigan Veterans Affairs Agency (MVAA) will provide information and tools to assist employers in becoming a Veteran friendly employer. The event will include a sponsored lunch.

- The Employment subcommittee is also having discussions with the VA hospital regarding a vocational rehabilitation job fair.

Michael Wilson further reported that each VCAT subcommittee is responsible for creating action items. For example, the Education subcommittee will be reconvening in January to focus on serving as a think tank for educational opportunities for veterans. The Quality of Life subcommittee is focusing on providing VA financial readiness education and home buyer's assistance.

Disability Awareness Resource Team (DART)

Kathy Olsen reported the Disability Awareness Resource Team (DART) continues to focus on providing desktop training opportunities for frontline staff, sharing professional development opportunities among the DART partner staff and keeping a watch on emerging issues as they relate to employment and individuals with disabilities. A recent question by frontline staff for the DART curriculum committee was the need for ongoing training for staff and customers regarding when and how to disclose a disability. This workshop is offered annually by Disability Network and DART volunteers are exploring the possibility of offering a video recording of the training that could be used when needed, throughout the year.

NEW BUSINESS

FY19 Community Ventures Program (Exhibit E)– Amy Meyers requested board consideration and approval of the FY19 Community Ventures plan which included an additional allocation of \$193,893 for ongoing implementation of the Community Ventures Program. An initial allocation of \$266,602 was received by Michigan Works! Southwest in July of 2018. The Community Ventures Program is designed to provide career pathways and wrap-around services for the structurally unemployed and the Asset Limited, Income Constrained, Employed (ALICE) population. Clarification on the term “structurally unemployed” was provided.

It was reported that wage incentives are allowable and will be provided to employers. A locally driven Business Resource Network (BRN) is utilized to deliver services to eligible Community Ventures participants. Locally, the Southwest Michigan Employer Resource Network (ERN) will fulfill the requirements of the BRN.

Work-Based Training for Special Populations (Exhibit F) – Amy Meyers requested board consideration and approval for the Work-Based Training for Special Populations plans. Michigan Works! Southwest received an allocation of \$25,000 to provide career services, support services, and work-based learning opportunities, an increase from the previous allocation of \$18,000. Individuals to be served include Partnership.Accountability.Training.Hope. (PATH) participants, Food Assistance Employment and Training (FAE&T) participants, out-of-school youth, refugees, and returning citizens, which is defined as individuals recently released from prison.

FY19 Trade Adjustment Assistance (TAA) (Exhibit G) – Amy Meyers requested board consideration and approval for the Trade Adjustment Assistance (TAA) Fiscal Year 2019 Allocations for expenditure October 1, 2018 through September 30, 2019, the TAA Plan Narrative Instructions, and Merit Staffing Certification for FY19. TAA was defined as a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program assists participants in retraining and gaining certification resulting in their becoming reemployed. Case management and support services are also provided. Michigan Works! Southwest was allocated \$292,332 for the time period of October 1, 2018 through September 30, 2019; this is a decrease from last year's allocation. Ms. Meyers reported that additional funding has already been requested and approved.

Motion made by Colleen Knight and supported by Paul David to approve FY19 Community Ventures Program, the Work-Based Training for Special Populations, and the FY19 Trade Adjustment Assistance (TAA) plans. Motion carried.

STAFF REPORTS

Marketing (Exhibits H1 & H2) – Kathy Olsen referenced Exhibit H1 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 Pre-Apprenticeship Training (Exhibit H2), the Veteran Friendly Employer Program Workshop at Consumers Credit Union on March 6, 2019 reported on by Michael Wilson and the Career.Life.Expo scheduled for March 21, 2018 of which other staff will provide details.

Program Operations / Special Initiatives

Goal4 It!TM - Dallas Oberlee reported Partnership.Accountability.Training.Hope. (PATH) and Food Assistance Employment & Training (FAE&T) staff began implementing [Goal4 It!TM](#) practices in July of 2018, with a refresher course provided to staff in November by Mathematica. The training focuses on setting goals and then identifying the road blocks to achieving those goals. Managers also attended a Goal4 It!TM Pro training to assist them in helping their staff increase their coaching competency. Ms. Oberlee reported that Michigan Works! Southwest was asked by Mathematica to participate in Project IMPROVE, in collaboration with Administration for Children and Families. Project IMPROVE provides training and technical assistance to sites that are developing program interventions intended to improve outcomes for Temporary Assistance for Needy Families (TANF) clients.

Employer Resource Network (ERN) / Workforce Innovation Fund (WIF) – Dallas Oberlee reported Workforce Innovation Fund (WIF) implementation ended in September of 2018. Michigan Works! Southwest was asked to participate in a case study focused on the initiative and developed a 5 minute video on the project, which will be available next year.

Families Forward Demonstration (FFD) Project – Dallas Oberlee reported the Families Forward Demonstration (FFD) project is currently planning a meeting to discuss recruitment and the referral process. FFD is a program in partnership with the Office of Child Support and the Friend of the Court to provide training for non-custodial parents failing to meet their child support requirements. As of November, only one participant has successfully completed the training. Discussions are taking place around the possibility of opening up eligibility to include those struggling to pay, as opposed to only those unable to pay.

It was also reported Michigan Works! Southwest staff assisted Schmitz Foam, which is located in Coldwater, with an open house to recruit workers.

Business Services / Talent Fund Update – Ashley Iovieno reported staff are currently awaiting the Going PRO Talent Fund announcement detailing companies that were awarded training grants. The date of announcement has yet to be provided; however, Michigan Works! Southwest staff are proactively working on a contract template to more efficiently serve employers once the grant announcement is released.

Ms. Iovieno also reported that due to the success of Apprenticeship 101 Information Sessions, a schedule is being built to provide targeted information sessions throughout the Michigan Works! Southwest four-county area on a quarterly basis.

Career.Life.Expo. planning sessions for 2019 are currently taking place. Eric Stewart from KRESA and Matt Lynn from the United Way are co-chairing the planning committee. The event is scheduled for March 21, 2019 at the Kalamazoo Expo Center and will once again strive to connect individuals with both employers and local resources to assist them in finding and retaining employment. Resume assistance will once again be provided as well as the VIP hour for veterans and individuals with disabilities. The upcoming event will also include a youth component focused on connecting youth with summer job opportunities. Schools have been invited to bring students between 3 p.m. and 5 p.m. to participate.

Jakki Bungart-Bibb reported two new High School Equivalency testing sites will be opening within Battle Creek, one of which will be at the Michigan Works! Southwest Service Center. Currently, Battle Creek has only one active testing site available to individuals, with limited hours and space. Between the two new sites, opportunities for testing will be provided five days a week, with afterhours and childcare available. Ben Damerow reported BC Vision is working on marketing material, including a video, which should be available in the near future, with a hopeful launch date of January 2019. Board members were invited to tour the classroom at the Michigan Works! Southwest Battle Creek Service Center following the meeting.

Colleen Knight requested clarification on an email received from the Department of Health and Human Services (DHHS) stating that youth services would no longer be provided in Branch County. Ben Damerow stated that services will continue to be provided to youth in Branch County and that the email was likely referring to Chafee-Eligible Foster Youth who received a special referral for Youth Services from DHHS. Mr. Damerow stated that he would follow up and provide further clarification.

Labor Market Information (LMI) (Exhibit I) – 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 October 1 through November 30, 2018 was sent to members via email along with the agenda packet.

Dashboard Report (Exhibit J) – Jakki Bungart-Bibb reported page one of the Michigan Works! Dashboard report (Exhibit J) includes the labor participation data as well as the top employers advertising online, top job categories, top occupations and education requirements for the month of October; the education requirement section was updated to include a section for “no formal requirements”. Ms. Bungart-Bibb commented on the jobless rate within the Michigan Works! four-county area, stating that it was below both the state and national level. On page two, it was reported that there were close to 9,000 visitors to the Michigan Works! Southwest Service Centers during the month of November. Data for the Food Assistance Employment & Training (FAE&T) program and the Families Forward Demonstration were reported, as well as WIOA registrations, number of employers served, and the number of jobs filled. AEP/PATH data was included on page three of the report. Ms. Bungart-Bibb reported final data for Fiscal Year 2018 was provided in the table and that the current Employment Rate of 54.8% was an increase from the previous rate of 52.7%. Data for the Employer Resource Network (ERN) / Workforce Innovation Fund (WIF) and Career & Educational Advisory Council (CEAC) was displayed at the top of page four. The Vision for Prosperity Apprenticeship Readiness Training and MiCareerQuest Southwest were also highlighted on this page.

Director’s Report – Ben Damerow distributed the Director’s Report dated December 14, 2018 and provided an update on assignments for some of the federal legislators from Michigan that included John Moolenaar (MI-4), Tim Walberg (MI-7), Rep.-elect Elissa Slotkin (MI-8), and Rep.-elect Andy Levin. An update was also given on Michigan’s State Legislators which included Senator Shirkey, Branch County; Senator-elect Dr. Bizon, Calhoun County; Senator-elect LaSata, St. Joseph County; Senator-elect McCann, Kalamazoo County, Rep.-elect Haadsma, Calhoun County; and Representatives Hoadley, Iden, Leutheuser and Miller.

Mr. Damerow also reported Governor-elect Whitmer’s transition team has reached out to Michigan Works! leadership to discuss strengths and opportunities for workforce and talent development. The transition team has been very positive about utilizing the Michigan Works! network to assist in their workforce goals and thus far the transition itself appears to be going smoothly.

The Vision for Prosperity Pre-Apprenticeship Training was also highlighted in Mr. Damerow’s report. Funding was received from the Local Initiatives Support Corporation and the Battle Creek-Kalamazoo United Way to assist Michigan Works! Southwest in providing a pre-apprenticeship training to 24 Kalamazoo County residents beginning February of 2019. The training will be 35 hours per week, for nine weeks, with a curriculum modeled after Access for All, a successful training program that HRDI provided in Detroit. Youth Opportunities Unlimited (YOU) / KRESA will be assisting with assessment and testing for potential participants, and a weekly stipend of \$200 per week will be provided to students. Mr. Damerow reported a proposal to expand the training into Battle Creek is currently being developed.

OLD BUSINESS

None.

CITIZENS’ TIME

None.

MEMBERS’ TIME

Julie Rogers reported a 2019 Martin Luther King Jr. Celebration will be taking place at the Kalamazoo State Theater on January 21, 2019. The event will take place from 5:30 p.m. – 6:30 p.m. with a theme of “Kneeling for Justice Then and Now: As You Choose”. Members were also invited to attend the Kalamazoo County Board of Commissioners Swearing in Ceremony on December 18, 2018 from 6:30 p.m. – 7:00 p.m.

Ms. Rogers provided an update on the MacArthur Foundation Grant which focuses on decreasing the incarceration rate of individuals 17-24 years old within Kalamazoo County. It was reported the W.E. Upjohn Institute for Employment Research will be providing data analytics for the duration of the grant.

Ms. Rogers reported she was elected to the MAC Board of Directors and stated that she would keep workforce related issues and brownfield development in mind while serving in this position. It was also reported that Ms. Rogers is currently running for a leadership role within the Kalamazoo County Board of Commissioners, and if elected, today’s meeting would be her last meeting as a member of the Michigan Works! Southwest Workforce Development Board.

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, February 8, 2019 from 8:00 a.m. – 9:30 a.m. at Battle Creek Unlimited, 4950 W. Dickman Rd, Battle Creek, MI 49037.

Kathy Olsen noted that GPS directions will take consumers to the street just past the entrance to Battle Creek Unlimited. Sarah Pohl reported she will include a map with the agenda packet.

The next **Executive Committee** is scheduled for Friday, January 11, 2019 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, January 23, 2019 from 3:30 – 5:00 9.m. at Youth Opportunities Unlimited, 422 E. South St, Kalamazoo, MI 49007.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, January 29, 2019 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 Monday, February 4, 2019 from 1:00 – 3:00 p.m. at Kalamazoo Regional Educational Service Agency (KRESA), 1819 E. Milham Road, Kalamazoo, MI 49002.

Veterans Committee –

VCAT Region 8 Quarterly Meeting – Tuesday, January 22, 2019 – time & location TBD

VCAT Employment Sub-committee – Thursday, December 13, 2018 at 11 a.m. at the Upjohn Institute

MI Veterans Affairs Agency (MVAA) Employer Event – Wednesday, March 6, 2019 at Consumers Credit Union (time TBD)

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:54 a.m.

Kathy Olsen

Date

Randall Hazelbaker, Chair

Date