

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

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:01 a.m. Michigan Works! Southwest Service Center, 200 W. Van Buren St, Battle Creek, MI 49017

WDB Executive Committee Members Present:

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

WDB Executive Committee Members Absent:

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

Randall Hazelbaker (PS)	Dan Dunn (PS)	Shaba Gibson (Econ Dev)
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Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

Cheryl Beard (PATH/WEUI)	Dallas Oberlee (PATH/WEUI)	Amanda Sutherland (YOU/KRESA)
Karen Carlisle (YOU/KRESA)	Hilary Smigiel (PATH/WEUI)	
Sam Dougherty (M-HRDI)	Eric Stewart (YOU/KRESA)	

Guests Presents:

Representative John Bizon
Karen Todd, Staff, Rep. Bizon

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 Kris Jenkins to approve the Workforce Development Executive Committee meeting minutes of June 8, 2018. Motion carried.

CITIZENS' TIME

Representative Dr. John Bizon greeted and thanked the board for all the work they do in the area. He stated that he is optimistic that both the Governor's Marshall Plan for Talent and new work requirements for able-bodied adult Medicaid recipients under the Healthy Michigan plan will result in an increase in workforce engagement Statewide.

COMMITTEE REPORTS

Monitoring Committee – Jakki Bungart-Bibb reported the June Monitoring Committee meeting focused on end of the year wrap up. Topics of discussion included the monitoring process as well the format and scheduling of the Monitoring Committee meetings. Members agreed the current format that included meeting with participants and the staff providing services was satisfactory. Demographics and preliminary data reports were also shared during this meeting; and members of the Business Services team gave a presentation highlighting services, the Going PRO Talent Fund, and USDOL apprenticeship training opportunities. In planning for the 2018-2019 Program Year, due to the proximity of the

meeting dates to other WDB meetings, it was suggested to move the Monitoring Committee meetings to the fourth Wednesday of the month. Members present had no objections to the change. Following the meeting, other committee members will be asked for feedback.

NEW BUSINESS

Wagner Peysers Employment Services Allocations Plan PY18 (Exhibit B) – Amy Meyers requested board consideration and approval of the Wagner Peysers Employment Services (ES) Allocations Plan for Program Year (PY) 2018. She reported the allocation for PY2018 totaled \$436,258, which was a small increase from PY2017. Ms. Meyers referred members to Exhibit B that included further details regarding a variety of employment-related labor exchange services the four performance measures that will be tracked under the Wagner Peysers Employment Services grant.

Workforce Investment and Opportunity Act (WIOA) Four-Year Local and Regional Plans (Exhibit C1-C3) – Amy Meyers requested board consideration and approval for the WIOA Four-Year Local and Regional Plans. She reported that in addition to the local and regional plan overview document included in the agenda packet (Exhibit C1), red lined versions of the plan documents reflecting the changes that had been made from the previous update were included in the agenda packet (Exhibits C2 & C3). She further reported that under WIOA, four-year local and regional plans with mid-cycle modifications were required. Both plans were posted for a comment period of thirty (30) days and notice of the public review was sent to numerous partners advising them of the opportunity to review the plans before the mid-cycle modifications were completed. Ms. Meyers reported the local plan, specific to the Michigan Works! Southwest four-county area, included updates for labor market information, information to reflect the transition of the education advisory committee from a regional Talent District Career Council (TDCC) to a four-county Career & Educational Advisory Council (CEAC), as well as the inclusion of the local Employment Services plan. She further reported that historically the Employment Services Plan was submitted to the state annually, separate from this plan; however, with this mid-cycle modification it can now be incorporated into the local WIOA Plan. Changes to the Regional Plan included updating labor market information, partnerships throughout the region, Skilled Trades Training Fund (STTF) data, and the transition of the education advisory committee from the TDCC to CEAC.

Community Ventures Program Plan PY2018 (Exhibit D) – Amy Meyers requested board consideration and approval for the Community Ventures Program Plan that included an allocation in the amount of \$266,602 for the implementation of the Community Ventures Program throughout the four-county Michigan Works! Southwest area. She reported this is the first time Michigan Works! Southwest has received an allocation for Community Ventures. She reported the program is an initiative built on providing career pathways coaching and wrap-around services to the structurally unemployed and the Asset Limited, Income Constrained, Employed (ALICE) population. The program will utilize a locally driven Business Resource Network (BRN) model to deliver wrap-around services necessary to provide eligible Community Ventures participants with opportunities to long-term, meaningful employment. In the Michigan Works! Southwest area, the local Employer Resource Networks (ERNs) already in existence will be recognized as BRNs and will be utilized to fulfill some of the requirements.

WIOA Adult, Dislocated Worker & Youth Plan PY2018 (Exhibit I) – Amy Meyers requested board consideration and approval for the WIOA Adult, Dislocated Worker & Youth Program Allocations for Program Year (PY) 2018.

Adult \$866,753 Dislocated Worker \$879,603 Youth \$1,063,044

She reported draft allocations were reported in May; however, there was a slight increase in the official allocations. She directed members to page one of the plan document (Exhibit I) which outlined services for adults and dislocated workers that ranged from job search assistance, assessments, and career planning to occupational skills and on-the-job training. The services for youth participants vary based on individual needs and incorporate different strategies to meet the needs of both in-school (ages 14-21) and out-of-school (ages 16-24) youth. In addition to the basic career services available to the general population, additional services for youth include tutoring, work experience, and financial literacy. Ms. Meyers also reported that at least fifty percent of expenditures for youth will be invested in the out-of-school population and at least twenty percent must be spent on work experience. Performance measures for Youth services, which are similar to the performance measures for Adult & Dislocated Worker services, with the addition of credential attainment, are highlighted on page two of the plan document.

WIOA High Concentration Youth Plan PY2018 (Exhibit J) – Amy Meyers requested board consideration and approval for the Statewide Activities Funding for High Concentrations of WIOA Youth Plan for PY2018. She reported an allocation in the amount of \$7,724 was received and this is a decrease from the PY2017 allocation. This funding will

provide additional assistance to three WIOA eligible youth in local areas with a high concentration of WIOA eligible youth. The services provided to youth with this funding align with that of WIOA Youth services as outlined on the plan summary (Exhibit J) that was included in the agenda packet. The funding can be used for both in-school and out-of-school participants.

Motion made by Shelley Klug and supported by Mike Bearman to approve the Wagner Peyser Employment Services Allocation Program Year (PY) 2018 Plan, the Workforce Innovation and Opportunity Act Four-Year Regional and Local Plans for Program Years 2016 through 2019, the Community Ventures Plan, the Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Program PY2018 Plan and the Workforce Innovation and Opportunity Act Statewide Activities for High Concentrations of WIOA Youth PY2018 Plan. Motion carried.

MacArthur Foundation Safety and Justice Challenge Update (Exhibits E1 & E2) - Amy Meyers referred members to Exhibits E1 and E2 in the agenda packet for more information on the MacArthur Foundation Safety and Justice Challenge Grant. On behalf of Julie Rogers, she reported the grant was a collaboration between Kalamazoo County government and the City of Kalamazoo; and is one of only five awards made nationally. Ms. Rogers attended training in June that focused on best practices to decrease the number of young adults in jail with ongoing conference calls to further discuss the issues. It was reported that next steps include identifying key local partners, which will begin to take place at a meeting later this month. Ms. Meyers also reported Ben Damerow and Eric Stewart were instrumental in sharing their collaborative “Bridging Opportunities” initiative which was included in the grant application.

Request for Proposals – Partnership.Accountability.Training.Hope. (PATH) – Amy Meyers reported that as discussed at June’s Executive Board meeting, the PATH RFP for Branch and Calhoun Counties was posted at the beginning of June and closed on July 6, 2018. Inquiries were received during the technical assistance timeframe and one letter of intent was submitted; however, the organization determined prior to the submission date that they were not able to meet the required deadline. No responses to the RFP were received. She reported the staff recommendation at this time is to continue operating and providing the PATH Services directly in Branch and Calhoun Counties, and to re-evaluate on bidding next year. Board members discussed tactics to increase interest and completion of the application for program operation. Ms. Meyers reported one-on-one technical assistance has been given to local entities to assist in understanding the application process and ensuring that the organizations understand the program requirements. Michigan Works! Southwest will continue to offer that assistance to interested organizations.

STAFF REPORTS

Marketing (Exhibits F1-F3) – Kathy Olsen referenced Exhibit F1 in the agenda packet which included information about many upcoming events. She also highlighted a flyer which provided information regarding The Total Internship Management Workshop at Albion College (Exhibit F2) and a flyer detailing the dates, times and locations of information sessions (Exhibit F3) that are scheduled throughout the four-county Michigan Works! southwest area for the Going PRO Talent Fund.

Program Operations / Special Initiatives

Family Centered Coaching - Dallas Oberlee reported that in alignment with the Prosperity Agenda, staff members participated in a training on Family Centered Coaching. The training focuses on an organizational assessment with three priorities: coaching, racial equity and trauma informed case management.

Goal4 It!™ - Dallas Oberlee reported Employer Resource Network (ERN) success coaches, Partnership.Accountability.Training.Hope. (PATH) and Food Assistance Education and Training (FAE&T) / Time-Limited Food Assistance (TLFA) staff, and other program staff in the Michigan Works! Southwest service area will be participating in a training called [Goal4 It!™](#) in July to help solidify local best practices and techniques for wraparound case management. The training focuses on setting goals and then identifying the road blocks to achieving those goals.

Employer Resource Network (ERN) / Workforce Innovation Fund (WIF) – Dallas Oberlee reported career pathway training continues to be a focus for both classroom and on-the-job training for Employer Resource Network (ERN) employers. She reported the grant implementation will end on September 30, 2018 and a year of evaluation will follow. She shared success stories of ERN member employees who received training that resulted in career ladder moves and increased wages for three individuals.

Business Services and Skilled Trades Training Fund (STTF) Update – Ashley Iovieno reported staff are currently working on closing out the current year STTF training grants. She directed Board members to the Going PRO Talent Fund (GPTF) Info Session flyer (Exhibit F3) that included a variety of dates, locations and times for the Going PRO public information sessions. She reported one-on-one meetings were also available to any employer that could not attend one of the scheduled sessions. The address to RSVP (GPTF@miworkssw.org) was included on the flyer. She reported new rules and regulations will be released at the beginning of August and the information sessions will familiarize prospective employers on the grant requirements and any changes that may have taken place between this year and last.

Ashley Iovieno reported the standards for the new Road Commission Apprenticeship Training will be officially signed on July 24, 2018. Sam Dougherty reported a total of sixteen resumes were submitted for this training and so far, six individuals have been selected for the training.

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

Dashboard Report (Exhibit H) – Jakki Bungart-Bibb reported page one of the Michigan Works! Dashboard report (Exhibit H) 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 May and the current data is consistent with reports from the past few months. Ms. Bibb referenced the graph depicting the number of visitors to the Michigan Works! Southwest Service Centers on page two and reported visitors to the service centers has decreased significantly from the previous year. Data for the Driver Responsibility Fee Forgiveness Program was added to the dashboard. She reported 182 Intent forms have been submitted with 67 Completers within the four-county Michigan Works! Southwest area. WIOA registrations, number of employers served, and the number of jobs filled were also highlighted. AEP/PATH data was included on page three of the report. Ms. Bibb reported the Work Participation Rate (WPR) was still well above the State goal of 50% and there was a slight increase in the Employment Rate, which is currently at 53.9%. Ms. Bibb also reported that the average wage of \$10.67 was consistent with recent Dashboard reports. Data for Food Assistance Employment & Training (FAE&T) / Time Limited Food Assistance (TLFA) and the Employer Resource Network (ERN) / Workforce Innovation Fund (WIF) was displayed at the bottom of page three. Page four of the report highlighted data on the Skilled Trades Training Fund (STTF) as well as general information pertaining to the Going PRO Talent Fund Information Sessions. The Career and Educational Advisory Council (CEAC) metrics and Families Forward Demonstration data were also included on page four of the report. Board Members inquired about data depicting visitors to Michigan Works! Southwest satellite locations and it was reported that approximately 500 individuals visited those sites in the month of June.

Director's Report – Ben Damerow distributed the Director's Report dated July 13, 2018 and reported a committee-passed Senate spending plan for fiscal year 2019 that begins October 1, would level fund the core workforce development programs and provide a \$25 million increase for adult education. A delayed House spending plan also maintains the central workforce programs. Both the Senate committee-passed measure and the spending plan that was unveiled in the House would keep appropriations for the WIOA adult, dislocated worker and youth programs level with FY2018 appropriations. This maintains increases from fiscal year 2017 appropriations of \$30 million for both the adult and youth programs and \$20 million for the dislocated worker program. Both the Senate and House bills would increase the appropriations for apprenticeship grants.

Mr. Damerow also reported that on June 21, 2018, Governor Snyder signed the state's fiscal year 2019 budget into law and workforce development items were mainly funded at the same levels as fiscal year 2018. This included Partnership.Accountability.Training.Hope. (PATH) with flat funding of \$65 million; Going PRO Talent Fund (formally STTF) funded at a flat level of \$28 million; Jobs for Michigan Graduates received a slight increase to just over \$3 million; and Rising Tiding funding of \$1 million, some of which may be utilized in Albion.

The Marshall Plan for Talent was also highlighted in Mr. Damerow's report. On June 22, 2018, Governor Snyder signed the education budget and bill also known as the Marshall Plan for Talent to make changes to the way the state prepares students for careers and to address talent gaps in key industries. The plan calls for investing \$100 million in new funding

dedicated to innovative programs, including competency-based certification, assistance for schools to improve curricula and classroom equipment, scholarships and stipends, and support for career navigators and teachers. The Talent Plan includes \$24 million in scholarships for low-income students seeking a degree or credential in a high demand field, \$18 million in competitive grants for school equipment, and \$30 million for districts to create or expand new programs. Workshops for the Marshall Plan for Talent are occurring across the state and Mr. Damerow reported an event is planned in Kalamazoo at Western Michigan University on July 19, 2018. He also added State staff will be presenting the Marshall Plan information at the August meeting of the Jobs System in Battle Creek.

OLD BUSINESS

None.

CITIZENS' TIME

Eric Stewart reported the My City Kalamazoo Summer Youth Program is currently underway in the City of Kalamazoo and Battle Creek's pilot cohort is scheduled to launch this week. He highlighted specific employers in the City of Battle Creek that are participating in the program. He further reported the Youth Program is interested in opportunities to expand this initiative in other areas within the Michigan Works! Southwest area. Members expressed an interest in knowing more as to how this could be expanded in Branch and St. Joseph Counties.

MEMBERS' TIME

None.

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, August 10, 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 location TBD.

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 – Tuesday, July 24, 2018 at 10 a.m. at location TBD

VCAT Employment Sub-committee – Tuesday, July 17, 2018 at 9 a.m. at the Upjohn Institute [Following the meeting, this meeting date was changed to Wed, July 18, 2018.]

VCAT Education Sub-committee – Thursday, June 26, 2018 at 10 a.m. at location TBD

VCAT Education WebEx – To be rescheduled, date TBD

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:46 a.m.

Kathy Olsen

Date

Lisa A. Godfrey, Chair

Date