

**Workforce Development Board
Executive Committee Meeting
June 8, 2018**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:02 a.m. W.E. Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007

WDB Executive Committee Members Present:

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

WDB Executive Committee Members Absent:

Morris Applebey (Labor)	Shelly Klug (PS)
-------------------------	------------------

Other WDB Members Present:

Randall Hazelbaker (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA)	Dallas Oberlee (PATH/WEUI)
Amy Holman (PATH/WEUI)	Eric Stewart (YOU/KRESA)

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 Julie Rogers to approve the Workforce Development Full Board meeting minutes of May 11, 2018. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Disability Awareness Resource Team (DART) (Exhibits B1-B3) – Kathy Olsen reported that electronic “At Your Desktop Trainings” were distributed to Michigan Works! Southwest staff; copies of the training modules were included in the agenda packet (Exhibits B1-B3). Each module, sent out periodically, covered various topics identified by Michigan Works! Southwest as areas where staff would like more training. Subjects covered included: How anxiety, depression and attention deficit disorders can impact employment; learning and physical disabilities; and accommodation obligations for employers as required by the Americans with Disabilities Act (ADA). The training modules with hyperlinks can also be accessed on the staff resource web page.

Julie Rogers reported that the Career.Life.Expo event was also discussed at the previous DART meeting. Committee members and guests, which included local employers who had participated in the event, provided feedback regarding the VIP Hour, which gave access to veterans and individuals with disabilities an hour prior to the public start time. The consensus was that it would have been beneficial to have more staff available during this hour to work with the

individuals one-on-one as they navigated the employer booths. It would also be helpful to provide more information to employers prior to the VIP hour so that they would have a better understanding of what to expect.

Veteran Community Action Team (VCAT) (Exhibit C) – Kathy Olsen reported a Women Veterans Expo will be held on Friday, September 7, 2018 from 11:00 a.m. to 3:00 p.m. at Grand Rapids Community College. A save-the-date flyer (Exhibit C) was included in the agenda packet.

NEW BUSINESS

MW System Plan CY17 & CY18 (Exhibit D) and Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) (Exhibits E1-E3) – Amy Meyers requested board consideration and approval for the Michigan Works! System Plan for Calendar Year (CY) 2017 and 2018. Amy reported the MW System Plan incorporates forms, certifications, stipulations and administrative procedures applicable for all programs funded through the Talent Investment Agency/Workforce Development Agency (TIA/WDA). She reported the plan is typically requested on an annual basis; however, this plan's timeframe encompasses two years. Exhibit D outlined the required administrative procedures for the plan

Amy Meyers also requested board consideration and approval for the Memorandums of Understanding (MOU) and Infrastructure Funding Agreement (IFA). Ms. Meyers reported that MOUs (Exhibit E1) are developed and executed with all required One-Stop partners and they pertain to the operation of the One-Stop delivery system in the local service delivery area. The MOUs are designed to assist with the collaboration and coordination of local partners. Ms. Meyers reported that, per the WIOA, MOUs must also include an Infrastructure Funding Agreement (IFA) (Exhibits E2 & E3) which details how infrastructure costs for the One-Stop delivery system will be funded in the local area. The financial contribution of each partner was determined by a methodology set forth by the State, as outlined in the IFA document.

Motion made by Mike Bearman and supported by Paul David to approve both the MW System Plan CY17 & CY18 and the Memorandum of Understanding and Infrastructure Funding Agreement. Motion carried.

W.E. Upjohn Institute for Employment Research / Kalamazoo County Contract Modification (Exhibits F1 & F2) - Amy Meyers requested board consideration and approval for the modification (Exhibit F1) of the W.E. Upjohn Institute for Employment Research and Kalamazoo County Contract (Exhibit F2). Ms. Meyers reported the County Contract is renewed every two years with an annual modification to reflect the actual budget for the year prior and the planned budget for the coming year.

Motion made by Julie Rogers and supported by Mike Bearman to approve the W.E. Upjohn Institute for Employment Research / Kalamazoo County Contract Modification 01. Motion carried.

WIOA Local and Regional Plan Update – Amy Meyers reported the Region 8 WIOA Plan is currently posted on the Michigan Works! Southwest website for public review and comment. The local WIOA Plan for Michigan Works! Southwest will be posted on June 11. Two years ago, the WIOA plans that outlined a four-year workforce development strategy for the regional and the local workforce development system were posted for public review and comment and subsequently submitted to the State. Under WIOA, a midpoint review and update is required for these plans. She reported Kathy Olsen will send out the web links for the plans and encouraged members to review them and provide feedback.

Request for Proposals – Partnership.Accountability.Training.Hope. (PATH) – Amy Meyers reported that the RFP for the Partnership.Accountability.Training.Hope. (PATH) Program for Branch and Calhoun Counties is being posted, as last year the Board agreed to continue operating and providing these services directly, and to re-evaluate in one year. The Request for Proposal (RFP) for the PATH Program for Branch and Calhoun Counties will be released later today; the RFP will close on July 6, 2018. She announced staff will be asking Board members to assist in the RFP review process. Members interested in serving on the RFP Committee should contact Kathy Olsen.

Workforce Development Board (WDB) Membership - Changes (Exhibit G) – Kathy Olsen requested Board consideration and approval of changes to the Michigan Works! Southwest Workforce Development Board which included the following:

- Accept the resignation from Michelle Davis, from Housing Resources, Inc. in Kalamazoo County, representing a Community Based Organization (CBO).
- Change the membership status for Matt Lynn, Vice President, Community Impact, United Way of the Kalamazoo and Battle Creek Region, from a WDB alternate to a regular WDB member representing a CBO for the balance of his current term. [Following the meeting the term was confirmed to end September 30, 2018.]
- Change the county of representation for Kris Jenkins, representing education, effective July 1, 2018 from Calhoun to Branch for the balance of her current term. [Following the meeting her term was confirmed to end September 30, 2018.] Kathy Olsen reported this request is due to a change in employment where on July 1, 2018 Kris Jenkins will assume the responsibilities of Superintendent of the Branch Intermediate School District.

Workforce Development Board (WDB) Membership - New Appointments (*Exhibit G*) - Ms. Olsen also requested Board consideration and approval of two new appointments to the WDB which included the following:

- Shabaka Gibson from Calhoun County, as an alternate economic development representative for Jill Bland, for the balance of a two-year term that ends on September 30, 2018 and for an additional two-year term beginning October 1, 2018 and ending September 30, 2020.
- Cayden Sparks from Branch County, as a regular member representing the private sector for the balance of a term that ends on September 30, 2019.

Motion made by Julie Rogers and supported by Dave Maurer to approve the recommended changes and new appointments to the WDB as reported, with the addition of term dates for the current member changes. Vote: Ayes: 6, Nays: 0, Abstentions: 1 (Jenkins). Motion carried.

Career & Educational Advisory Council (CEAC) Membership Changes (*Exhibit H*) – Kathy Olsen requested Board consideration and approval for two new appointments to the Michigan Works! Southwest Career & Educational Advisory Council (CEAC). The new appointments were:

- Add Tim Staffen, Assistant Superintendent for Career & Technical Education (CTE), Calhoun Intermediate School District, as the CTE representative for Calhoun County for the balance of a term that ends June 30, 2021, replacing Kris Jenkins.
- Add Ken Willcutt, Business Representative, Plumbers & Pipefitters & HVAC-R, Local Union 357, as an additional labor representative for a three-year term that ends June 30, 2021.

Motion made by David Maurer and supported by Paul David to approve the new appointments to the Michigan Works! Southwest Career & Educational Advisory Council which include Tim Staffen, replacing Kris Jenkins as the CTE representative for Calhoun County for the balance of a term that ends June 30, 2021; and Ken Willcutt as a labor representative for the balance of a term that ends June 30, 2021. Motion carried.

STAFF REPORTS

Marketing (*Exhibits II-I2*) – Kathy Olsen referenced Exhibit II in the agenda packet which included information about many upcoming events. She also highlighted a flyer which provided information regarding the Driver Responsibility Fee Forgiveness Program and how Michigan Works! Southwest can assist (*Exhibit I2*).

Program Operations / Special Initiatives

Employer Resource Network (ERN) / Workforce Innovation Fund (WIF) – Dallas Oberlee reported staff continue to focus on classroom and on-the-job training for Employer Resource Network (ERN) employers that includes career pathways. She referred members to the ERN/WIF section on page two of the Dashboard Report (*Exhibit K*). The numbers reported include nine employers who participated in a Career Pathway Training that was offered to employers during the month of May. In addition to the ERN/WIF numbers reported, ten individuals representing community partners and Michigan Works! Southwest staff also participated in the training.

Goal4 It!™ - Dallas Oberlee reported Employer Resource Network (ERN) success coaches and staff from the Partnerhips.Accountability.Training.Hope. (PATH) and the Food Assistance Education and Training (FAE&T) / Time-Limited Food Assistance (TLFA) Programs will be participating in a career coaching training at the end of June. [Following the meeting, the training dates were changed to July.] The training will also be offered to other program staff

in the Michigan Works! Southwest service area. This training, called [Goal4 It!™](#) is an evidence-based, customer-centered framework that uses goal-focused coaching techniques for setting and achieving goals in Temporary Assistance for Needy Families (TANF) and other human services programs. The training was developed by [Mathematica Policy Research](#) and Harvard University.

Food Assistance Employment and Training (FAE&T) / Time-Limited Food Assistance (TLFA) – Dallas Oberlee reported the transition from FAE&T to TLFA was set to begin on July 1, 2018 in Branch, Calhoun, and St. Joseph counties; however, the start date has been changed to October 1, 2018. She also reported changes have been made in the way the referrals will be made; instead of referrals being made upon a participant's redetermination, now all individuals will be referred.

Department of Health and Human Services (DHHS) Update - Dallas Oberlee reported the Department of Health and Human Services (DHHS) will be moving to universal caseloads beginning in August 2018. Instead of clients being assigned a specific caseworker, an individual's needs or requests will be assigned to the first available DHHS caseworker. Cash assistance applicants (PATH participants) and Refugees will continue to have an assigned caseworker for their individual cases. Calhoun and St. Joseph Counties will begin using the universal caseload approach in August and Kalamazoo and Branch Counties will make the change in the fall.

Business Services and Skilled Trades Training Fund (STTF) Update – Ashley Iovieno reported she and Michigan Works! Southwest staff member Will Sloan have been working with a local employer to offer its employees an Education Fair at the employer's worksite to help promote the employer's tuition reimbursement benefit. She also reported the Skilled Trades Training Fund (STTF) has changed; beginning with Fiscal Year 19 (FY19), it will be called the Going Pro Talent Fund. There will be a Webinar for staff on August 7 to introduce regulation changes. Staff are also in the process of scheduling dates and locations for employer information sessions throughout the four-county Michigan Works! Southwest area.

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

Dashboard Report (Exhibit K) – Jakki Bungart-Bibb reported page one of the Michigan Works! Dashboard report (Exhibit K) includes the labor participation data as well as the top employers advertising online, top job categories, top occupations and education requirements. The Top Employers were consistent with the 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 that although there was a slight increase, the number is still below the number from a year ago. Data for the number of employers served, jobs filled, WIOA registrations, and Employer Resource Network (ERN)/Workforce Innovation Fund (WIF) was also presented on page two of the report. Page three of the report included the AEP/PATH data. Ms. Bibb highlighted the local Work Participation Rate (WPR) of 73% and noted this represents an increase and is well above the State goal of 50%. Ms. Bungart-Bibb also reported the local employment rate of 52.2% and average wage of \$10.67 were steady when compared to recent reports. Page four of the report included data for local apprenticeships and the Career and Educational Advisory Council (CEAC) metrics. Social Media numbers and its effectiveness were also discussed which included a conversation about "tweet impressions" and the importance of engagement from Board members to increase the reach of social media campaigns.

Director's Report – Jakki Bungart-Bibb distributed the Director's Report dated June 8, 2018 and reported the House passed the bill for *Medicaid Work Requirements* on June 6, 2018; the bill will now be heading back to the Senate for revisions before moving on to the Governor for signature. Ms. Bibb reported 662,913 individuals were currently enrolled in the program and about 540,000 able-bodied adults could be subjected to the proposed work rules. She also provided additional details regarding the legislation, including which individuals would be exempt from the work requirements. Ms. Bibb reported the implementation date for the new requirements is currently scheduled for January 1, 2020. Under the proposed legislation, Medicaid recipients who are not exempt, would lose coverage for a specific period of time if they fail to meet their work or training requirements.

Ms. Bibb reported Governor Snyder attended the May meeting of the Governor’s Talent Investment Board (GTIB) where he shared information about his *Marshall Plan for Talent (MPT)*. Governor Snyder reported during that meeting that data shows there will be 800,000 job openings by 2024 in about 20 different job categories. Workshops for the MPT will be held over the summer throughout Michigan. Michigan Works! Southwest will have representation at one scheduled in Kalamazoo at Western Michigan University on July 19, 2018. Ms. Bibb reported the MPT was approved by the Senate on May 30, 2018. The plan passed through the House committee on June 6 and was debated on the House floor on June 7.

Ms. Bibb reported the State conducted on-site reviews at the Battle Creek and Kalamazoo Michigan Works! Service Centers in May for *Service Center Certification*. The purpose of the review was to verify compliance with the certification criteria as outlined in State policy which included topics such as programmatic and physical access and participation of required partners. Both Service Centers passed the certification and have been approved through December 31, 2018.

Ms. Bibb provided an update on meetings that are being scheduled with local legislative representatives throughout the summer at various Michigan Works! Southwest Service Centers. Staff will be sharing information about special initiatives within the Michigan Works! Southwest service area. They also plan to discuss work requirements and highlight key programs, metrics, and success stories. Meetings are scheduled in Kalamazoo during the next couple of weeks and plans are to schedule additional meetings in the other counties later this summer.

OLD BUSINESS

None.

CITIZENS’ TIME

None.

MEMBERS’ TIME

Kris Jenkins reported on School Budget legislation which includes an increase in per pupil funding for schools, with additional funding being available for students participating in CTE programming. She also reported on increases in funding for Intermediate School Districts (ISDs) and for Special Education that includes funds for mental health and support services in the schools. Funding for the Marshall Plan is being addressed in separate legislation. She also reported Jim Robey from the Upjohn Institute recently presented an economic update in Branch County. Randall Hazelbaker commented that the Walmart Distribution Center is the County’s largest employer with approximately 1,000 employees and the Clemons Food Group has also had a positive employment impact in the County.

Kris Jenkins reported interviews recently occurred to fill the position of the STEM Director for Region 8.

Kris Jenkins thanked Michigan Works! Southwest staff for connecting her to a representative from Benteler. As a result, over 100 students at the Branch and Calhoun Area Career Centers were exposed to information regarding apprenticeship opportunities with Benteler.

Julie Rogers complimented the Michigan Works! Southwest staff for scheduling meetings with legislators and noted that it is more beneficial to meet with representatives locally instead of in Lansing. She also stressed the importance of scheduling meetings with new candidates who are running for office.

Julie Rogers reminded members who are residents of Kalamazoo County to apply for a Kalamazoo County ID. The cost is \$10 and there are grant funds available for individuals who need assistance in paying the fee.

Julie Rogers reported she will report on a grant from the [MacArthur Foundation](#) to help decrease the number of youth who are sentenced to jail time. She thanked Ben Damerow and Eric Stewart for their assistance in applying for the grant.

David Maurer encouraged local school districts to continue working on CTE program development and helping to fill the pipeline for the existing employers in the area.

Mike Bearman reported he completed a training to learn how to administer [NARCAN®](#). He reported the training is offered at no charge and is available to anyone interested.

Mike Bearman reported the Albion Area is working with MDOT to connect youth to internship opportunities.

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, July 13, 2018 from 8:00 a.m. – 9:30 a.m. at Michigan Works! Southwest Service Center, 200 W. Van Buren Street, Battle Creek, MI 49017.

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

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, June 13, 2018 from 8:00 – 9:30 a.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

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, June 19, 2018 at 9 a.m. at the Upjohn Institute

VCAT Education Sub-committee – Thursday, June 28, 2018 at a location TBD

VCAT Education WebEx – To be rescheduled, date TBD

ADJOURNMENT

There being no other reports, the meeting was adjourned at 9:00 a.m.

Kathy Olsen _____ Date

Lisa A. Godfrey, Chair _____ Date