

**Workforce Development Board
Executive Committee Meeting
October 12, 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)	Randall Hazelbaker (PS)	Randy Sowles, alternate for Jenkins
Paul David (PS)	Julie Rogers (PS)	(Educ)
Lisa Godfrey (PS)		

WDB Executive Committee Members Absent:

Colleen Knight (CBO)	David Maurer (PS)
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Other WDB Members Present:

Richard Anderson (Labor)

Other Guests Present:

Jan Reed (DHHS)	Dalexius Walker (District Director for Senator O'Brien)
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Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

Amy Holman (PATH/WEUI)	Eric Stewart (YOU/KRESA)
Curt Mastos (M-HRDI)	Amanda Sutherland (YOU/KRESA)

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 B)

Motion made by Paul David and supported by Morris Applebey to approve the Workforce Development Board meeting minutes of September 14, 2018. Motion carried.

CITIZENS' TIME

None.

COMMITTEE REPORTS

VCAT Employment Committee – Kathy Olsen reported 56 employers attended the VCAT Employer Event which took place at Zeigler Motorsports. The Michigan Veterans Affairs Agency (MVAA) presentation was the highlight of the day, as well as a passionate welcome speech given by the owner of Zeigler detailing a personal experience with a Veteran he had hired as an employee. In the speech, he urged employers to be openminded about ways to best utilize and help further develop skills gained from a veteran's time in the service; he highlighted organization and project management skills.

Kathy Olsen reported the MVAA is also exploring the possibility of hosting the MVAA Veteran-Friendly Employer

Program in Kalamazoo. Member's discussed difficulties in tapping into the Veteran talent pool and a suggestion was made to use strategic language in job postings and to reach out to Veteran contacts locally and at the State level to assist in recruitment efforts. Ms. Olsen offered to send members a link to a the recently released Veteran Hiring Toolkit after the meeting. In response to questions from Paul David, she also offered to send him contact information regarding the veteran-friendly employer program.

Career & Educational Advisory Council (CEAC) – Kathy Olsen reported that in addition to the Marshall Plan for Talent Concept Papers reported on at last month's meeting, three additional concept papers that included educational entities in the Michigan Works! Southwest area were submitted. One was a state-wide proposal focused on engineering career pathways, another was submitted by the St. Joseph County ISD that was focused on manufacturing in St. Joseph County, and the third submitted by Sturgis Public Schools was focused on manufacturing careers and businesses in Sturgis.

Ms. Olsen also reported the CEAC met yesterday in a joint meeting consisting of both Michigan Works! Southwest and Kinexus CEAC members, and members of the Regional Talent Consortium who are working on the Regional Marshall Plan submitted by Kalamazoo RESA.

During the meeting, it was reported that all of the concept summaries submitted from around the state were approved and were moving on to the next step of the process which is to complete a Talent Agreement. A large portion of the CEAC meeting was spent breaking into small work groups to work on the Regional Talent Agreement.

NEW BUSINESS

FY18 Families Forward Demonstration Pilot Program (FFD) Plan (Exhibit B)– Amy Meyers requested board consideration and approval of the FY18 Families Forward Demonstration Pilot Program (FFD) plan. An allocation of \$304,707 was awarded to Michigan Works! Southwest for the time period of April 1, 2018 – September 30, 2019 for the implementation of FFD. As stated by Dallas Oberlee at the last few meetings, this project will offer 60 non-custodial parents who are unable to meet their child support obligations in Calhoun County, occupational skills training and employment services, as well as support services. Eligible participants will be referred by the Office of Child Support and will be given the opportunity to participate in Welding or Industrial Machine Maintenance through a partnership with Kellogg Community College.

It was reported that the FFD program is a pilot taking place in both Jackson and Calhoun Counties, with funding coming from both the Kellogg Foundation and the State. Locally, 19 referrals have been made to the program, and ten (10) are actively participating.

FY19 Partnership.Accountability.Training.Hope. (PATH) Plan (Exhibit C) – Amy Meyers requested board consideration and approval for the FY19 Partnership.Accountability.Training.Hope. (PATH) Plan. The Michigan Works! Southwest area received an allocation of \$3,046,796, a small decrease from FY18's allocation which totaled \$3,107,813. Ms. Meyers reported that allocations were based on an algorithm which factored 60% of the total number of PATH participants and 40% of the 21-day AEP attendees, with a minimum allocation of 95% of the previous year's funding.

Amy Meyers reported that individuals eligible for participation in the PATH program include Family Independence Program (FIP) recipients and applicants referred to the program by the Department of Health and Human Services (DHHS). FIP applicants begin with a 21-day application eligibility period (AEP) where individuals work one-on-one with PATH Employment Specialists to identify and address barriers to employment as well as to focus on their goals. This year staff will be aligning the goal setting with the Goal4 It!™ model, which was also discussed at the previous board meeting by Ms. Oberlee.

FY19 Food Assistance Employment and Training (FAE&T) Plan (Exhibit D) – Amy Meyers requested board consideration and approval for the FY19 Food Assistance Employment and Training (FAE&T) plan which included an allocation in the amount of \$149,610 for the Michigan Works! Southwest area. This is a decrease from the \$180,427 allocation in FY18, with the allocation based on the number of Food Assistance Program (FAP) cases. Individuals who are served through the program are those who are receiving Food Assistance, between the ages of 18 and 49, are without dependents, and are referred to Michigan Works! by the Department of Health and Human Services (DHHS).

Ms. Meyers reported that employment, support, and training services are available to participants through the program. She also noted that effective in Kalamazoo on January 1, 2018 and Branch, Calhoun, and St. Joseph Counties on October 1, 2018, Time Limited Food Assistance (TLFA) was implemented making this program no longer voluntary. This change did result in a spike in referrals; however, the number of individuals attending orientation and participating in the program remains low.

Career Exploration and Experience Events Plan (*Exhibit O*)– Amy Meyers requested board consideration and approval of the Career Exploration and Experience Events plan with a total allocation of \$25,000 for the Michigan Works! Southwest area. This is the first time this funding has been awarded and the intent is to provide Career Exploration and Experience Events similar to MiCareerQuest. Within the Michigan Works! Southwest area, events such as this, with a focus on hands-on activities that match local demand, have been taking place for the past few years. Members were referred to the middle of the plan document (*Exhibit O*) which outlines the goals of these types of events. It was verified by staff that this funding is coming from the funding source of AY17 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities.

FY19 Statewide Allocations for Employer Engagement Activities Plan (*Exhibit N*)– Amy Meyers requested board consideration and approval of the FY19 Statewide Allocations for Employer Engagement Activities plan. An allocation of \$20,000 was awarded to Michigan Works! Southwest for the time period of October 1, 2018 – September 30, 2019 to support employer engagement activities. This is the first time this funding has been awarded.

Ms. Meyers reported that with a focus of the Workforce Innovation and Opportunity Act (WIOA) on employment engagement to meet local and regional workforce needs, funding may be used to support the outreach to and engagement of employers for activities such as industry focused employer collaborations; outreach for employer opportunities, such as the Going PRO Talent Fund; and for special career exploration events outreach, such as National Apprenticeship Week.

Motion made by Paul David and supported by Julie Rogers to approve the FY18 Families Forward Demonstration Pilot Project Plan, the FY19 Partnership.Accountability.Training.Hope. Plan, the FY19 Food Assistance Employment and Training Plan, the Career Exploration and Experiences Events Plan, and the FY19 Statewide Allocations for Employer Engagement Activities Plan. Motion carried.

Workforce Development Board (WDB) Local Policy Updates (*Exhibit E*) – Amy Meyers requested board consideration and approval for the Workforce Development Board Local Policy Updates to Policy 10, Rev 04 – Standards of Conduct (*Exhibit F*), Policy 18, Rev 04 – Monitoring (*Exhibit G*), and Policy 32, Rev 03 – Selective Service Registration (*Exhibits H1-H3*). Members were referred to the redline copies of each of the three policies included in the agenda packet. WDB Policy 10 R04, Standards of Conduct changes included updates to Federal and State policy references, the WDB Policy 18 R04, Monitoring policy contained changes to update language to align with Workforce Development Board bylaws and updates to Federal and State policy references, and WDB Policy 32 R03, Selective Services Registration was updated with strengthened language regarding “knowing and willing failure to register” as well as updating Federal and State policy references.

Motion made by Julie Rogers and supported by Morris Applebey to approve the Workforce Development Board Local Policy updates to Policy 10, Rev 04 – Standards of Conduct; Policy 18, Rev 04 – Monitoring; and Policy 32, Rev 03 – Selective Services Registration. Motion carried.

Workforce Development Board Election of Chair/Vice Chair –

Motion made by Morris Applebey and supported by Paul David to nominate and approve the appointment of Randall Hazelbaker as chair and Julie Rogers as vice chair for the Michigan Works! Southwest Workforce Development Board beginning November 1, 2018. Motion carried.

Workforce Development Board Meeting Schedule (*Exhibit I*)– Kathy Olsen presented a draft 2019 WDB meeting schedule (*Exhibit I*) with the meetings remaining on the second Friday of the month. It was explained that in early 2019,

the meetings typically scheduled at Kellogg College RMTTC will need to be moved to a different location due to a remodeling project at the college. Ms. Olsen stated that members would be updated as locations are confirmed.

Motion made by Paul David and supported by Morris Applebey to approve the 2019 Workforce Development Board meeting schedule. Motion carried.

Workforce Development Board Membership Changes (Exhibit J) – Kathy Olsen requested board consideration and approval of changes for the Department of Corrections representation on the Michigan Works! Southwest Workforce Development Board. The changes included appointing Lisa Johansen as a regular member rather than an alternate, replacing Omar Alston for the two-year term that began October 1, 2018 and which ends September 30, 2020. Ms. Olsen requested that Jessica Whaley be appointed as the alternate for Lisa Johansen. She reported Lisa Johansen is the Parole Probation Supervisor in Kalamazoo County and Jessica Whaley is the Parole Probation Supervisor in Calhoun County.

Motion made by Paul David and supported by Julie Rogers to approve the Workforce Development Board membership change appointing Lisa Johansen as a regular member, replacing Omar Alston and appointing Jessica Whaley as an alternate for Lisa Johansen for the remainder of the two-year term that began October 1, 2018 and ends September 30, 2020. Motion carried.

STAFF REPORTS

Marketing (Exhibit K) – Kathy Olsen referenced Exhibit K 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 Townsquare Media's Job Fair on October 17, 2018 at Full Blast in Battle Creek. The event is open for a Veteran's only hour beginning at 3:00 p.m., the event will be open to the general public from 4:00 p.m. until 7:00 p.m. Ben Damerow reminded members that the MiCareerQuest Southwest event is scheduled for November 13-14 at the Kalamazoo Expo Center. The event is for students in both Kalamazoo and Calhoun Counties and will have a focus on hands-on career exploration. It was reported that this year there would not be a family event in the evening due to low attendance the previous year.

Program Operations / Special Initiatives

Food Assistance and Training (FAE&T) / Time Limited Food Assistance (TLFA) – Jakki Bungart-Bibb reported Branch, Calhoun and St. Joseph Counties switched from the voluntary FAE&T program to the non-voluntary TLFA program on October 1, 2018. Similar to Kalamazoo County, which transitioned to TLFA on January 1, 2018. Rates of those attending orientation remain low at 3.5%. It was reported that of the 257 that have been referred, only 9 are currently participating throughout the Michigan Works! Southwest four-county area.

Employer Resource Network (ERN) / Community Ventures – Jakki Bungart-Bibb reported many companies that benefited from the Employer Resource Network have decided to continue their membership for the new program year that began October 1, 2018. She also reported that Dallas Oberlee was scheduled to give a presentation in Kentucky at a National Career Pathway Network event. Dallas will also be presenting information on the implementation of Goal4 It!™ into ERN services at a conference in New York and Ben Damerow will be participating in a panel at the Economic Mobility Summit in Chicago later this month.

Business Services and Talent Fund Update – Jakki Bungart- Bibb reported applications for the Going PRO Talent Fund were due from employers on October 3, 2018. Fifty-one (51) company applications were submitted to the State, this is an increase from last year's number of 40. The list of companies included a variety of industries with a significant number of companies requesting this funding for the first time. For FY19, a total of \$2.8 million has been requested through Michigan Works! Southwest.

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

Dashboard Report (*Exhibit M*) – Jakki Bungart-Bibb reported page one of the Michigan Works! Southwest Dashboard contains current data consistent with what has been reported the past few months on the labor participation, top employers advertising online, top job categories, top occupations and education requirements. She noted there was an increase of 3.4% in the number of ads in the Top Job Categories Advertised Online section; however, the listing of job categories remains unchanged. Page two includes a graph depicting the number of visitors to the Michigan Works! Southwest Service Centers as well as data on WIOA registrations, the FFD project, and final numbers for the Driver Responsibility Fee (DRF) program. Ben Damerow reported Dallas Oberlee had shared a success story with staff about an individual with previous substance abuse issues who completed the DRF and quickly gained employment with a starting wage of \$17 per hour. 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. Year-end data was not available due to numbers for September not yet being accessible; however, the average AEP pass rate from October 1, 2017 through August 31, 2018 was 53.3%. Page four of the Dashboard contained more information about the PATH program including a graph detailing the average wages of participants, with a peak of \$10.71 in April of 2018. Members discussed the most popular industries for PATH participants to gain employment. It was reported that no official information was available, however many found employment in either the healthcare, food or manufacturing industries. Page four also provided information on the Employer Resource Network / Workforce Innovation Fund (ERN/WIF) and the Career and Educational Advisory Council (CEAC) goals.

Director’s Report – Ben Damerow distributed the Director’s Report dated October 12, 2018.

Federal Budget – Mr. Damerow reported FY19 Department of Defense and Labor, Health and Human Services (Labor-HHS) Appropriation Bills passed the House on September 26, 2018 with President Trump signing the bills on September 28, 2018 marking the first time in more than 20 years that the Labor-HHS bill was signed into law prior to the start of the fiscal year. The bills maintained funding levels for most workforce development programs, with a decrease in Wagner-Peyser funding and an increase in funding for apprenticeships. The package also included a continuing resolution (CR) that will keep the rest of the government operating through December 7, 2018.

TANF Reauthorization – Mr. Damerow reported a paper released by the House Republicans for the Ways and Means Committee was distributed to members prior to the start of meeting. The paper highlights changes that are being discussed for TANF Reauthorization based on the JOBS for Success Act. Michigan Works! Southwest staff are in support of the bill which would align outcomes with those used for WIOA and eliminate the work participation rate as the primary performance measure. The bill would also increase program flexibility by eliminating the counting of core and non-core activities. The ability to transfer up to 50% of their TANF grant to local workforce development boards would also be granted to State agencies. Mr. Damerow reported the bill will continue to be tracked at the state level and the Michigan Works! Association is in support of it.

Michigan Dislocated Worker Grant – Mr. Damerow reported that the U.S. Department of Labor awarded a \$3.2 million Trade and Economic Transition National Dislocated Worker Grant to the Talent Investment Agency (TIA). The grant will be used to serve individuals who have been dislocated by a reduction in the number of retail stores and those impacted by the realignment of the banking industry. TIA has partnered with the Upjohn Institute, using \$300,000 of the grant to develop a proactive predictive analytics tool, similar to past work completed by Upjohn Institute staff for the state of Georgia. The tool is intended to provide Michigan Works! front-line staff the ability to assess and target customer needs through a quick analysis of labor market needs, ultimately resulting in quicker re-employment.

OLD BUSINESS

None.

CITIZENS’ TIME

None.

MEMBERS’ TIME

Julie Rogers and Ben Damerow thanked Lisa Godfrey for her leadership as the Michigan Works! Southwest Workforce Development Board Chair.

Julie Rogers thanked members for nominating her as Vice-Chair to the Workforce Development Board.

Julie Rogers reported she was one of twenty women selected to represent this year’s cohort of Women in Government.

Julie Rogers reported she highlighted the wage increase for PATH placements at the last County Commission meeting.

Julie Rogers complimented the staff on the work they have accomplished with all the changes happening at the State level.

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, November 12, 2018 from 8:00 a.m. – 9:30 a.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

The next **Executive Committee** is scheduled for Friday, December 14, 2018 from 8:00 a.m. – 9:30 a.m. at Michigan Works! Service Center, 200 W. Van Buren St, 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, October 24, 2018 from 8:00 – 9:30 a.m. at Michigan Works! Service Center, 1601 S. Burdick St, Kalamazoo, MI 49001.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, November 13, 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, November 8, 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, October 17, 2018 at 9 a.m. at the Upjohn Institute

VCAT Education Sub-committee – Thursday, October 25, 2018 at 10 a.m. at location TBD

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:40 a.m.

Kathy Olsen

Date

Randall Hazelbaker, Chair

Date