

**Workforce Development Board
Executive Committee Meeting
April 12, 2019**

CALL TO ORDER - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 8:00 a.m. at Battle Creek Unlimited, 4950 W. Dickman Road, Battle Creek, MI 49037.

Jakki Bungart-Bibb reported Ben Damerow was unable to attend today's meeting because he was in Boston participating on a panel to present information regarding the Upjohn Institute's Predictive Analytics Research Project.

WDB Executive Committee Members Present:

Morris Applebey (Labor) Lisa Godfrey (PS) Kris Jenkins (Educ)
Paul David (PS) Randall Hazelbaker (PS)

WDB Executive Committee Members Absent:

Colleen Knight (CBO) David Maurer (PS)

Other WDB Members Present:

Shabaka Gibson (EconDev)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart- Bibb Kathy Olsen
Amy Meyers Sarah Pohl

Michigan Works! Services / Program Staff Present:

Stephanie Bourne (PATH/WEUI) Dallas Oberlee (PATH/WEUI) Amanda Sutherland (YOU/KRESA)
Julie Gregory (HRDI) Eric Stewart (YOU/KRESA)
Amy Holman (PATH/WEUI)

Guests Presents:

None.

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.

Sarah Pohl reported, per Workforce Development Agency Policy Issuance 19-09, an updated Conflict of Interest and Member Bio form is required from every member of the Michigan Works! Southwest Workforce Development Board, including alternates. This documentation is necessary for recertification of the membership of our local WDB under the WIOA for Program Years 2019 and 2020, the time period July 1, 2019 thru June 30, 2021. Forms were distributed to members in attendance, and members were informed that an email containing the forms would also be sent out to all Michigan Works! Southwest Workforce Development Board members and alternates.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the Workforce Development Board meeting minutes of March 8, 2019. Motion carried.

CITIZENS' TIME

None.

COMMITTEE REPORTS

Monitoring and Evaluation Committee

Sarah Pohl reported the Monitoring and Evaluation Committee met to review Adult and Dislocated Worker services provided by Michigan Human Resources Development Inc. (HRDI). Four participants were interviewed on site by the committee and the participants interviewed spoke favorably of the services and support provided by Adult and Dislocated Worker staff. Highlights from the interviews included a testimonial from an individual who went from a career as a handyman, to gaining certification and related employment at a local hospital; as well as a participant who gained employment assisting at-risk youth at a local military base. A presentation was given by Adult and Dislocated Worker staff that focused on Rapid Response activities and the Vision for Prosperity Apprenticeship Readiness Training Program. The first cohort of the Vision for Prosperity Apprenticeship Readiness Training is currently taking place in Kalamazoo. The Monitoring Report provided by Michigan Works! Southwest staff reported no findings. Ms. Pohl further reported there is a continued focus on continuous improvement for developing thorough Individual Service Strategies (ISS) and detailed case notes.

Veterans Community Action Team (VCAT)

Kathy Olsen reported the Veterans Community Action Team (VCAT) is currently in the planning stages for an Employer Summit that will be scheduled in the fall of 2019. The event will focus on educating employers as to how to access an employee's Veteran Education Benefits to provide training for career advancement. More information about the event will be shared as it becomes available.

Career & Educational Advisory Council (CEAC)

Kathy Olsen reported the Career & Educational Advisory Council (CEAC) met to review Career and Technical Education (CTE) programming for Perkins funding.

Kathy Olsen also reported the Calhoun County Intermediate School District (ISD), the current fiduciary for Region 8 Adult Education funding, released a Request for Proposal (RFP) for Adult Education Services. The intent of the RFP is to identify a new provider for Adult Education in Branch County; however, the RFP is open to responses throughout Prosperity Region 8. Adult Education services in Branch County were previously provided by Coldwater Public Schools. Coldwater Schools has decided not to continue providing these services because they wish to focus on services that align with K-12. Kris Jenkins reported the Branch Intermediate School District (ISD) submitted a response to the RFP and their desire is to continue to provide these services in Branch County at the same funding levels as previously allotted. It was reported that there is a demand within Branch County for the services, specifically in English as a Second Language (ESL). Interested Adult Education partners in Branch County that includes the literacy council, library and local churches have formed a Branch County Adult Education Collaborative. They will be meeting to determine a framework for providing Adult Education services that will meet the needs of the community.

Kathy Olsen further reported the CEAC meeting also included sharing of information pertaining to career exploration events that occurred this past quarter, as well as events planned for the next quarter.

Disability Awareness Resource Team (DART)

Kathy Olsen reported Disability Awareness Resource Team (DART) members provided feedback on the recent Career.Life.Expo. at their recent meeting. They also discussed educational opportunities for those working with individuals with disabilities. A new 'At Your Desktop' Training module on the topic of Social Security was released.

NEW BUSINESS

WDB Plans

FY19 Going PRO Talent Fund (Exhibit B) – Amy Meyers requested board consideration and approval of the FY19 Going PRO Talent Fund Plan. Formerly known as the Skilled Trades Training Fund (STTF), the Going PRO Talent Fund for FY19 awarded over \$1.6 million to 34 companies in the Michigan Works! Southwest area to train both incumbent workers and new hires totaling over 1,300 individuals. She reported this is an increase from the FY18 awards to 33 companies that totaled \$1.47 million. Allowable trainings for the Going Pro grant include classroom or customized training, on-site training with wage reimbursement for individuals being hired, and new USDOL Registered Apprenticeships.

Ms. Meyers reported the FY19 Going Pro Talent Fund Plan does not include Industry-Led Collaboratives (ILC) that were awarded funding through the Going PRO Talent Fund. In the past, an additional policy has not been released for the funds awarded to collaboratives. The current FY19 ILC total is \$172,000 for the Michigan Works! Southwest Area for 14 companies to train an additional 245 employees.

Trade & Economic Transition Dislocated Worker Grant (DWG) (*Exhibit C*) – Amy Meyers requested board consideration and approval of the Trade & Economic Transition Dislocated Worker Grant (DWG) Plan. An allocation of \$101,751 was awarded to Michigan Works! Southwest to serve workers who have been dislocated from the retail and financial sectors in the four-county area. These sectors were identified by the State of Michigan due to the changing climate of brick and mortar retail stores, online shopping and general e-commerce. This funding can be utilized on numerous training models, as outlined on the plan document (*Exhibit C*), along with career services and supportive services for eligible individuals.

Motion made by Kris Jenkins and supported by Paul David to approve the FY19 Going PRO Talent Fund Plan and the Trade & Economic Transition Dislocated Worker Grant (DWG) Plan. Motion carried.

WDB Policy Revisions (Exhibits D1- D6)

Amy Meyers reported the State Equal Opportunity Officer (EO) recently conducted an on-site review that covered related local policies. He also provides training to local EO officers. She announced that Jakki Bungart-Bibb is the EO Officer for Michigan Works! Southwest and Ms. Bibb has participated in many of the trainings offered. As a result of the EO monitoring, many of the local WDB policies were updated to align with federal and state requirements.

Kathy Olsen reported federal and state policy references were updated in all five of the policy revisions presented for Board consideration and approval. Additional changes to each of the policies presented were as follows:

WDB Policy 18 Rev 05 Monitoring – under the financial monitoring section, language was updated to align with processes; under the program/service compliance monitoring section, language was updated to include all types of Work-Based Learning; a section was added for nondiscrimination and equal opportunity monitoring; and under the service provider internal monitoring section, language was added to include monitoring of nondiscrimination and equal opportunity.

WDB Policy 23 Rev 03 Sexual and Other Forms of Harassment - background information and definitions were updated to include all protected classes and language was added to include retaliation.

WDB Policy 24 Rev 06 Grievance and Complaint - language was added to describe discrimination and retaliation complaints; definitions for a Discrimination Complaint vs. a General Complaint were added; and language was strengthened to differentiate between the Equal Opportunity is the Law Notice and the Grievance and Complaint procedures. It was further reported that the Grievance and Complaint Procedures were also updated to align with these changes.

WDB Policy 25 Rev 03 Nondiscrimination and Equal Opportunity - language was updated to include all protected classes; the EO Officer's name and contact information was added; language was added to include additional requirements under Nondiscrimination and Equal Opportunity responsibilities; language was added to include all types of Work-Based Training; language was added to include individuals with Limited English Proficiency (LEP); under tracking and reviewing service levels, language was changed to include characteristics rather than significant population segments; and a section was added to address serving individuals with LEP.

WDB Policy 26 Rev 03 Reasonable Accommodations - language for appealing decisions was changed so that it references the Nondiscrimination and Equal Opportunity Policy rather than the Grievance and Complaint Procedures.

Motion made by Morris Applebey and supported by Lisa Godfrey to approve the following WDB Policy Revisions: WDB Policy 18 Rev 05 Monitoring, WDB Policy 23 Rev 03 Sexual and Other Forms of Harassment, WDB Policy 24 Rev 06 Grievance & Complaint, WDB Policy 25 Rev 03 Nondiscrimination and Equal Opportunity, and WDB Policy 26 Rev 03 Reasonable Accommodations. Motion carried.

Integrated Education & Training (IET) RFP Update – Amy Meyers reported that the Request for Proposal (RFP) for Integrated Education & Training (IET) services within the four-county area has been posted, with a close date of today, April 12, 2019. The RFP is in response to a plan approved by the Workforce Development Board at the February 2019 meeting and requires that Adult Education and Workforce Preparation and Training activities be provided concurrently to participating individuals. Technical Assistance was provided to three organizations; however, only one Letter of Intent to Bid was received. Ms. Meyers announced staff will be asking Board members to assist in the RFP review process which will take place on Thursday, April 18, 2019. Materials will be provided to RFP Committee members on Monday, April 15, 2019. Any WDB members interested in serving on the RFP Committee should contact Sarah Pohl.

STAFF REPORTS

Marketing (*Exhibits E*) – Kathy Olsen referenced *Exhibit E* in the agenda packet which included information about upcoming events for job seekers and employers within the Michigan Works! Southwest four-county region, including multiple spring job fairs and the upcoming Amnesty Day event.

Dashboard Report (*Exhibit G*) – Jakki Bungart-Bibb reported page one of the Michigan Works! Dashboard report (*Exhibit G*) included a comparison of Labor Participation within the four-county region as well as Real Time Labor Demand for Region 8, which was consistent with the reports from recent months. On page two, it was reported a total of 82,736 individuals had visited to the Michigan Works! Southwest Service Centers since July 1, 2018, with 1,510 jobs filled with Michigan Works! Southwest assistance and 817 employers assisted by staff. The PATH average wage was reported to be \$10.61 per hour, the highest it has been in FY2019. The PATH employment rate was highlighted on page three of the report, as well as the work participation rate which remains well above the State average. On the final page of the Dashboard report, the 2nd Annual Career Fair & Amnesty Day event, in partnership with Kalamazoo Public Safety and the First Congregational Church, was highlighted. Ms. Bibb reported that at last year's event, over 100 misdemeanor cases were resolved.

Business Services / Talent Fund / Labor Market Information (LMI) (*Exhibit F*) – Jakki Bungart-Bibb reported final numbers from the Career.Life.Expo., which took place on March 26, 2019, will be available in the near future. Tentative reports indicate there were 86 employers on-site, with just under 500 job seekers in attendance, 145 of which received resume assistance and/or mock interviewing at the event. Partners for the event were thanked for their support.

Ms. Bungart-Bibb also reported, as stated previously, 34 local companies were awarded Going PRO Talent Fund Grants out of the 50 requests submitted locally. The companies that were not awarded funding are waiting in the queue to be considered should additional funding become available. Michigan Works! Southwest Business Services Team members have been working with these companies to form Industry-Led Collaboratives (ILC) as an alternative way to apply for the funding. Through those efforts, an additional 14 companies have been awarded funding. An additional ILC application involving four companies located in Branch County was recently submitted and staff are awaiting a determination. If awarded, this ILC grant could provide up to \$48,000 in funding to train an additional 88 individuals.

Kris Jenkins reported she recently attended a presentation in Coldwater given by Ashley Iovieno of Michigan Works! Southwest and Missy Lafferty of HRDI/MW Southwest. Ms. Jenkins reported the presentation and information provided was excellent and she spoke highly of Ms. Iovieno's presentation skills.

The link to access the labor market reports (*Exhibit F*) 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! Southwest Area for the period February 1 through March 31, 2019 was sent to members via email along with the agenda packet.

Director's Report – Jakki Bungart-Bibb distributed the Directors Report dated April 12, 2019. Ms. Bungart-Bibb reported in 2018, the Upjohn Institute launched a three-year initiative to learn how communities can assist residents in obtaining and retaining good jobs. Results from the initiative were recently published by the Institute in a publication titled *Building Shared Prosperity: How Communities Can Create Good Jobs for All*. Multiple authors from the Institute contributed to the publication, including Amy Meyers of Michigan Works! Southwest. Chapter 3 focuses on innovations

in workforce development implemented by Michigan Works! Southwest, including the Employer Resource Networks and the Neighborhood Employment Hubs. Copies of the publication were available at the meeting for those interested.

Mr. Bungart-Bibb also reported Michigan is continuing on a path to implement work requirements for Medicaid recipients, even as a federal judge blocked similar laws in Arkansas and Kentucky last month. As it stands, Michigan's implementation is unaffected and is scheduled to start in January of 2020; however, there is still a possibility the changes will be blocked. If implemented, it has been estimated that 500,000 of the 655,000 individuals receiving Medicaid in Michigan may be subject to the work requirements. Due to the extensive list of possibly exemptions, an accurate estimate is difficult to determine.

The Road Commission of Kalamazoo County (RCKC) was awarded two IMPRESS Awards for their innovation with special projects, including one award for their Municipal Maintenance Technician (Roadway Technician) Apprenticeship, which was developed in partnership with the Teamsters Local 214, the USDOL, HRDI and Michigan Works! Southwest.

Also included in the Directors Report was an updated State Budget, similar to the State Budget Update provided at the previous WDB meeting. New updates include the Partnership.Accountability.Training.Hope. (PATH) Program recommendation for a total of \$75 million in funding, identical to the FY 2019 appropriation; and elimination of funding for the Community Ventures (CV) Program. Members discussed the budget recommendation to cease funding for Community Ventures. Dallas Oberlee reported the Community Ventures model originally started in areas of the State with high crime and poverty rates and was expanded across the State to establish Business Resource Networks (BRNs) and to provide support services. The BRN currently in place in the Michigan Works! Southwest area is the Employer Resource Network® (ERN) model and it has been sustainable locally for the past five years. The additional Community Ventures funding provided for FY 2019 is being used to supplement the establishment of additional ERN companies and to provide additional supportive services to employees of the member companies.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

Kris Jenkins reported Branch County is taking steps to become a Trauma-Informed Community. A showing of *Ring of Silence* is scheduled for today, April 12, 2019 at Tibbits [Opera House]. The documentary movie focuses on human trafficking and education of unhealthy, “power” relationships. A number of local area high schools are participating in the showing and the community has been engaging in conversations to increase awareness.

Dallas Oberlee reported PATH staff have recently engaged in Trauma-Informed training, as well. Through a grant in partnership with BC Pulse, staff have started training. They are reviewing the book: *Trauma Stewardship*, an everyday guide to caring for self while caring for others. Staff have also had a viewing and discussion of the documentary movie: *Resilience*.

Eric Stewart reported with Census 2020 approaching, efforts are being made to engage individuals in high poverty areas to ensure accurate counts. Mr. Stewart is currently a member of a local team dedicated to enacting strategies to raise awareness and inform individuals on the importance of being counted. Michigan Works! Southwest Service Centers have also been working with the Census Bureau to schedule Employer of the Day events in all four counties.

Paul David reported in an effort to reduce turnover and increase successful recruitment, the starting rate for individuals at II Stanley has been increased to \$13 per hour. Various recruitment and retention techniques were discussed, including the option for jobseekers to take a basic aptitude assessment if they do not possess a high school diploma or GED and on-site English as a Second Language (ESL) classes for employees.

Kris Jenkins reported 18 individuals in Branch County obtained a GED or equivalent in 2018. For 2019, 13 have achieved their GED.

Paul David reported, as part of a Going Pro training grant at II Stanley, a second cohort of English as a Second Language (ESL) is taking place. This training is in partnership with VOCES and the focus is to help the individuals become more proficient in the English language. The participants are mostly Hispanic and some Burmese and many of them also participated in the first ESL cohort.

Jakki Bungart-Bibb reported she recently attended a language access luncheon hosted by VOCES and was pleasantly surprised to learn of the vast array of translation services available through VOCES. She reported DENSO has had some success with ESL classes. She added that DENSO recently dropped the requirement to have a GED for employment and GED classes are now offered on-site. The GED classes are facilitated by Battle Creek Public Schools.

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, May 10, 2019 from 8:00 a.m. – 9:30 a.m. at Branch Area ISD Career Center, 370 Morse St, Coldwater, MI 49036.

The next **Executive Committee** is scheduled for Friday, June 14, 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, May 22, 2019 from 8:00 – 9:30 at Michigan Works! Southwest Service Center, 1601 S. Burdick Street, Kalamazoo, MI 49001.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, April 9, 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)** May meeting (if needed) is TBD and Monday, September 16, 2019, 1:00 – 3:00 p.m. at Kalamazoo Regional Educational Service Agency (KRESA), 1819 E. Milham Rd, Kalamazoo, MI 49002.

Veterans Committee –

VCAT Region 8 Quarterly Meeting – Tuesday, April 23, 2019, from 10:00 a.m. – 12:00 p.m. at Battle Creek VA

VCAT Employment Sub-committee – Wednesday, April 17, 2019, from 9:00 a.m. – 10:00 a.m. at the Upjohn Institute

VCAT Education Sub-committee – Thursday, April 25, 2019 from 11:00 a.m. – 1:00 p.m. at the Upjohn Institute

ADJOURNMENT

There being no other reports, the meeting was adjourned at 8:50 a.m.

Kathy Olsen

Date

Randall Hazelbaker, Chair

Date