

**Workforce Development Board  
Executive Committee Meeting  
August 9, 2019**

**CALL TO ORDER** - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 8:00 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, MI 49007.

**WDB Executive Committee Members Present:**

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

**WDB Executive Committee Members Absent:**

Frank Tecumseh (PS)

**Other WDB Members Present:**

Dan Dunn (PS)

Other individuals in attendance at the meeting included:

**Michigan Works! / Upjohn Institute Staff:**

Jakki Bungart- Bibb                              Jessica Meskil                                      Kathy Olsen  
Ben Damerow                                      Amy Meyers                                      Sarah Pohl  
Ashley Iovieno                                      Paula Nicolich-Kizer                              Charlie Zigler

**Michigan Works! Services / Program Staff Present:**

Sam Dougherty (HRDI)                              Dallas Oberlee (PATH/WEUI)                              Amanda Sutherland (YOU/KRESA)  
Curt Mastos (HRDI)                                      Eric Stewart (YOU/KRESA)

**Guests Presents:**

Bob Tonander (BSBP)

**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 Board Executive Committee meeting minutes of July 12, 2019. Motion carried.**

**CITIZENS' TIME**

None.

**COMMITTEE REPORTS**

**Veterans Community Action Team**

Kathy Olsen reported the Veterans Community Action Team (VCAT) will be participating at the upcoming Kalamazoo and Calhoun County Fairs. Planning is also taking place for the third annual Employer Summit, which is scheduled to be held on September 26, 2019 from 12:00 to 5:00 p.m. at Presidential Brewing. The event is a technical training which will provide participating employers insight into educational benefits for Veterans.

**NEW BUSINESS**

**WDB Plans**

**PY19 High Concentrations of WIOA Eligible Youth (*Exhibit B*)** – Amy Meyers requested board consideration and approval of the PY19 High Concentration of WIOA Eligible Youth Plan. Michigan Works! Southwest has again been allocated \$7,724, the same allocation received last year. The funding will be used to provide additional assistance to eligible youth in Calhoun and Kalamazoo Counties, where there are high concentrations of WIOA eligible youth. Eligibility requirements were outlined on the plan document provided in the agenda packet (*Exhibit B*).

**Motion made by Kris Jenkins and supported by David Maurer to approve the PY19 High Concentrations of WIOA Eligible Youth Plan. Motion carried.**

**Subsequent Designation of Local Workforce Development Areas (*Exhibit C*)**

Amy Meyers requested board consideration and approval for the subsequent designation of the Michigan Works! Southwest four-county area of Branch, Calhoun, Kalamazoo and St. Joseph counties as a Michigan Works! area for Program Years 2019 through 2023. Local workforce development areas are designated for the purpose of implementing the WIOA and administering workforce development programs through the local Michigan Works! Agencies across the state.

The Governor must approve the request if, for the two program years preceding the subsequent designation determination, the designated area has performed successfully, sustained fiscal integrity and met requirements under the WIOA Section 106(c)(1). Definitions of each requirement were included in the plan document (*Exhibit C*).

Hereinafter, subsequent designation will occur every four years, in alignment with submission of the State’s Unified Plan and the Michigan Works! Southwest four-year Local and Regional Plans.

**Motion made by Colleen Knight and supported by David Maurer to approve the Subsequent Designation of Local Workforce Development Areas for Michigan Works! Southwest. Motion carried.**

**WDB Policy Revisions (*Exhibit D1-D4*)**

*WDB Policy 05 Rev 04 Supportive Services (SS) and Needs Related Payments (NRP) and WDB Policy 11 Rev 01 Freedom of Information Act (FOIA); Information Releases*

Kathy Olsen reported proposed updates to the local policies for Supportive Services (SS) and Needs Related Payments (NRP) and Freedom of Information Act (FOIA); Information Releases were included in the agenda packet, with a redlined version sent to Workforce Development Board members prior to the meeting. Changes to the *WDB Policy 05 Rev 04 Supportive Services (SS) and Needs Related Payments (NRP)* included updating references, adding language regarding eligibility, maximum payment allowed, required documentation for NRPs, updating allowable criteria in Attachment A and adding a column for “Other” on Attachment A. Changes to *WDB Policy 11 Rev 01 Freedom of Information Act (FOIA); Information Releases* included updating the background and scope sections, updating references, adding definitions, and removing procedures from the policy, which will be contained in a separate document to be updated as needed.

**Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the WDB Policy Revisions for WDB Policy 05 Rev 04 Supportive Services (SS) and Needs Related Payments (NRP) and WDB Policy 11 Rev 01 Freedom of Information Act (FOIA); Information Releases. Motion carried.**

**WDB Bylaw Revisions (*Exhibit E*)**– Sarah Pohl requested board consideration and approval for revisions to the Workforce Development Board Bylaws. In response to a recent review of the current bylaws for compliance with all federal requirements by the state, revisions have been made to the Workforce Development Board Bylaws to align with policy requirements. A proposed version of the bylaws was included in the agenda packet, with a redlined version sent to Workforce Development Board members prior to the meeting. Ms. Pohl stated changes included adding language stating the CEO will be notified of vacancies on the Workforce Development Board, language allowing members to have a designated alternate, language to address the use of technology in compliance with the Open Meetings Act to assist in facilitating meetings, and language to describe Workforce

Development Board member's commitment to supporting workforce development activities and acting as representatives of the Workforce Development Board within the community.

**Motion made by David Maurer and supported by Morris Applebey to approve the revisions to the Workforce Development Board Bylaws. Motion carried.**

**WDB Renewals – Private Sector (*Exhibit F*)** – Sarah Pohl requested board consideration and approval for the renewal of all private sector appointments to the Workforce Development Board. A memo listing the names of individuals for the renewal appointments was included in the agenda packet (*Exhibit F*). Ms. Pohl reported the renewal appointments are for a two-year term that will begin October 1, 2019 and end September 30, 2021. She noted that Chantal Paxton and Marcie Stowell were previously approved for the two-year term upon their appointments on June 14, 2019.

**Motion made by Kris Jenkins and supported by Morris Applebey to approve the Workforce Development Board renewals for current Private Sector members for two-year terms that will begin October 1, 2019 and end September 30, 2021. Motion carried.**

## STAFF REPORTS

**Business Services / Talent Fund / Labor Market Information (LMI) (*Exhibit G*)** – Ashley Iovieno introduced Jessica Meskil, Charlie Zigler and Paula Nicolich-Kizer. Ms. Iovieno stated Ms. Meskil has recently been hired as an Administrative Assistant and Mr. Zigler and Ms. Kizer as Business Services Coordinators in Calhoun and Kalamazoo Counties, respectively. Hiring for a third Business Services Coordinator for Branch and St. Joseph Counties is currently taking place.

Ms. Iovieno also reported close outs for the current year Going PRO Talent Fund grants are currently underway, as is prepping for outreach events for the next year's Talent Fund. A webinar detailing the upcoming year's Going PRO Talent Fund recently took place: however, many details have still not been confirmed, including the possible launch of an online application submission program. A flyer detailing Going PRO Talent Fund information sessions, including dates and locations, was distributed to members.

Ms. Iovieno informed members a statewide announcement was released awarding \$200,000 in MICA grant funding to Michigan Works! Southwest to support the Battle Creek Manufacturing Consortium and the Regional Healthcare Consortium for career pathway awareness and events.

The link to access the labor market reports (*Exhibit G*) 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 Michigan Works! Southwest area for the period June 1 through July 31, 2019 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*) 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. Page two of the report reported a total of 14,338 individuals having visited the Michigan Works! Southwest Service Centers since July 1, 2019, a decrease from the same time period last year. Since July 1, 2019, a total of 226 jobs were reportedly filled with Michigan Works! Southwest assistance and 148 employers were assisted by staff. The third page of the report highlighted PATH data including the average wage of \$10.69 per hour, the highest reported this year, as well as the PATH Employment Rate which increased to 53.4%. The final page of the Dashboard report highlighted activities and special initiatives, which were covered during the Business Services staff report.

**Director's Report** – Ben Damerow reported Federal and State government have been on recess, resulting in no update at this time. Following up from last month's report, the Department of Labor and Economic Opportunity, as well as the Workers' Disability Compensation Appeals Commission and the Unemployment Insurance Appeals Commission, will take effect on Monday, July 15, 2019. No organizational chart detailing the changes has been provided at this time.

## OLD BUSINESS

None.

### **CITIZENS' TIME**

None.

### **MEMBERS' TIME**

David Maurer reported the November 5<sup>th</sup> ballot will include a proposal to provide \$1 million in funding to assist in centralizing Career and Technical Education (CTE) in Kalamazoo County. The funding will likely be used in building a new career and technical center, which will house a variety of CTE programs. Mr. Maurer suggested the Workforce Development Board support the initiative, which aligns with the mission and work of the board. Eric Stewart echoed Mr. Maurer's report, stating there will soon be a push to begin informing Kalamazoo County residents of the proposal, with the opportunity of a presentation for the Workforce Development Board available. Eric Stewart reported more information can be found on KRESA's website at <https://www.kresacte.org/>. Lisa Godfrey commented that Eric Stewart recently gave a presentation to the Kalamazoo Rotary, and his presentation skills were valued by those in attendance.

Ben Damerow stated the Michigan Works! Association's Annual Conference will soon be taking place in Kalamazoo. At the event, Firekeepers Casino Hotel will be recognized as the Employer of the Year, as will Michigan Works! Southwest staff member Jennifer Klempnow, who will be receiving the Shining Star award.

Mr. Damerow also reported Mike Horrigan, President of the W.E. Upjohn Institute, will be providing a presentation at the full Workforce Development Board meeting in September.

### **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 13, 2019 from 8:00 a.m. – 9:30 a.m. at Glen Oaks Community College, Business Development Center, 62249 Shimmel Rd, Centreville, MI 49032.

The next **Executive Committee** is scheduled for Friday, October 11, 2019 from 8:00 a.m. – 9:30 a.m. at the 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 Tuesday, October 22, 2019 from 8:00 a.m. – 9:30 a.m. at the Michigan Works! Southwest Service Center, 1601 S. Burdick St, Kalamazoo, MI 49001.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, September 17, 2019 from 2:00 p.m. – 4:00 p.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

The next **Career & Educational Advisory Council (CEAC)** is Monday, September 16, 2019, 1:00 p.m. – 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 – Date and location TBD

VCAT Employment Sub-committee – Wednesday, August 21, 2019, from 9:00 a.m. – 10:00 a.m. at the Upjohn Institute

VCAT Education Sub-committee – Thursday, August 22, 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 8:23 a.m.

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Kathy Olsen

Date

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Randall Hazelbaker, Chair

Date