

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

**CALL TO ORDER** - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 8:00 a.m. at the Michigan Works! Southwest Service Center, 200 W. Van Buren Street, Battle Creek, MI 49017.

**WDB Executive Committee Members Present:**

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

**WDB Executive Committee Members Absent:**

David Maurer (PS)

**Other WDB Members Present:**

None.

Other individuals in attendance at the meeting included:

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

Jakki Bungart- Bibb	Kathy Olsen
Ben Damerow (partial)	Sarah Pohl

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

Cheryl Beard (PATH/WEUI)	Curt Mastos (HRDI)
Stephanie Bourne (PATH/WEUI)	Will Sloan (HRDI)
Sam Dougherty (HRDI)	Eric Stewart (YOU/KRESA)

**Guests Present:**

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.

**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 June 14, 2019. Motion carried.**

**CITIZENS' TIME**

None.

**COMMITTEE REPORTS**

**Disability Awareness Resource Team (DART) (*Exhibit B*)**

Kathy Olsen reported the Disability Awareness Resource Team (DART) met on June 18, 2019. Meeting minutes in draft form were provided in the agenda packet (*Exhibit B*) to provide Executive Committee members with information shared during the DART meeting in a timely manner. A new At Your Desktop training, which provided guidance on Social Security Disability Income, was announced at the DART meeting and has since been shared with Michigan Works! Southwest Service Center staff. Current legislative issues related to disability awareness were also discussed during the meeting, as were upcoming professional development opportunities and fundraisers. Committee members were

reminded that there are many resources available to help individuals with disabilities find and retain employment and that DART members are always available to provide guidance.

### **Monitoring and Evaluation Committee**

Sarah Pohl reported the Monitoring and Evaluation Committee met at the end of June for the year-end wrap up meeting. Ashley Iovieno gave a presentation on Business Services and outcomes related to the Going PRO Talent Fund, Employer Led Collaboratives, the Southwest Michigan Employer Resource Network and apprenticeships. During the meeting, the Monitoring and Evaluation Committee agreed to change the meetings from the third Wednesday of the month, to the third Tuesday of the month, which will become effective for the next meeting scheduled for October 2019.

## **NEW BUSINESS**

### **WDB Plans**

**PY19 Wagner-Peyser Employment Services (ES) (Exhibit C)** – Jakki Bungart-Bibb requested board consideration and approval of the Program Year 2019 Wagner-Peyser Employment Services (ES) Plan. Michigan Works! Southwest received an allocation of \$550,948 to provide Employment Services to job seekers and employers in the four-county area. This is an increase from last year’s allocation of \$436,258. As noted on *Exhibit C*, Employment Services focuses on a variety of employment-related labor exchange services including job search assistance, job referral and placement of job seekers and recruitment services for employers. Performance measures were also included on *Exhibit C*, and included Employment Rate 2<sup>nd</sup> and 4<sup>th</sup> Quarter After Exit and Median Earnings 2<sup>nd</sup> Quarter After Exit. Target rates were highlighted and reflected a slight increase from Program Year 2018. The increase was based on an equation used by the State which takes into consideration funding, the civil labor force, average employment and number of visitors to the Michigan Works! Service Centers.

**PY19 Capacity Building & Professional Development (CBPD) (Exhibit D)** – Jakki Bungart-Bibb requested board consideration and approval of the Program Year 2019 Capacity Building & Professional Development (CBPD) Plan. This funding, in the amount of \$33,931, is received annually by each Michigan Works! Agency and must be approved by the area’s Workforce Development Board before it can be passed through to the Michigan Works! Association and used to provide technical assistance as well as professional development opportunities for the workforce development professionals within the Michigan Works! system.

**AY19 WIOA Adult, Dislocated Worker (DW) and Youth Programs (Exhibit E)** – Jakki Bungart-Bibb requested board consideration and approval of the Allocation Year 2019 Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW) and Youth Programs Plan. Michigan Works! Southwest received an allocation totaling \$3.27 million to provide adult, dislocated worker and youth services within the four-county area, reflecting an overall increase of 16.5% from allocation year 2018. Ms. Bibb directed committee members to the top of the plan document (*Exhibit E*) for a breakdown of individual percentage change per program. A decrease was noted in Dislocated Worker funding, the amount of which is based on the unemployment rate.

Basic and individualized career services, as well as training services provided to adult and dislocated worker program participants were highlighted, as were the services provided to youth, ages 14-24, which include the fourteen (14) WIOA required elements such as work experience, financial literacy, supportive services, leadership development and occupational skills training. Ms. Bibb noted at least fifty percent (50%) of expenditures for youth will be invested in out-of-school youth and at least twenty percent (20%) must be spent on work experience. WIOA performance measures, outlined by service, were also highlighted.

**AY19 Wagner-Peyser Employment Services (ES) funding for Michigan Works! Service Center (MWSC) Operations (Exhibit H)** – Jakki Bungart-Bibb requested board consideration and approval of the Allocation Year 2019 Wagner-Peyser Employment Services (ES) funding for Michigan Works! Service Center (MWSC) Operations Plan. Michigan Works! Southwest received an allocation totaling \$124,255 to supplement financial support from all partners housed at the one-stop facility. This reflects an incremental decrease from last year’s allocation of \$125,838. Funds identified for Service Center Operations will be used across all Michigan Works! Southwest One-Stop Service Centers in support of activities to improve customer services, educate the public about Michigan Works! services and upgrade one-stop facilities.

**Motion made by Colleen Knight and supported by Morris Applebey to approve the PY19 Wagner-Peyser Employment Services Plan; FY19 Capacity Building & Professional Development Plan; AY19 WIOA Adult, Dislocated Worker and Youth Program Plan; and AY19 Wagner-Peyser Employment Services funding for Michigan Works! Service Center Operations Plan. Motion carried.**

**Early Childhood Apprenticeship Update** – Jakki Bungart-Bibb reported in March 2019, Michigan Works! Southwest submitted a MAICA 2.0 (Michigan Industry Cluster Approach) proposal for funding to assist in supporting the creation of a talent pipeline within the Early Childhood Development field. The proposal was recently accepted, and staff were notified of an award in the amount of \$138,128 to provide an Early Childhood Pre-Apprenticeship and Apprenticeship training throughout the four-county region, resulting in a total of 72 individuals receiving training through employment at 10 area employers. The Pre-Apprenticeship and Apprenticeship training is provided through a partnership with Southwest Child Care Resources and the funding will cover a period from April 1, 2019 through July 30, 2020.

**Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) for the Michigan State Housing Development Authority (MSHDA) and the Bureau of Services for Blind People (BSBP) (Exhibit I)**  
Jakki Bungart-Bibb requested board consideration and approval of the Memorandums of Understandings (MOUs) and Infrastructure Funding Agreement (IFA) for the Michigan State Housing Development Authority (MSHDA) and the Bureau of Services for Blind People (BSBP). As was done last year, these two organizations, which are both required One-Stop partners, develop their own MOUs to ensure consistency across all Michigan Works! Agencies throughout the State. As presented last month, the attached MOUs and IFAs address the requirements of WIOA, as outlined on the plan summary documents (*Exhibit I*).

**Motion made by Lisa Godfrey and supported by Colleen Knight to approve the Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) for the Michigan State Housing Development Authority and the Bureau of Services for Blind People. Motion carried.**

## STAFF REPORTS

**Business Services / Talent Fund /Labor Market Information (LMI) (Exhibit F)** – Jakki Bungart-Bibb reported last month Consumers Credit Union was pulled from the queue to receive a Going PRO Talent Fund grant in the amount of \$87,500 to provide leadership training to their staff. The State recently announced that no other employers will be pulled from the queue for FY2019 funding. This final award increases the amount of Going PRO Talent Fund grants awarded to \$1.7 million for 35 employers within the Michigan Works! Southwest area to train over 1,400 individuals. These totals do not include the grants award to Industry-Led Collaboratives (ILCs). A webinar is scheduled for August 6, 2019 to outline plans for the FY2020 Going PRO Talent Fund application process, which will include the implementation of an online application submission option. Once staff have viewed the webinar, informational sessions will be scheduled throughout the Michigan Works! Southwest area to provide employers the details regarding the FY2020 application and award process.

Ms. Bibb also announced that new Business Services Coordinators have been hired for both Kalamazoo and Calhoun Counties and they will be attending the next Workforce Development Board meeting to gain familiarity with the board functions and local workforce development system and members.

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 Michigan Works! Southwest area for the period May 1 through June 30, 2019 was sent to members via email along with the agenda packet.

**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. Page two of the report reported a total of 116,404 visitors to the Michigan Works! Southwest Service Centers for PY2018, representing a decrease from previous years. On thousand, nine hundred fifty-five (1,955) jobs were reportedly

filled with Michigan Works! Southwest assistance and 881 employers were assisted by staff. WIOA Registrations were also highlighted on page two. The third page of the report highlighted PATH data including the AEP Pass Rate of 71.93% for the month of May 2019, an employment rate of 51%, through June 2019 and an average wage of \$10.62 through June 2019. The final page of the Dashboard report highlighted various events and successes, including Ben Damerow's attendance at both the Governor's signing of an Executive Order creating the Department of Labor and Economic Opportunity (LEO) and the Calhoun County Legislative breakfast. The Going PRO Talent fund was also highlighted on the last page, as well as the State Expansion Grant awarded to Michigan Works! Southwest, in partnership with Southwest Child Care Resources, for the expansion of Early Childhood Apprenticeships. Kris Jenkins informed members that as of earlier this year, Branch County no longer falls under the jurisdiction of Southwest Child Care Resources and instead is aligned with the Department of Health and Human Services service area which is serviced by the Great Start to Quality Southeast Resource Center.

**Director's Report** – Jakki Bungart-Bibb distributed the Directors Report dated July 12, 2019. Ms. Bibb stated similar to last month, the report included a summary of the executive order that created the Department of Labor and Economic Opportunity (LEO).

Ms. Bibb also reported on May 22<sup>nd</sup>, the administration issued their spring 2019 *Unified Agenda of Regulatory and Deregulation Actions*, establishing target dates for key steps in the federal rulemaking process, including details on what an industry-led apprenticeship would entail, final ruling on state drug testing, revisions to the merit-based staffing requirements in the Wagner-Peyser regulations, and a proposal to catch up with the five separate program authorizations for Trade Adjustment Assistance (TAA). Guidance on industry-led apprenticeship was then released on June 25, 2019, through Training and Employment Notice No. 3-18, change 1. A copy of the Training Employment Notice was distributed to committee members at the meeting.

Ben Damerow joined the meeting during the Director's report and reported that he connected Senator Bizon with the Director of the Bureau of Labor Information following last month's meeting. He added that the Bureau of Labor Information released their 2026 Regional Projections yesterday, copies of which were distributed at the meeting. .

## **OLD BUSINESS**

None.

## **CITIZENS' TIME**

Sam Dougherty reported the State interviewed Vision for Prosperity participants. The interviews will be used as part of the Going PRO campaign for the fall. The majority of training graduates have already obtained employment and/or been accepted into an apprenticeship training program, with five beginning their apprenticeships in the past month.

## **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 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, August 9, 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 – 9:30 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 – 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 – 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, July 23, 2019, from 10:00 a.m. – 12:00 p.m. at Kalamazoo Valley Community College

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

VCAT Education Sub-committee – Thursday, August 1, 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 8:33 a.m.

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Sarah Pohl

Date

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Randall Hazelbaker, Chair

Date