

**Workforce Development Board
Executive Committee Meeting
June 14, 2019**

CALL TO ORDER - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 8:01 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:

None.

Other WDB Members Present:

Shabaka Gibson (EconDev) Roger Tuiner (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart- Bibb Amy Meyers
Ashley Iovieno Sarah Pohl

Michigan Works! Services / Program Staff Present:

Cheryl Beard (PATH/WEUI) Amy Holman (PATH/WEUI) Eric Stewart (YOU/KRESA)
Paige Farrell (YOU/KRESA) Dallas Oberlee (PATH/WEUI)

Guests Presents:

Senator John Bizon, M.D. Leonidas Murembya (DTMB/Bureau
Michelle Fish (Rep. Hoadley's office) of Labor Market Information &
Strategic Initiatives)

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 Kris Jenkins and supported by Randall Hazelbaker to approve the Workforce Development Board meeting minutes of May 10, 2019. Motion carried.

CITIZENS' TIME

None.

COMMITTEE REPORTS

Monitoring and Evaluation Committee

Dave Maurer reported the Monitoring and Evaluation Committee met to review Partnership.Accountability.Trianing.Hope. (PATH) services provided by the W.E. Upjohn Institute on May 22, 2019. The Monitoring Report showed no real findings from the 47 files that were reviewed and resulted in only a few Administrative Recommendations for continuous improvement. Two participants were interviewed onsite by the committee and reported positive experiences from the program. Scott Cubberly, from Aequitas Mobility Services, was also onsite and spoke with Committee members about his relationship with the PATH program and the services Aequitas provides to the residents of Calhoun County.

Also, during the meeting, PATH staff gave a presentation highlighting their work using of Goal4It™, a model which breaks down long-term goals, set by the participant, into manageable steps, while staff provide mentoring and coaching support.

NEW BUSINESS

WDB Plans

Apprenticeship Success Coordinators (ASC) & ASC Innovation Grant (*Exhibit B*) – Amy Meyers requested board consideration and approval of the Apprenticeship Success Coordinator (ASC) and ASC Innovation Grant plan. The Workforce Development Agency (WDA) has allocated \$35,436 to Michigan Works! Southwest to develop and implement comprehensive strategies to support the expansion of registered apprenticeships. Ms. Meyers reported this is the second time this funding has been allocated and it represents approximately a \$1,000 decrease from the previous allocation. This funding will be used for staff to work with employers to develop and implement new apprenticeship opportunities, as well as assist in the expansion of existing apprenticeships. Target goals as outlined on *Exhibit B* were highlighted which showed a 15% increase from previous recorded goals.

This policy also makes available an Innovation Grant opportunity, presenting local areas with the opportunity to request additional funding to expand upon strategies used by the local Apprenticeship Success Coordinator to cultivate new registered apprenticeship opportunities. Ms. Meyers reported locally Michigan Works! Southwest is planning to apply for additional funding through this grant opportunity.

Memorandums of Understanding (MOUs) (*Exhibit C*) and Infrastructure Funding Agreements (IFAs) (*Exhibit D*) – Amy Meyers requested board consideration and approval of the Memorandums of Understandings (MOUs) and Infrastructure Funding Agreement (IFA) plans. Although MOUs and IFAs have separate policies providing guidance, MOUs and IFAs are combined into one document. Ms. Meyers reported the development and execution of MOUs with One-Stop partners is a requirement under WIOA, and, in accordance with the WIOA, the MOUs must include an IFA, which details how infrastructure costs for the One-Stop delivery system will be funded in the local area.

Included in the agenda packet was a copy of the MOU and IFA plans that were approved last year, as well as the proposed versions for this year. Changes include an extension of the end date, an updated list of partners and updated grievance procedures.

The MOU portion of the document assists all local partners, who are identified on the provided MOU overview (*Exhibit C*), with effective coordination and collaboration. Each local partner agrees to a partnership which best serves the job seekers and employers within the four-county Michigan Works! Southwest area.

The IFA overview (*Exhibit D*) outlines the infrastructure costs of all the One-Stop Centers, which are defined as non-personnel costs that are necessary for the general operation of the One-Stop Centers. Other shared costs can also be incorporated in an IFA.

Motion made by Colleen Knight and supported by Lisa Godfrey to approve the Apprenticeship Success Coordinators (ASC) & ASC Innovation Grant plan, Memorandums of Understanding (MOU) plan and Infrastructure Funding Agreements (IFA) plan. Motion carried.

Contracts

Upjohn Institute / Kalamazoo County / Workforce Development Agreement (*Exhibit E*)

Amy Meyers requested board consideration and approval of the Upjohn Institute / Kalamazoo County / Workforce Development Agreement. Ms. Meyers reported this is the second time this Workforce Development Agreement, also called the County Contract, has been taken before the Workforce Development Board as a continuation of efforts to ensure everything taken to the Board of Commissioners is reviewed and approved by the Workforce Development Board prior to submission.

The County Contract is renewed every two years with an annual modification to reflect the actual budget for the year prior and an updated planned budget for the upcoming year. In addition to the outlined funding for programs and services for Michigan Works! Southwest, Ms. Meyers reported the County Contract includes a narrative outlining the roles and responsibilities of the Upjohn Institute/Michigan Works! Southwest and the County of Kalamazoo.

Motion made by Lisa Godfrey and supported by Colleen Knight to approve the Upjohn Institute / Kalamazoo County / Workforce Development Agreement. Motion carried.

WDB Membership Changes (*Exhibit F*)– Sarah Pohl requested board consideration and approval of changes for representation on the Michigan Works! Southwest Workforce Development Board. The changes included appointing Marcie Stowell from Brembo North America to represent the private sector for the balance of a two-year term ending September 30, 2019 and an additional two-year term beginning October 1, 2019 and ending September 30, 2021. An updated copy of *Exhibit F* was provided to Executive Committee members, which corrected the county Marcie Stowell would be representing from Branch to Calhoun County. Board consideration and approval was also requested for appointing Chantal Paxton, owner of Pax Run Seeds and Maytag Laundry, to represent the private sector for the balance of a two-year term ending September 30, 2019 and for an additional two-year term ending September 30, 2021. Board consideration and approval was also requested for Michael Wilson, Regional Coordinator for the Southwest Michigan Region 8 Veteran Community Action Team (VCAT), to transition from an alternate representing Community Based Organizations, to a regular member, replacing Matt Lynn. There would be no change to the current term Mr. Wilson is serving, which ends September 30, 2020.

Motion made by Kris Jenkins and supported by Lisa Godfrey to approve the Workforce Development Board membership change appointing Marcie Stowell, representing the private sector, for the remainder of the two-year term ending September 30, 2019 and an additional two-year term beginning October 1, 2019 and ending September 30, 2021; appointing Chantal Paxton, representing the private sector, for the remainder of the two-year term ending September 30, 2019 and an additional two-year term beginning October 1, 2019 and ending September 30, 2021; and transitioning Michael Wilson from an alternate member, to a regular member, representing Community Based Organizations for the remainder of his term ending September 30, 2020. Motion carried.

Executive Committee Appointment (*Exhibit G*)– Ben Damerow requested board consideration and approval to appoint Frank Tecumseh, Vice President of HR at Firekeepers Casino Hotel to the Executive Committee of the Michigan Works! Southwest Workforce Development Board. Mr. Damerow reported Mr. Tecumseh is currently an active member of both the Monitoring & Evaluation Committee, as well as the Full Workforce Development Board, where he serves as a representative of the private sector. Mr. Tecumseh would be replacing Paul David, who has resigned from the Michigan Works! Southwest Workforce Development Board due to accepting a new position outside the Michigan Works! Southwest area.

Motion made by Colleen Knight and supported by David Maurer to approve the Workforce Development Board membership change appointing Frank Tecumseh, representing the private sector, as a member of the Executive Committee of the Michigan Works! Southwest Workforce Development Board.

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 received many technical assistance inquiries, however only one bidder. After the submitted proposal was reviewed by both Michigan Works! Southwest staff and the Michigan Works! Southwest Workforce Development Board RFP Review Committee, the Workforce Development Board RFP Review Committee recommended the contract be awarded to Kalamazoo RESA.

WDB Policy Revisions (Exhibits K1- K2)

WDB Policy 35 Rev 01 Management Information Systems (MIS) Standards and Internal Controls – Amy Meyers reported a proposed version of the local policy for Management Information Systems (MIS) Standards and Internal Controls was included in the agenda packet, with a redlined version sent to Workforce Development Board members prior to the meeting. Ms. Meyers stated access and administration of the systems identified in the policy are handled by the Michigan Works! Southwest Administrative Team. Changes to the policy include updating references; changing the

name of the policy to expand its coverage to include all Management Information Systems for which Michigan Works! Southwest has administrative rights and responsibilities; changing the system responsibility, access and standards to include multiple Management Information Systems including One Stop Management Information System (OSMIS), Pure Michigan Talent Connect (PMTTC), Salesforce, MI Bridges and Application EXpress (APEX); and adding definitions for each of the added Management Information Systems.

Motion made by Lisa Godfrey and supported by David Maurer to approve the WDB Policy Revisions for WDB Policy 35 Rev 01 Management Information System (MIS) Standards and Internal Controls. Motion carried.

Partnership.Accountability.Training.Hope. (PATH) Service Delivery – Dallas Oberlee presented a PowerPoint presentation on the status of the current PATH Delivery Service model. On October 1, 2013, PATH services in Kalamazoo and St. Joseph Counties were brought inhouse to be provided by WE Upjohn Institute/Michigan Works! Southwest staff, resulting in an estimated cost savings of over \$220,000 per year. On October 1, 2015, at the recommendation of the Michigan Works! Southwest Workforce Development Board, PATH services in Branch and Calhoun Counties were also brought inhouse, with the recommendation that an RFP for those two counties be re-released in 2016. Ms. Oberlee reported that at that time, Michigan Works! Southwest administrative staff worked with community agencies to provide technical assistance to those interested in responding to the RFP for Calhoun and Branch Counties. One letter of intent was submitted, and no proposals were received. In 2017, the RFP for PATH Service in Branch and Calhoun Counties was again released, receiving one request for technical assistance, and no letters of intent or proposals. The RFP for PATH services in Branch and Calhoun counties was released again in 2018 which resulted in receiving one technical assistance request and one letter of intent, which was later withdrawn. Since being offered as a direct service in Branch and Calhoun Counties, the PATH program has seen an estimated cost savings of \$91,890 per year, with a total estimated cost savings across the four-county area of \$312,455 per year. The program has also been refined to provide consistent, services and procedures across all four counties of the Michigan Works! Southwest area.

Performance rates were reported by Ms. Oberlee highlighting a 75.7% work participation rate for April 2019, well above the 50% goal set by the state, and an employment rate of 56.7%. Ms. Oberlee reported the average wage of PATH participants is currently \$10.62, and as of May 2019, 150 individuals had received training through the program for this fiscal year.

Continuous improvement initiatives within the program include the implementation of Goal4It™, an asset-based intervention and coaching model; participation in Project IMPROVE which allows for additional training and technical assistance for the use of Goal4It™ specific to its use with TANF participants; and a recent state pilot request which would utilize insights learned from Goal4It™ and Project IMPROVE. Recent participant success stories were also highlighted by Ms. Oberlee.

Members discussed services provided to refugees through the PATH program, as well as the highlighted success stories and the positive results associated with the use of Goal4It™. Based on the lack of proposal submissions over the past three years and positive outcomes reported by both program staff, participants, and monitors, the Executive Committee recommended for the continuation of PATH services to be provided directly by the WE Upjohn Institute in all four counties within the Michigan Works! Southwest area. Committee members agreed the Monitoring & Evaluation Committee would continue to review the program annually to determine if program services and outcomes remain at the standards expected by the Michigan Works! Southwest Workforce Development Board.

STAFF REPORTS

Marketing (Exhibits H) – Sarah Pohl referenced *Exhibit H* in the agenda packet which included information about upcoming events for job seekers and employers within the Michigan Works! Southwest four-county region. Ms. Pohl reported moving forward the last page of the Dashboard will be utilized to highlight events, success stories and media coverage.

Business Services / Talent Fund /Labor Market Information (LMI) (Exhibit I) – Ashley Iovieno reported an additional employer was recently pulled from the queue and awarded a Going PRO Talent Fund grant for approximately \$88,000. She also reported proposals for the Michigan Industry Cluster Approach (MICA) 2.0 Grant were submitted to

the state on behalf of the Southwest Michigan Healthcare Consortium and the Battle Creek Manufacturing Consortium, totaling approximately \$200,000. An update on if the grants will be provided at the next Workforce Development Board meeting in July.

Ms. Iovieno further reported Rapid Response services were provided to TreeHouse Foods in Battle Creek to assist approximately 75 individuals who will be affected by the reported closure. A resume workshop was held for employees, as well as an on-site job fair which resulted in twelve (12) job offers being made.

One of the success stories highlighted during the PATH Service Delivery presentation was also discussed. The participant went through four rounds of interviewing before being accepted into the Medical Assistant Apprenticeship program at Grace Health. Ms. Iovieno reported Grace Health was also one of the employers who received a Going PRO Talent Fund grant.

Ben Damerow announced that Ashely Iovieno had accepted the position of Business Services Manager and thanked her for her efforts which resulted in a significant increase in Going PRO Talent Fund awards this year.

The link to access the labor market reports (Exhibit I) 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 May 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. Ms. Bibb stated the state jobless rate was at approximately 4.1%, and the national at 3.6%. Real Time Labor Demand for Region 8 was also included on page one, which was consistent with the reports from recent months with transportation and health care occupation remaining within the top four occupations advertised online. Page two of the report reported a total of 104,753 individuals having visited the Michigan Works! Southwest Service Centers since July 1, 2018. 1,846 jobs were reportedly filled with Michigan Works! Southwest assistance and 881 employers were assisted by staff. The third page of the report highlighted PATH data including the AEP Pass Rate of 79.55%, which was the highest reported for this fiscal year. The PATH average wage was reported as well as the work participation rate which is at 75.7%. The final page of the Dashboard report highlighted various events and successes, including Michigan Works! Southwest’s participation in Legislative Day in May, during which staff were able to meet with local legislators to highlight successes and discuss talent needs.

Senator Bizon requested clarification on the labor participation rate in relation to the unemployment rate. Leonidas Murembya provided information on the formulas used to determine these rates and factors affecting this data, including the retirement of “baby boomers”, the ability to properly measure a “gig” economy, the affect lack of childcare options have on the labor participation of women, and the effects of the opioid crisis. Board members participated in a discussion about reporting methodologies, the challenges of meeting workforce demand as more individuals reach retirement age and the importance of providing educational attainment support and guidance to both youth and non-traditional students.

Director’s Report – Ben Damerow distributed the Directors Report dated June 14, 2019. Mr. Damerow reported Paul David has relocated to Grand Rapids where he plans to join their local Workforce Development Board. Mr. David sends his regards.

Mr. Damerow reported on Thursday, June 6, 2019, Governor Whitmer signed an Executive Order which restructured the state’s workforce and economic development departments and changing the name of the Talent and Economic Development Department to the Labor and Economic Opportunities (LEO) department. Jeff Donofrio, who previously served under Detroit’s Mayor, was name the Director of the LEO, which will include the Michigan State Housing Development Authority, the Michigan Strategic Fund, Michigan Rehabilitative Services and the Office for Global Americans, formerly the Michigan Office of New Americans. The Talent Investment Agency (TIA) and the Workforce Development Agency (WDA) have been eliminated.

Two new commissions within the department have also been created under the Executive Order, the Workers’ Disability Compensation Appeals Commission and the Unemployment Insurance Appeals Commission. The name change, and

reorganization of the departments should take place by early August 2019. Mr. Damerow had the honor of representing Michigan Works! at the signing of the Executive Order.

Mr. Damerow also reported on May 22, 2019, the administration issued their spring 2019 *Unified Agenda of Regulatory and Deregulation Actions* which announced key target dates for the federal rulemaking process. Industry Recognized Apprenticeships and offering a streamlined approach to program registration in the federal apprenticeship system, drug testing for unemployment insurance claimants, lifting merit-based staffing requirements for Wagner-Peyser Employment Services, and streamlining Trade Adjustment Assistance all fall under the Employment and Training Administration.

Mr. Damerow further reported TANF authorization, which was set to expire on June 30, 2019 has been extended to September 30, 2019 and is expected to be a part of an overall reauthorization package.

Mr. Damerow also stated that during the State of the City, Mayor Bobby Hopewell of Kalamazoo bid farewell and mentioned Michigan Works! Southwest, the WE Upjohn Institute, and YOU/KRESA during his speech.

A Legislative Breakfast recently took place in Calhoun County, at which both Senator Bizon and Representative Haadsma were present. The Going PRO Talent Fund and MI Reconnect program were highlighted.

As previously reported, Mr. Damerow and other Michigan Works! Southwest staff participated in Legislative Day at the end of May. Mr. Damerow stated during the individual visits to legislative offices success stories were provided to legislative staff and the Going PRO Talent Fund was highlighted.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

Leonidas Murembya reported on July 11, 2019 2016/2026 ten-year labor market information will be released, as well as updated Career Outlook Brochures. Mr. Murembya also reported nominations to participate in the Labor Market Information (LMI) training taking place in Kalamazoo in August are still being accepted.

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, July 12, 2019 from 8:00 a.m. – 9:30 a.m. at Michigan Works! Southwest, 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, June 26, 2019 from 8:00 – 9:30 at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, June 18, 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, June 24, 2019, from 9:00 a.m. – 10:00 a.m. at the Upjohn Institute

VCAT Education Sub-committee – Thursday, June 27, 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 9:13 a.m.

Kathy Olsen

Date

Randall Hazelbaker, Chair

Date