

**Workforce Development Board  
Executive Committee Meeting  
October 11, 2019**

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

**WDB Executive Committee Members Present:**

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

**WDB Executive Committee Members Absent:**

Morris Applebey (Labor)                        David Maurer (PS)

**Other WDB Members Present:**

Richard Anderson (Labor)                        Dan Dunn (PS)

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:**

Sam Dougherty (HRDI)                                Nicole Holmes (PATH/WEUI)                                Eric Stewart (YOU/KRESA)  
Julie Gregory (HRDI)                                Curt Mastos (HRDI)                                Amanda Sutherland (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 Frank Tecumseh to approve the Workforce Development Board Full Board meeting minutes of September 13, 2019. Motion carried.**

**CITIZENS' TIME**

None.

**COMMITTEE REPORTS**

**Career & Educational Advisory Council (CEAC)**

Kris Jenkins reported the Career & Educational Advisory Council (CEAC) met on September 16, 2019. The first item discussed at the CEAC meeting was the CEAC membership and the current education representatives on the Michigan Works! Southwest Workforce Development Board (WDB). It was noted that the post-secondary representative, Mark O'Connell, would be retiring at the end of 2019 and perhaps the vacancy could be filled with his replacement or one of the other college presidents in the Michigan Works! Southwest area. For the other education representative on the WDB,

the consensus of members present was to recommend the continued appointment of Kris Jenkins, with Randy Sowles as her alternate.

Ms. Jenkins informed members Perkins V funding for Career & Technical Education (CTE) requires a Comprehensive Local Needs Assessment (CLNA) to assist K-12 and community colleges with the alignment of the CTE programs and to determine how the funding will be spent. Dr. Leonidas Murembya from the State of Michigan's Department of Technology, Management and Budget, Bureau of Labor Market Information and Strategic Initiatives presented LMI data for Southwest Michigan (Prosperity Region 8). Codes for the Classification of Instruction Programs (CIP) were compared to Standard Occupational Classification (SOC) codes to determine program alignment and demand. The next steps are to share the data with multiple CTE advisory committees and other employer groups to gather additional feedback. The information gathered will be summarized and presented at the next CEAC meeting on November 4, 2019, prior to submitting the application.

A second presentation at the September 16 CEAC meeting was on the topic of Battle Creek Central High School's Career Academies. It was provided by Sarah Kerry, Community Engagement Specialist at Goodwill Industries of Central Michigan's Heartland. The career academies are small learning communities within a school where traditional coursework is integrated with work-based learning. The curriculum includes career exploration, soft-skills training and hands-on experiences. The vision is that every student enrolled in an Academy will graduate career, college and community ready. Student recruitment occurred in July and August 2019. The Academies include the Academy of Business Engineering and Industrial Trades and the Academy of Health and Human Services.

Member updates provided at the CEAC meeting included a flyer promoting the Skilled Trades Expo that was held at Kalamazoo Valley Community College (KVCC) on Thursday, October 3, 2019 that was distributed by Dr. Deb Coates. Jerry Johnson announced that Branch Intermediate School District (ISD) applied for and was selected to be an approved provider of adult education in Branch County. Ms. Jenkins reported that for one of the recent evening classes, there were 45 individuals who attended an English as a Second Language (ESL) class and that in total, there are over 100 individuals enrolled in ESL. They are seeing an increase in individuals who are Arab, Hispanic and Haitian. Two instructors were hired to each teach one evening per week; however, both are teaching classes twice a week. Local employers are encouraging employees to enroll in ESL and GED classes. The enrollment increase is happening with no marketing. She attributed the enrollment increase to word-of-mouth advertising and noted that current funding for the program year is insufficient.

Additionally, Ms. Jenkins announced there will be millages on the November ballots to support Career Technical Education (CTE) in Kalamazoo and St. Joseph Counties and the next MiCareerQuest Southwest for Kalamazoo and Calhoun Counties is scheduled for Tuesday and Wednesday, October 29-30, 2019 at the Kalamazoo Expo Center.

#### **Veterans Community Action Team (VCAT)**

Kathy Olsen reported the third annual VCAT Employer Summit took place on September 26, 2019. The event was well received, and Chris Stone was the keynote speaker. The next quarterly VCAT meeting will take place on October 22, 2019 and will include lunch and a variety of presentations. January's quarterly meeting will focus on employment. The VCAT is also planning a Regional Resource Fair for 2020. This event will be the flagship event for the Region 8 VCAT and will utilize funding received through the Southwest Michigan Prosperity Initiative. Finally, Ms. Olsen reported the committee is currently working on recruitment and additional events for the upcoming year.

#### **Disability Awareness Resource Team (DART)**

Kathy Olsen reported the Disability Awareness Resource Team (DART) met on September 17, 2019. During the meeting, a presentation was given on Social Security Income (SSI), disability insurance and supplemental income. A disability awareness event has been scheduled for November which will provide information on assistance animals with a focus on etiquette and employment.

A statewide needs assessment, in partnership with Michigan State University, has been released to gauge service needs for individuals with disabilities in the local area. Members are encouraged to share the online survey with the appropriate parties.

Additionally, Ms. Olsen informed members At Your Desktop Trainings are now available on the Michigan Works! Southwest website, on the Board page.

## **NEW BUSINESS**

### **FY20 Food Assistance Employment & Training (FAE&T) (*Exhibit B*)**

Amy Meyers requested board consideration and approval of the Fiscal Year 2020 Food Assistance Employment & Training (FAE&T) plan. Ms. Meyers reported for fiscal year 2020, October 1, 2019 through September 30, 2020, Michigan Works! Southwest received an allocation of \$113,444 for the FAE&T program. Allocation amounts are based on the number of Food Assistance Program (FAP) cases in each county, and the FY20 allocation represents a decrease from the FY19 allocation. Individuals who are served through the program are those who are receiving Food Assistance, between the ages of 18 and 49, without dependents. FAE&T funds may be used to provide employment and training activities and supportive services, as well as retention services. Over the past few years, all four counties within the Michigan Works! Southwest area have switched to Time Limited Food Assistance (TLFA), which removed the voluntary status of the program. Members were referred to the Dashboard Report (*Exhibit F*) which included information on the increase in orientation attendance since the switch to TLFA.

**Motion made by Kris Jenkins and supported by Colleen Knight to approve the FY20 Food Assistance Employment & Training Plan. Motion carried.**

### **WDB Policy Revisions (*Exhibit C1-C4*)**

*WDB Policy 16 Rev 03 – Disruptive Behavior and Non-Compliance, WDB Policy 28 Rev 03 – Priority of Service for Veterans, Eligible Spouses and Family Caregivers, and WDB Policy 32 Rev 02 – Authorization to Work in the U.S.*

Kathy Olsen reported proposed updates to the local policies for Disruptive Behavior and Non-Compliance, Priority of Service for Veterans, Eligible Spouses and Family Caregivers, and Authorization to Work in the U.S. 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 16 Rev 03 – Disruptive Behavior and Non-Compliance* included updating federal and state policy references, removing text describing procedures from the policy and strengthened the language under the Non-Compliance section of the policy. Changes made to *WDB Policy 28 Rev 03 – Priority of Services for Veterans, Eligible Spouses and Family Caregivers* included expanding the policy to include Family Caregivers, as allowable by federal and state policy; expanding background information; adding to and updating federal and state policy references; adding to and updated existing definitions to align with state and federal policies; separating the definitions from the policy section; and adding additional requirements to the implementation section to align with the State of Michigan’s Employment Services Manual that was recently updated on September 11, 2019. This policy was also sent to a local veteran representative for review and received his approval. *WDB Policy 34 Rev 2 – Authorization to Work in the U.S.* changes included updating federal and state policy references and background information. Ms. Olsen informed members moving forward, language in local policies will use “State of Michigan”, as opposed to a specific department to circumvent issues that may arise when department names are changed.

**Motion made by Colleen Knight and supported by Lisa Godfrey to approve WDB Policy Revisions for WDB Policy 16 Rev 03 – Disruptive Behavior and Non-Compliance; WDB Policy 28 Rev 03 – Priority of Service for Veterans, Eligible Spouses and Family Caregivers; and WDB Policy 32 Rev 02 – Authorization to Work in the U.S. Motion carried.**

### **WDB Meeting Schedule (*Exhibit D*)**

Sarah Pohl requested board consideration and approval of the Calendar Year 2020 WDB Meeting Schedule (*Exhibit D*). Ms. Pohl stated due to scheduling complications, locations for the Full Board meetings in February and September have not been set, however the dates will remain on the second Friday of the month. Members were also reminded of procedures to contact individuals should a meeting be cancelled due to unforeseen circumstances, such as weather. Difficulties in attendance due to weather were then discussed. Members were informed that video conferencing is allowable to be added to the bylaws and it is being looked into as an option for members; however, the technology would need to meet Open Meetings Act requirements and would be subject to a location’s technological capabilities.

Randall Hazelbaker requested board consideration and approval to amend the 2020 WDB Meeting Schedule, as well as the remaining 2019 meetings to a start time of 9:00 a.m. in an effort to better accommodate those traveling farther

distances and reduce the need to cancel meetings due to unsafe driving conditions. Sarah Pohl indicated moving the 2019 meeting times will depend on the meeting room availability. [Following the meeting, it was confirmed that the November meeting start time would remain to be at 8:00 a.m. and the December meeting start time was changed to 9:00 a.m.]

**Motion made by Frank Tecumseh and supported by Lisa Godfrey to approve the amended 2020 WDB Meeting Schedule, to reflect a 9:00 a.m. start time, and amend the 2019 WDB Meeting Schedule to reflect a 9:00 a.m. start time if the meeting rooms could accommodate the change. Motion carried.**

## STAFF REPORTS

**Business Services / Talent Fund /Labor Market Information (LMI) (Exhibit E)** – Jakki Bungart-Bibb reported Business Services staff are working to assist employers applying for the Going PRO Talent Fund. This is the first year applications are submitted through an online system and as of this time, 57 local employers completed the application process. All applications were due by October 2, 2019.

Ms. Bibb reported Hydro Extrusion North America, LLC will be closing three facilities by the end of the year, one of which is in Kalamazoo, affecting 185 individuals. Worker benefit orientations and job fairs have taken place and Business Services staff continue efforts to connect with those affected.

Recruitment of a cohort for the Vision for Prosperity Apprenticeship Readiness Training Program in Battle Creek started last week. The program, made possible through a partnership with the United Way of the Battle Creek and Kalamazoo Region, the W.K. Kellogg Foundation, West Michigan Construction Alliance, Kellogg Community College, HRDI and KRESA, is a 9-week training to prepare individuals to join an apprenticeship training program within the skilled trades. The training begins in January 2020 and stipends are available to those participating. Those interested in applying can contact Sam Dougherty.

**Dashboard Report (Exhibit F)** – Jakki Bungart-Bibb reported staff are working on an updated design for the Michigan Works! Dashboard report (Exhibit F). Page one of the Dashboard includes program specific data as well as the number of visitors to the Service Centers, which is a slight decrease from last month, but an increase from September 2018. Jobs filled and employers assisted are also included on page one, which are 781 and 335 respectively. Page two of the report contained local labor participation data for August 2019 and information on MiCareerQuest™ Southwest, which is taking place on October 29 & 30 at the Kalamazoo Expo Center. Members are encouraged to stop by and can contact Ms. Bibb or Ashley Iovieno if interested in how to get connected to the event.

**Director's Report** – Ben Damerow distributed the Directors Report dated October 11, 2019. Mr. Damerow reported though Labor, Health and Human Services (HHS) appropriations were passed by the House, a date for the Senate subcommittee market, which was postponed from September 10<sup>th</sup>, has yet to be scheduled.

Additionally, Mr. Damerow reported Governor Whitmer finalized the state budget with over 100 line-item vetoes totaling \$947 million, with approximately \$650 million in transfers within departments through the State Administrative Board. Workforce development line items that have been eliminated include the Regional Prosperity Grants and Employment First project for individuals with developmental disabilities. The Going PRO Talent Fund has also been eliminated in the Governor's budget; however, the State has given guidance that those involved in the competitive grant's application process continue business as usual as there is optimism the line-item will be funded in the future. Jobs for Michigan Graduates funding was also eliminated in the budget, and the funds were transferred to the workforce development line item for Medicaid Work Requirement funding. A document outlining information about the Healthy Michigan Plan was distributed to members.

Supplemental budget bills have since been introduced by the legislature to appropriate funds for programs subject to the Governor's line-item vetoes, including items related to health, safety, schools and veterans. Additional supplemental budget bills related to education and workforce development are anticipated in the near future.

Kris Jenkins reported on the state's budget for education and the importance of "Count Days" in relation to funding for local schools.

## RECOGNITION OF ACHIEVEMENTS

Ben Damerow presented Curt Mastos with a certificate of recognition for his longstanding career and commitment to workforce development. Over the past 30 years, Curt’s contributions have positively impacted thousands of lives in the Michigan Works! Southwest area. Mr. Mastos thanked the Board for their continuous support and the many partnerships made possible through their work. Mr. Mastos also thanked his longtime assistant, Julie Gregory.

## OLD BUSINESS

None.

## CITIZENS’ TIME

None.

## MEMBERS’ TIME

Richard Anderson stated he enjoyed the presentation given by Michael Horrigan, President of the W.E. Upjohn Institute for Employment Research and the insights it provided into dwindling school enrollment and the labor force.

## 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 8, 2019 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 13, 2019 from 9:00 a.m. – 10:30 a.m. [Note: time change] 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 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, November 12, 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, November 4, 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, October 22, 2019, from 10:00 a.m. – 12:00 p.m. at location TBD

VCAT Employment Sub-committee – Wednesday, October 16, 2019, from 9:00 a.m. – 10:00 a.m. at the Upjohn Institute

VCAT Education Sub-committee – Thursday, October 24, 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 8:40 a.m.

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Sarah Pohl

Date

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Randall Hazelbaker, Chair

Date