

**Workforce Development Board
Executive Committee Meeting Minutes
April 10, 2020**

CALL TO ORDER - Workforce Development Board Chair, Randall Hazelbaker, called the virtual meeting to order at 9:00 a.m.

Randall Hazelbaker welcomed everyone. He requested that if attendees have questions and/or comments to please enter them into the chat box and they would be addressed during the meeting. He also requested that attendees keep their microphones muted unless they are speaking. He reminded attendees to unmute their microphone when speaking and to begin by stating their name. For items that require a vote, Roll Call Voting will be used. Kathy Olsen will read the name of each Executive Committee member and record the votes for each item requiring a vote. He further stated that if there are no objections, some of the items to be voted on will be grouped together. Votes will be taken on the minutes, all plans together as one item, all policies together as one item, the appointment to the Workforce Development Board, and lastly, all changes to the Career Educational Advisory Committee together as one item. There were no objections to using the format presented.

INTRODUCTIONS – Kathy Olsen read the names of individuals who were connected to the meeting at this time. [Note: names of individuals who joined after this point were not read.]

WDB Executive Committee Members Present:

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

WDB Executive Committee Members Absent:

None.

Other WDB Members Present:

John Fiore (MRS)	Michael Quinn (PS)
Chantal Paxton (PS)	Elizabeth Van Dussen (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart- Bibb	Ashley Iovieno	Amy Meyers
Ben Damerow	Jessica Meskil	Kathy Olsen

Michigan Works! Services / Program Staff Present:

Sam Dougherty (WDI)	Amy Holman (WEUI/PATH)	Eric Stewart (YOU/KRESA)
Paige Farrell (YOU/KRESA)	Dallas Oberlee (WEUI/PATH)	Amanda Sutherland (YOU/KRESA)

Guests Present:

Paul Aivars (GOCC)	Adrien Bennings (KCC)
John Bartlett Curran	Don Reid

TRANSPARENCY AND INTEGRITY OF WDB DECISIONS

Conflict of Interest and Disclosure

Kathy Olsen 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 Colleen Knight and supported by Dave Maurer to approve the Workforce Development Board Full Board meeting minutes of February 14, 2020.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Kris Jenkins, Colleen Knight, Dave Maurer, Frank Tecumseh

NAYS: None. ABSENT: None. MOTION CARRIED.

CITIZENS' TIME

None.

COMMITTEE REPORTS

None.

NEW BUSINESS

WDB Program Plans – (*Exhibits B1 through B3*)

Going PRO Apprenticeships(*Exhibit B1*) – Amy Meyers reported the first plan being presented for Board review and approval is the Going PRO Apprenticeships (GPA) in which Michigan Works! Southwest has been allocated \$148,932.61 to be utilized through March 31, 2022. This is the first time this funding has been received and the intent of the funding is to provide an additional tool for apprenticeship expansion in alignment with the training model used for the Going Pro Talent Fund program. Going PRO Apprenticeships is designed to make awards to employers to assist in training current and newly hired employees entering a new Registered Apprenticeship. Training funded by GPA must demonstrate a talent need identified by an employer and must lead to a credential for a skill that is transferable and recognized by the industry. Although the program is called Going PRO, and is modeled after the Going PRO Talent Fund, it is not funded through the same fund source as the Going PRO Talent Fund. Instead, it is funded through an apprenticeship expansion grant.

PY19 WIOA Statewide Allocations for Customer Relationship Management (CRM) (*Exhibit B2*) – Amy Meyers reported the second plan presented for Board consideration and approval is the Customer Relationship Management (CRM). For PY 2019, \$4,173 has been made available for Michigan Works! Southwest to be used in support of electronic systems for Customer Relationship Management (CRM). She reported this is the same allocation Michigan Works! Southwest received for PY 2018. The funding is to be used to support new or existing systems or software that assist in information gathering as it relates to employer services. Locally, the funds will be used to renew the licenses for Salesforce, a CRM system that is currently being used locally and across the state for Business Services related activities.

AY19 WIOA Statewide Activities Funding for the Summer Youth Professionals (SYP) 2020 Initiative (*Exhibit B3*) - Amy Meyers reported the third plan presented for Board consideration and approval is the Summer Young Professionals (SYP) 2020 Initiative. The Summer Young Professionals initiative has been identified by the state as an opportunity to further enhance the availability of work experience opportunities for youth ages 14 and 24. Upon application of funding, Michigan Works! Southwest was awarded \$108,294. This is the first time this funding opportunity has been made available. To achieve success, Michigan Works! Southwest proposed to partner with YOU/KRESA to utilize funding to support the MyCITY Summer Program throughout the four-county area to provide enhanced opportunities for WIOA participants. Funding can be used to support work experience wages, employability skills training, and support services. Numerous contingency plans are in place for offering these services during the current economic situation as well as potential future circumstances.

Motion made by Colleen Knight and supported by Kris Jenkins to approve the Going PRO Apprenticeships Plan, the PY19 WIOA Statewide Allocations for Customer Relationship Management (CRM), and the AY19 WIOA Statewide Activities Funding for the Summer Youth Professionals (SYP) Program 2020 Initiative.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Kris Jenkins, Colleen Knight, Dave Maurer, Frank Tecumseh

NAYS: None. ABSENT: None. MOTION CARRIED.

WDB Policy Revisions (*Exhibits C1 through C6*) – Kathy Olsen reported five (5) Workforce Development Board policies were being presented for consideration and approval. They included:

- WDB Policy 15 Rev 03 – Work Experience (*Exhibit C2*)
- WDB Policy 33 Rev 03 – Rapid Response Activities (*Exhibit C3*)
- WDB Policy 12 Rev 01 – Work-Based Training Services (*Exhibit C4*)
- WDB Policy 13 Rev 05 – Individual Training Account (ITA) System (*Exhibit C5*)
- WDB Policy 30 Rev 03 – Trade Adjustment Assistance (TAA) Training Waivers (*Exhibit C6*)

She reported a summary of the changes made to *all five (5) of the revised policies* was included in the agenda packet (*Exhibit C1*). The revisions on these policies included updating federal and state policy references and updating language to align with the federal and state requirements. Changes to *Policy 33 Revision 03 for Rapid Response Activities* also included adding sections to address the required use of the Dislocated Worker Surveys (DWS) and National Dislocated Worker Grants (NDWG). Additional details were added to the section that addresses State Adjustment Grants (SAGs). Lastly, the required local contact information for all Rapid Response activities was updated. A note was added to the end of *Policy 12, Revision 01 for Work-Based Training Services* to document when this policy changed from addressing only On-the-Job Training to addressing all Work-Based Training options. Updates made to *Policy 13, Revision 05 for the Individual Training Account (ITA) System* included changing references to the Career Education Consumer Report (CECR) to the Eligible Training Provider List (ETPL) that is located on the Michigan Training Connect (MiTC) website; and adding a reference to WDB Policy 17 regarding in-demand employment. In *Policy 30, Revision 03 for the Trade Adjustment Assistance (TAA) Training Waivers*, the waiver requirement language was expanded to align with State policy changes.

Motion made by Morris Applebey and supported by Colleen Knight to approve the revisions to Workforce Development Board Policy 15 Rev 03 – Work Experience, Policy 33 Rev 03 – Rapid Response Activities, Policy 12 Rev 01 – Work-Based Training Services, Policy 13 Rev 05 – Individual Training Account (ITA) System, and Policy 30 Rev 03 – Trade Adjustment Assistance (TAA) Training Waivers.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Kris Jenkins, Colleen Knight, Dave Maurer, Frank Tecumseh
NAYS: None. ABSENT: None. MOTION CARRIED.

WDB Appointment - (*Exhibit D*)

Kathy Olsen reported the Nominating Committee is requesting Board consideration and approval of the appointment of Dr. Adrien Bennings, President of Kellogg Community College, as an education representative, representing post-secondary education to the Workforce Development Board for Michigan Works! Southwest for the balance of a two-year term that began on October 1, 2018 and which ends on September 20, 2020. She reported the appointment is to replace Mark O’Connell who retired from Kellogg Community College at the end of 2019. The request was included in the agenda packet as *Exhibit D*.

Motion made by Dave Maurer and supported by Frank Tecumseh to appoint Dr. Adrien Bennings, President of Kellogg Community College, as an education representative, representing post-secondary education to the Workforce Development Board for Michigan Works! Southwest for the balance of a two-year term that began October 1, 2018 and which ends on September 30, 2020.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Kris Jenkins, Colleen Knight, Dave Maurer, Frank Tecumseh
NAYS: None. ABSENT: None. MOTION CARRIED.

CEAC Appointments – (*Exhibits E 1 through E3*)

Kathy Olsen reported changes to the Career Educational Advisory Council (CEAC) require approval of the Workforce Development Board. Three changes were presented for Board consideration and approval. They included:

- *Exhibit E1* – Request to appoint Dr. Dennis Baskin, Dean of Workforce Development at Kellogg Community College (KCC), replacing Dr. Jan Karazim, for the balance of a term that ends on June 30, 2020, as well as a renewal term from July 1, 2020 through June 30, 2022. Ms. Olsen reported that Dr. Karazim transferred to another educational institution outside of the Michigan Works! Southwest area.
- *Exhibit E2* – Request to appoint Dr. Tracy Labadie, Dean of Business, Industrial Trades and Public Services at Kalamazoo Valley Community College (KVCC), as an alternate for Dr. Deb Coates, replacing Patti Henning, for the balance of a term that ends on June 30, 2020, as well as a renewal term from July 1, 2020 through June 30, 2022. Ms. Olsen reported Patti Henning has taken on other responsibilities at KVCC and is no longer available to serve on the CEAC.
- *Exhibit E3* – Request to appoint Tim Staffen, Assistant Superintendent for Career and Technical Education at the Calhoun Intermediate School District, as Chair of the Career Educational Advisory Council (CEAC) for Michigan Works! Southwest. Ms. Olsen reported Mr. Staffen has been an active member of the Michigan Works! Southwest CEAC and his current term of service is through June 30, 2021. She reported the appointment is to replace the current chair, Deb Miller, who is retiring at the end of June.

Motion made by Kris Jenkins and supported by Colleen Knight to appoint Dr. Dennis Baskin, Dean of Workforce Development at Kellogg Community College (KCC), replacing Dr. Jan Karazim, to the Career Educational Advisory Council (CEAC) for Michigan Works! Southwest (MWSW), for the balance of a term that ends on June 30, 2020, as well as a renewal term from July 1, 2020 through June 30, 2022; to appoint Dr. Tracy Labadie, Dean of Business, Industrial Trades and Public Services at Kalamazoo Valley Community College (KVCC), replacing Patti Henning, as an alternate for Dr. Deb Coates, to the CEAC for MWSW, for the balance of a term that ends on June 30, 2020, as well as a renewal term from July 1, 2020 through June 30, 2022; and to appoint Tim Staffen, Assistant Superintendent for Career and Technical Education at the Calhoun Intermediate School District as Chair of the Career Educational Advisory Council (CEAC) for Michigan Works! Southwest.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Kris Jenkins, Colleen Knight, Dave Maurer, Frank Tecumseh

NAYS: None. ABSENT: None. MOTION CARRIED.

Board Member Recognition – Ben Damerow recognized Colleen Knight for her commitment to Workforce Development and to express sincere appreciation for the contributions she has made that positively impacted thousands of lives in the Michigan Works! Southwest service area. Mr. Damerow reported Ms. Knight has served on the Workforce Development Board for Michigan Works! Southwest for five years and prior to Michigan Works! Southwest becoming a four-county service area, she served on the Board for the Barry, Branch, Calhoun Michigan Works! Area for twelve years. During the discussion to merge the two Michigan Works! areas, he reported that everyone he spoke to said he needed to meet Colleen Knight. He has found Ms. Knight to be open and direct regarding expectations. He further stated that she has provided great leadership on the Monitoring and Evaluation Committee, reviewing Requests for Proposals and advocating for Michigan Works! services. Randall Hazelbaker reported Ms. Knight is well known in the greater Coldwater area and he also expressed his appreciation for all that she has done. Ms. Knight reported she has enjoyed serving on the Workforce Development Board and that Michigan Works! Southwest, under the leadership of the Upjohn Institute, has been doing a fabulous job in providing workforce development services. Mr. Damerow stated the official plaque recognizing Ms. Knight will be presented to her in person once the social distancing and Stay at Home restrictions are lifted.

STAFF REPORTS

Business Services / Talent Fund / Labor Market Information (LMI) – Ashley Iovieno reported on business services operations that included employer outreach, resource navigation, layoffs, employers hiring and worker orientation.

Employer Outreach - Over the last few weeks since the COVID-19 pandemic started, she reported the Business Services team has been reaching out to employers with a short survey to gain insight as to how the pandemic is affecting employers in the Michigan Works! Southwest region. The survey is collecting information on employer layoffs, those hiring, and what needs the employers currently have. The Business Services Team has reached out to 598 employers and so far, has received 69 responses to the survey with more responses expected. Of the responses received, 32 employers have hiring needs and

24 employers reported they would like further assistance and guidance from the Michigan Works! Business Services team. The team has been reaching back out to those employers to help address their needs.

Resource Navigation – Ms. Iovieno reported one of the -most common requests the Business Services team has received is assistance with navigating all the resources that have become available to employers. In order to assist with that, staff have been reading through options and holding discussions with partners, as well as collecting information pertaining to those resources and adding them to the COVID-19 Response page on the Michigan Works! Southwest website. The website, <https://www.michiganworkssouthwest.org/COVID-19> was displayed on the screen during the meeting. As the Business Services team reaches out to employers, they are making efforts to ensure that the employers are made aware of the webpage and that it is constantly being updated as more resources become available. The hope is that the Web page serves as a one stop resource for employers to use as often as needed and instead of having to remember several different links to numerous resources, they only need to remember the Michigan Works! Southwest website.

Layoffs – Ms. Iovieno reported many companies have had to lay off employees during this difficult time. The Business Services Team members have been reaching out to those employers, whether they are permanent layoffs or temporary, to check in and offer any assistance. Team members have also been discussing Work Share with employers as another option for them to consider. So far, staff have seen over 30 companies with layoffs, affecting at least 2,700 individuals over the last several weeks. She noted that staff are aware the actual numbers are most likely higher because the numbers reported are only what is seen through the WARN process. The WARN Notices do not track many of the smaller businesses and self-employed and contract workers. Staff are paying close attention to all resource outlets and partners in order to identify additional information as the COVID-19 response continues to evolve very quickly.

Employers Hiring – Ms. Iovieno reported there are many employers currently hiring. Staff are maintaining a specific list of those employers, pushing this information out to job seekers, and trying to make the necessary connections. Business Services staff have also been in touch with employers who have specific hiring needs related to re-tooling in order to produce products that are in high demand within the Michigan Works! Southwest region, as well as nationally.

Worker Orientation – Ms. Iovieno reported the Business Services team has been able to adjust very quickly in order to respond to employers. They created a virtual Worker Orientation session for BorgWarner because the in-person sessions originally scheduled had to be cancelled due to safety concerns by the company. The virtual session went very well with approximately fifteen (15) individuals from the company participating. Staff were able to have an agent from the Unemployment Insurance Agency (UIA) attend the virtual meeting to assist with answering questions related to UI.

Ms. Iovieno reported the outreach to employers has been encompassing a wide area of locations and topics and the team is ready and willing to offer additional assistance as needed. She asked attendees to let her know if their business or organization, or if they were aware of any business or organization, that could use a check-in from the Business Services staff.

Michigan Works! Operational Update – Jakki Bungart-Bibb reported the employees providing services under the auspices of Michigan Works! are deemed essential. In order to keep staff and customers safe, it was necessary to make changes to the service delivery, and it had to be done quickly. Staff wanted to ensure that service centers remained open and continued to provide essential services to the customers while also doing what was needed to help stop the spread of the virus. As the COVID situation developed, the operations leadership team came together to quickly develop a plan of action. The operations leadership team consists of lead representatives from service providers, which includes YOU/KRESA, WDI (formerly known as HRDI), PATH direct services, business services, and administrative leadership. The first plan of action was to immediately implement mitigation precautions. Social distancing was put in place early on by limiting group activities and by making sure customers remained at least six feet apart while in the service centers. Additional precautions included extra cleaning and sanitizing at the service centers. A communications plan was implemented including daily calls with State partners and daily local leadership conference calls. Those calls became critical because as the virus situation rapidly changed, so did the local plans.

As Ashley Iovieno mentioned in her report, a COVID-19 response page was created for the Michigan Works! Southwest website, the page houses community resources, unemployment resources, and resources for employers. Beginning March 18, services transitioned to appointment only. Again, the intent was to continue to provide essential services while at the

same time decrease traffic into the centers and limit in-person contact. The team quickly developed a centralized call back system with YOU/KRESA, as the One Stop operator, leading the implementation of that system. Staff from all programs were deployed to meet the new demands of the new normal, all while rapidly adjusting their service delivery to virtual means. On March 24, staff changed to working remotely and providing services by virtual means only. Since implementation of this service delivery model, staff have fielded thousands of calls and hosted hundreds of one-on-one appointments with the majority being related to unemployment needs.

The number of unemployment claims filed in Michigan in the last three weeks was over 816,000 with 384,000 of them filed during the last week. She reported the state unemployment rates could reach 15% by the end of April. This is much different than the 3.5% – 4.0% rates before the pandemic. Customer attempts to get through to unemployment has been difficult. The system was not prepared for this volume of claims; however, the State has been working diligently to upgrade servers and increase staff capacity. Michigan Works! (MW) teams locally and across the State came to the table and offered to help. Staff are hearing from these desperate callers who are unable to contact the Unemployment office, are seeing the need, and want to be part of the solution. During the week of March 30, MW staff were asked to assist UIA staff with filing claims, so once again staff stepped up and they are currently being trained to enter unemployment claims. The team is awaiting the final stages of training and are eager to be able to help meet this need. She noted that MW staff will not be making monetary determinations, they will only be answering calls and entering data to submit unemployment claims. The assistance from Michigan Works! teams across the State will increase UIA claims filing capacity with over 300 additional staff. It is anticipated that the unemployment claims will continue to soar as gig workers, self-employed, and 1099 workers begin to file their claims. The increased capacity will be key to making sure customers are getting their claims filed so they can receive unemployment benefits in order to feed their families and pay their bills.

Along with the unemployment demands, MW teams continue business as usual with other programs and services. The PATH program, the Youth, Adult and Dislocated Worker programs, Employment Hubs, and the Employer Resource Network all remain active. Staff are working with their program participants to provide assistance, coaching, resource navigation, and support services. As Ashley Iovieno previously reported, the business services team is also hard at work assisting the employers in the MW Southwest service area.

Moving forward, staff will continue to adapt to meet the current needs in the MW Southwest service area. Leadership calls are continuing for contingency planning and to prepare for what is ahead. This work does not end when the virus does. The economic and social impact of the pandemic will be ongoing. Staff will be hard at work planning for what recovery looks like for staff, job seekers, employers, and the entire MW Southwest community.

Ms. Bibb thanked the entire staff. She acknowledged that adapting to all the daily changes has been hard and stated that she was incredibly proud of how the staff have responded and what they have accomplished over the past few weeks. She added that staff have remained dedicated and positive. She also recognized that the reality is that this situation takes a huge toll on the staff. The calls received often have angry customers on the other end, sometimes desperation shows up on the other end, sometimes there are abusive and threatening and even suicidal callers. She acknowledged staff are problem solvers, resolution officers, social workers, and much more. Ms. Bibb further thanked the leadership team, the frontline staff, and each person who continues to show up to serve the customers. She acknowledged that their hard work and dedication during this most difficult time is truly inspiring and that the administration cannot thank them enough for all that they are doing.

Director's Report (Exhibit F) - Ben Damerow stated Jakki Bungart-Bibb did a very nice job summarizing everything that has taken place over the last few weeks and noted there were times that changes were taking place hourly, not just daily. He stated that he really appreciates the staff and their flexibility and doing everything they can to meet the needs of the community.

Mr. Damerow then referred attendees to the Director's Report dated April 10, 2020 (*Exhibit F*) that was emailed with the updated agenda packet prior to the meeting. He reported the Coronavirus Aid, Relief and Economic Security (CARES) Act was signed into law on March 27, 2020 by the President. Items impacting workforce and employers include expanded Unemployment Insurance (UI) that now provides four months of federal pandemic UI with up to \$600 per week above the compensation level paid by the state unemployment office; \$500 billion in loans and loan guarantees for impacted businesses; \$366 billion for forgivable small-business loans, with \$17 billion set aside for businesses in low-income areas and investment companies that provide venture capital to small businesses; \$10 billion for SBA Economic Injury Disaster

Loans emergency grants of up to \$10,000 to provide immediate relief for small business operating costs; and \$345 million to states for Dislocated Worker Grants to put individuals to work building necessary medical equipment, distributing food, providing support to government benefit agencies or to provide workforce training. He also reported legislators began work this week on a fourth stimulus package which may include additional workforce funding. Congressman Andy Levin (MI) and Congressman Suzanne Bonamici (OR) are urging representatives in the House to provide an additional \$15 billion to support workforce development programs authorized through WIOA.

Ben Damerow reported the researchers at the Upjohn Institute have been doing some great work with timely, relevant proposals and recommendations in terms of how the economy can move forward. He referred attendees to the Institute's website where numerous writings are located. The research and policy papers include information on saving businesses and jobs, expanded unemployment, short-term compensation, housing policies, food stamp policies, and papers with ideas as to how to assist local and state governments. The Institute president, Mike Horrigan, and staff who make up the regional team, have been publishing information every Thursday pertaining to the unemployment figures. State and local analysis of the information is also posted on the website along with links to numerous media hits where the work of the Institute staff has been featured. The media hits include citing in publications such as The Wall Street Journal, the Los Angeles Times, CBS, the Detroit Free Press and several other media outlets. The direct link to the website was shared during the meeting. <https://www.upjohn.org/research-highlights/upjohn-staff-proposals-and-responses-understanding-ongoing-economic-crisis> Mr. Damerow closed his comments regarding the Institute research by stating that staff have been able to produce a record number of relevant pieces in terms of local, state and national policy over a very short time period.

Ben Damerow also provided an update on the Healthy Michigan Plan (HMP) work requirements. He reported in early March, the U.S. District Court for the District of Columbia, issued an order blocking Michigan from enforcing work requirements among Healthy Michigan Plan (HMP) enrollees, those participating in the expanded Medicaid program. The district court's ruling follows a similar ruling by the U.S. Court of Appeals for the District of Columbia striking down work requirements in other states. The Department of Labor and Economic Opportunity/Workforce Development (LEO/WD) is working with the Michigan Department of Health and Human Services to determine the impact on HMP programs, services and outreach to enrollees. Information and guidance will continue to be shared as it becomes available.

Mr. Damerow also expressed a thank you to all staff, the Upjohn Institute, the service providers, and partners for their hard work and dedication throughout the daily changes that have been happening due to the COVID-19 pandemic, social distancing and the State's "Stay at Home" requirements. He gave a special thanks to Eric Stewart, Amanda Sutherland and Paige Farrell and their staff as they have been on the front-line as the service provider for the One Stop Service Center Operations and Employment Services.

Mr. Damerow also extended congratulations to Eric Stewart on his promotion to Assistant Superintendent for Career and Talent Development at Kalamazoo Regional Educational Service Agency (KRESA). Randall Hazelbaker also extended congratulations to Mr. Stewart as did many other attendees.

Eric Stewart reported that moving forward, he will continue to be involved in workforce development. He stated that he has been involved in workforce development for twelve years and he sincerely appreciates the partnerships developed during those years. He announced that YOU/KRESA will be hiring a new Director of YOU and the job is posted at KRESA.org. He also reported that he is excited for the redesign of Career Technical Education (CTE) and is looking forward to how it is redefined and what will take place in the Kalamazoo area.

OLD BUSINESS

None.

CITIZENS' TIME

Multiple attendees offered congratulations remarks to both Colleen Knight and Eric Stewart.

MEMBERS' TIME

None.

UPCOMING MEETINGS

Randall Hazelbaker referred attendees to page two of the agenda and highlighted the fact that all dates and locations for the upcoming meeting are yet to be confirmed, confirmations will be based on COVID-19 restrictions, and the meetings may take place using an electronic format or they may be cancelled.

The next **Full Workforce Development Board** is scheduled for Friday, May 8, 2020 from 9:00 a.m. – 10:30 a.m. This meeting is tentatively planned to be held virtually.

The next **Executive Committee** is scheduled for Friday, June 12, 2020 from 9:00 a.m. – 10:30 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan 49007.

The dates for the other committee meetings were noted as follows:

The next **Monitoring and Evaluation Committee** is scheduled for Tuesday, April 28, 2020 from 8:00-9:30 a.m. This meeting is tentatively planned to be held virtually.

The next **Disability Awareness Resource Team (DART)** - The April 14, 2020 meeting is cancelled. The next meeting is scheduled for Tuesday, May 26, 2020 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 scheduled for Monday, September 21, 2020 from 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 – Date and Time TBD
- VCAT Employment Sub-committee – Date and Time TBD
- VCAT Education Sub-committee – Date and Time TBD

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:40 a.m.

Kathy Olsen

Date

Randall Hazelbaker, Chair

Date