

**Workforce Development Board Executive Committee
Meeting Minutes
August 14, 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 in attendance.

WDB Executive Committee Members Present:

Morris Applebey (Labor) Kris Jenkins (Educ)
Lisa Godfrey (PS) Dave Maurer (PS)
Randall Hazelbaker (PS) Frank Tecumseh (PS)

WDB Executive Committee Members Absent

None

Other WDB Members Present

Mike Quinn (PS)

Michigan Works! / Upjohn Institute Staff Present:

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

Michigan Works! Services / Program Staff Present:

Paige Farrell (YOU/KRESA) Jennifer Klempnow Cheryl Sanford (WDI)
Dawn DeLuca (YOU/KRESA) (PATH/WEUI) Barb Travis (HUBS)
Amy Holman (PATH/WEUI) Dallas Oberlee (PATH/WEUI)

Guests Present:

None.

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

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 Dave Maurer and supported by Frank Tecumseh to approve the Workforce Development Board Executive Committee meeting minutes of July 10, 2020.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Frank Tecumseh

NAYS: None. MOTION CARRIED.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee

Amy Meyers reported the Monitoring Committee met in July for the purpose of reviewing the past year of monitoring and . The meeting also included an update from business services staff.

The meeting began with Ashley Iovieno, Business Services Manager, sharing an update pertaining to business services changes and activities that took place during the past year. The Monitoring Committee then discussed the Committee's agenda format and the effects of virtual meetings during the past year. Members also provided suggestions for the 2020-2021 program year. She offered for staff to send a summary of the Monitoring Committee meeting to the Executive Committee members.

NEW BUSINESS

Local and Regional Plans

Amy Meyers announced that the regional and local Workforce Innovation and Opportunity Act (WIOA) Plans were posted on the Michigan Works! Southwest website for a 30-day public review and comment period as required by the WIOA. The review period ends September 6, 2020. The link <https://www.michiganworkssouthwest.org/resources/plans-and-policies/> was previously sent to Board members and workforce development partners. The final plans will be presented to the Workforce Development Board for their approval at the September 11, 2020 meeting.

WDB Plans

Amy Meyers requested board consideration and approval of two workforce development plans.

PY2020 Customer Relationship Management (CRM) (Exhibit B1)

Amy Meyers reported the Customer Relationship Management (CRM) Plan (Exhibit B1) is for program year 2020. It includes an allocation in the amount of \$4,173 for Michigan Works! Southwest to be used in support of electronic systems for customer relationship management. Michigan Works! Southwest received the same allocation in both PY18 and PY19. 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, funds will be used to renew the licenses for Salesforce, the CRM system currently being used. The same system is being used across the state by Michigan Works! agencies and community partners for Business Services related activities.

2020 Reemployment Services and Eligibility Assessment (RESEA) Program (Exhibit B2)

Amy Meyers reported the Reemployment Services and Eligibility Assessment (RESEA) Program Plan (Exhibit B2) is for calendar year 2020. The allocation totaling \$123,863 is for the time period of January 1, 2020 through September 30, 2021. This amount reflects a little over a 12% increase from calendar year 2019. RESEA has permanently replaced the mandatory Profiling Program. Only individuals referred from the Unemployment Insurance Agency (UIA) may receive services through the RESEA program. The intent is to provide customized services to claimants deemed most likely to exhaust their UI benefits. The services that are required to be provided during an initial RESEA appointment are listed on the plan summary included in the agenda packet. The services include orientation to MW Services and a review of Labor Market Information (LMI). Individuals are also highly encouraged to attend a second RESEA appointment to receive additional services.

Motion made by Kris Jenkins and supported by Frank Tecumseh to approve the PY2020 Customer Relationship Management (CRM) and the 2020 Reemployment Services and Eligibility Assessment (RESEA) Program Plans.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Frank Tecumseh

NAYS: None. MOTION CARRIED.

Inter-Governmental Agreement (Exhibit C)

Kathy Olsen reported the Inter-Governmental Agreement is required by the Intergovernmental Transfer of Functions and Responsibilities Act of 1967 (PA8). This Agreement is reviewed and updated every two years. The duration of the updated Agreement is for the period October 1, 2020 through September 30, 2022. In addition to updating the term of the Agreement, the signature page was updated, and minor edits were made to update language to align with federal and state policies. She requested Board consideration and approval.

Motion made by Frank Tecumseh and supported by Morris Appley to approve the Inter-Governmental Agreement for the period October 1, 2020 – September 30, 2022.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Frank Tecumseh

NAYS: None. MOTION CARRIED.

WDB Bylaws (Exhibit D)

Kathy Olsen reported the Bylaws are required by the Workforce Innovation and Opportunity Act and State Policy. This document is also reviewed and updated every two years. The duration for the updated Bylaws was changed to the next two-year period, October 1, 2020 through September 30, 2022. Minor edits were also made to align with State policy and the signature page was updated. She requested Board consideration and approval.

Motion made by Morris Applebey and supported by Kris Jenkins to approve the Workforce Development Board Bylaws for the period October 1, 2020 – September 30, 2022.

ROLL CALL VOTE:

AYES: Morris Applebey, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Frank Tecumseh

NAYS: None. MOTION CARRIED.

STAFF REPORTS

Business Services / Talent Fund / LMI – *Exhibit E*

Ashley Iovieno reported on business services operations that included updates pertaining to virtual job fairs, apprenticeships and worker orientations for individuals affected by company layoffs and closures.

Virtual Job Fair Platform – VA Job Fair – Ashley Iovieno announced that Michigan Works! Southwest business services staff have teamed up with the Battle Creek VA to host the first virtual job fair for MW Southwest. This event will take place on Thursday, September 17, 2020 from 9:00 a.m. to 12:00 p.m. The event is to assist veterans in finding work, as well as fill open positions for companies in the Battle Creek and Kalamazoo Area. The event is free to employers; however, there are a limited number of booths available and therefore they will be reserved on a first come first serve basis.

Apprenticeships – This week, Michigan Works! Southwest held their first virtual Apprenticeship 1.0 event for employers. This event was used as a pilot to gauge interest in future virtual workshops of this kind. Five (5) employers attended and they were interested in learning more about how apprenticeships work and the potential benefits for their company. MW Southwest partnered with Tiffanie Clawson from the United State Department of Labor, Office of Apprenticeships to provide this virtual session.

Worker Orientations – Ashley Iovieno provided an update regarding a WARN (Worker Adjustment and Retraining Notification) that was received prior to the pandemic and reported on at a previous Board meeting. The WARN was for IAC located in Mendon. When the notice was originally issued, it was for a full plant closure affecting nearly 350 people. Since that time, staff have been working closely with the company to assist those affected. The plans have changed over the course of this pandemic, and it is no longer being considered a plant closure but instead a mass layoff affecting 65 people instead of their whole workforce. The plant will be doing some service work and production work for Ford. The good news is that due to the business services team’s relationship with their HR team, MW Southwest was able to pull together a virtual worker orientation session for 10 a.m. this morning to discuss options for those affected. In addition to the worker orientation meeting, the Michigan Works! Southwest TAA staff as well as the Dislocated Worker staff have already been working closely with individuals affected on reemployment and training opportunities.

Labor Market Information - The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (*Exhibit E*) that identified 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 MW! Southwest Area for the period June 1, 2020 through July 31, 2020 was included in the agenda packet notice

Michigan Works! Southwest Operational Update

Unemployment Rates - Jakki Bungart-Bibb reported staff have reported a lot over the last few months regarding unemployment claims and issues but not specifically on unemployment rates or changes in rates. Therefore, she provided a brief summary of how rates for the Michigan Works! Southwest area rank within Michigan as well as a comparison to last year at this time.

- In June of 2019, Branch County was at a 4.2% unemployment rate. In June 2020, Branch County ranked 25th among the 83 counties with an unemployment rate of 12.2%. This is a decrease from 19.2% in May.
- In June 2019, Calhoun County’s unemployment rate was at 4.5%. In June 2020 Calhoun County ranked 65th in the state with a rate of 15.2%. This is a decrease from 22.3% in May.
- In June 2019, Kalamazoo County was at a 3.8% unemployment rate. In June 2020 Kalamazoo County ranked 19th in the state with an unemployment rate of 11.8%, This is a decrease from 15.5% in May.
- St Joseph County was at a 4.4% unemployment rate in June of 2019. In June 2020 St. Joseph County ranked 37th in the state with an unemployment rate of 13%. This is a decrease from 19.5% in May.
- Michigan overall was at 14.8% in June of this year (up over 10%) from last year at this time.

County	Rank	June 2019	May 2020	June 2020
Branch	25th	4.2	19.2	12.2
Calhoun	65th	4.5	22.3	15.2
Kalamazoo	19th	3.8	15.5	11.8
St Joseph	37th	4.4	19.5	13
Michigan		4.2	21.3	14.8
United States		3.8	13	11.1

In summarizing, Ms. Bibb reported that across the state and nation, we are seeing decreases in the unemployment rates as individuals are going back to work. Despite the return of large numbers of workers locally, across the state and nation, labor market conditions remain well below pre-pandemic levels. She further reported that the Michigan Career Outlook and Michigan Hot 50 through 2028 brochures and posters are now available for download on the Labor Market Information (LMI) website. These publications provide multiple lists of in-demand occupations. She pointed out that “in demand” on these publications is defined as a favorable mix of projected long-term job growth, projected annual job openings, and median wages; and that they are not necessarily reflective of current hiring demand. locally Copies are typically distributed at in-person meetings; however, given the current virtual situation, staff will send the link to access the information and publications. The link to download these documents is: <https://milmi.org/Research/michigans-hot-50-through-2028>

Service Center Operations – Jakki Bungart-Bibb reported Michigan Works! Southwest is still operating at stage 1 in most centers which means all services are still being offered virtually. The Battle Creek service center is open for in-person services by appointment only on Mondays and Wednesdays. At this time, this service delivery option appears to be meeting the needs and

therefore MW Southwest will remain in this stage until there is a significant change in circumstances with COVID-19, unemployment, and the Governor's executive orders. One notable operation change was made since the last WDB meeting. While we continue to support the Unemployment Agency by dedicating staff and time to resolving unemployment issues, MW Southwest staff have started to decrease that time so they can focus time and energy on program participants, job seeker engagement and reemployment efforts. The unemployment calls have decreased and therefore are no longer being routed through a central 'hotline' with all staff on deck to resolve issues and take appointments. Since the number of calls is currently back to pre-pandemic status and each service center is able to handle the calls that come into that specific center, most MW Southwest staff are transitioning back into their respective programs and working with their specific program participants. A handful of MW Southwest staff are still assisting with unemployment issues and all staff are prepared to assist if the demand increases to that higher level again.

In closing her report, Ms. Bibb stated that it has been a long few months, and as reported each and every month, the MW Southwest staff have done an amazing job transitioning to a whole new virtual world, they have taken on additional tasks and learned new roles. The administration truly appreciates having a team that is flexible and ready for whatever challenge comes their way. With that said, staff are also very excited to get back to some sort of normal and they welcome this most recent change.

Director's Report – Exhibit F

Ben Damerow reported not much has changed at the federal level since last month's WDB meeting. The HEROES Act was introduced and passed in the House and the HEALS Act was introduced in the Senate. An agreement between the two was not reached and Congress has gone into recess until after Labor Day.

In preparation for the FY21 House subcommittee markup, the Appropriations Committee released the text of the Labor, Health and Human Services and Department of Education bills along with a high-level funding summary. Overall funding increased by \$2.4 billion above the 2020 level, with an additional \$24 billion in emergency spending to support public health. It also includes \$925 million in contingency funding to help States meet unanticipated unemployment insurance workloads. Further details were included in the Director's Report (Exhibit F) that was emailed to members prior to the meeting. Additional revisions for next year's budget are expected on August 24 and an update will be provided at the next WDB meeting.

While the President enacted a series of Executive Orders regarding unemployment benefits, the program has not yet been implemented. The announcement of \$400 per week in Unemployment benefits is made up of \$300 from FEMA and the other \$100 is to come from State general fund or CARES Act funding. All States are currently awaiting guidance from the U.S. Department of Labor.

Ben Damerow reported Christine Quinn, administrator for U.S. Department of Labor Region V recently passed away. He stated that Ms. Quinn was a champion for workforce development, local boards and Michigan. Her past experience included a leadership position in Michigan's Workforce Development Agency and as a Michigan Works! director.

Ben Damerow announced Paige Daniels was promoted to Director of Youth Opportunities Unlimited (YOU), a division of Kalamazoo RESA. The former director, Eric Stewart, is now an Assistant Superintendent at Kalamazoo RESA. Ms. Daniels has been very involved in KRESA’s continuous improvement and the expansion of MyCITY programs.

Kris Jenkins reported Michigan’s legislature is holding a special Saturday session tomorrow, August 15 to decide on school funding. Educators are working hard to get information to their legislators today. Schools will be asking for waivers pertaining to student count and hours but not on the number of required days. She also noted that the method for counting attendance virtually and face-to-face is not the same and the schools are asking for a waiver on that requirement as well.

OLD BUSINESS

None.

CITIZENS’ TIME

None.

MEMBERS’ TIME

None.

UPCOMING MEETINGS

Randall Hazelbaker reminded members of upcoming meetings and noted that they may take place virtually or in-person depending on the COVID -19 situation at the time.

- The next meeting of the full WDB is scheduled for Friday, September 11, 2020 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Friday, October 9, 2020 from 9:00 – 10:30 a.m.

Other upcoming committee meetings were listed on the agenda. They included:

- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, September 15, 2020 from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 21, 2020 from 1:00-3:00 p.m.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, October 27, 2020 from 8:00-9:30 a.m.
- Dates for upcoming Veterans Committee meetings are to be determined.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:29 a.m.

Kathy Olsen

Date

Randall Hazelbaker

Date