

**Workforce Development Board Executive Committee  
Meeting Minutes  
December 11, 2020**

**CALL TO ORDER:** Workforce Development Board Chair, Frank Tecumseh, called the virtual meeting to order at 9:00 a.m.

Kathy Olsen introduced everyone in attendance. County Commissioner Michael Quinn was participating from Kalamazoo County and Randall Hazelbaker was participating from Branch County.

**WDB Executive Committee Members Present:**

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

**WDB Executive Committee Members Absent**

None

**Oher WDB Members Present**

Dr. Adrien Bennings (Educ)	Jacqueline Murray (PS)	Mike Quinn (PS)
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**Michigan Works! / Upjohn Institute Staff Present:**

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

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

Paige Farrell (YOU/KRESA)	Jennifer Klempnow (PATH/WEUI)
Sam Dougherty (WDI)	Amanda Sutherland (YOU/KRESA)

**Guests Present:**

Senator John Bizon	Don Reid (Daily Reporter)
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**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 Randall Hazelbaker and supported by Morris Applebey to approve the WDB quarterly meeting minutes of November 13, 2020.**

**ROLL CALL VOTE:**

**AYES: Morris Applebey, Dr. Adrien Bennings, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Jacqueline Murray, Mike Quinn**

**NAYS: None. MOTION CARRIED.**

**CITIZENS' TIME**

No comments.

## COMMITTEE REPORTS.

### **Career Educational Advisory Council (CEAC) (*Exhibit B*)**

Kathy Olsen reported at the November Career Educational Advisory Council (CEAC) meeting it was announced that Section 61(b) of the State School Aid Act was revised. This funding supports Career Technical Education (CTE) and Early Middle College (EMC). The revision to the Act required each Career Education Planning District (CEPD) to designate their fiscal agency, as well as, whether they would maintain the regional 61(b) strategic plan and the top five career clusters rankings; or if they would be revising the plan prior to December 1, 2020. The three CEPDs in the Michigan Works! Southwest area each elected to maintain the current plan and career cluster rankings. The CEPD fiscal agencies in the Michigan Works! Southwest area were identified to be KRESA for Kalamazoo County, St. Joseph County Intermediate School District for St. Joseph County and Calhoun ISD for Branch and Calhoun Counties. Updates to the 61(b) Strategic Plan will be made in 2021.

Ms. Olsen further reported that State CEAC policy requires that the WDB approve the CEAC meeting schedule which was Exhibit B in the agenda packet. She requested approval by consensus for the 2021 CEAC meeting schedule.

**Motion made by Lisa Godfrey and supported by Dan Dun to approve by consensus, the meeting calendar for 2021 for the Michigan Works! Southwest Career Educational Advisory Council (CEAC).**

**VOTE: The motion was approved by unanimous consensus of members present.**

**MOTION CARRIED.**

## NEW BUSINESS

### **WDB Plans**

#### **AY2020 Clean Slate Pilot Program (*Exhibit C*)**

Amy Meyers reported Michigan Works! Southwest was been awarded \$285,220 to support the recently enacted Clean Slate laws in Michigan, for the time period of December 1, 2020 – June 30, 2022. This is the first time this funding has been made available. The opportunities presented by this policy focus on expungement which will remove a specific conviction from an individual's public criminal record. If an individual receives an order setting aside their conviction, they can legally state on any job or school application that they have never been convicted of or arrested for that crime. They will also be able to state on any applications for public benefits or housing that they have not been convicted of that crime.

The requirements to be eligible for expungement were listed on the plan document (Exhibit C) and includes the fact that individual must have no more than one felony conviction; no more than two misdemeanor convictions; no traffic offenses, such as operating while intoxicated; and must be at least five years since date of conviction, release from incarceration, or discharge of probation or parole. Allowable local activities for Michigan Works! for this program include the establishment of, or additional support of, a Michigan Works! Agency staff position to act as an Expungement Navigator; establishment of a contracted relationship with an attorney of law office with experience in criminal law; outreach and recruitment of potential program participants; and pre-screening for eligibility.

Following the report, members asked questions and further discussed the Clean Slate Pilot Program. Staff clarified that the legislation was passed in October 2020 and this funding is to support individuals who are eligible as outlined in the legislation. In response to some of the questions, links to additional information was shared in the chat and shared in a follow-up email to Board members after the meeting. They included: Michigan's [media release pertaining to the Clean Slate Michigan legislation](#) and a [Bridge article pertaining to the Clean Slate legislation](#). The Bridge article included a link to the legislation.

**Motion made by Morris Applebey and supported by Dr. Adrien Bennings to approve the AY2020 Clean Slate Pilot Program funding.**

**ROLL CALL VOTE:**

**AYES: Morris Applebey, Dr. Adrien Bennings, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Jacqueline Murray, Mike Quinn**

**ABSTENTIONS: None. NAYS: Dave Maurer. MOTION CARRIED.**

**WDB Policies**

**WDB Policy 21 Confidentiality Standards for Data Privacy and Security and Protecting Personal Identifiable Information (*Exhibit D*)**

Kathy Olsen requested Board consideration and approval of WDB Policy 21 - Confidentiality Standards for Data Privacy and Security and Protecting Personal Identifiable Information. (Exhibit D). She reported a previous policy titled “Confidentiality Standards – Use of Social Security Number” was eliminated at the end of 2012 when privacy of personal information was incorporated into Policy 31 “Records Management.” Due to increased Federal and State focus on protecting Personal Identifiable Information, Policy 21 is being reactivated with a new title and language. The language in the policy aligns with federal requirements for the acquisition, handling, and transmission of Personal Identifiable Information (PII).

**Motion made by Adrien Bennings and supported by Dan Dunn to approve the WDB Policy 21 - Confidentiality Standards for Data Privacy and Security and Protecting Personal Identifiable Information.**

**AYES: Morris Applebey, Dr. Adrien Bennings, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Jacqueline Murray, Mike Quinn**

**NAYS: None. MOTION CARRIED.**

**Request for Proposal (RFP) Update**

Amy Meyers reported a Request for Proposal (RFP) was released and posted on the website for marketing services. This RFP was released as part of the Michigan Works! Southwest partnership with the State of Michigan, the Upjohn Institute and the Data for American Dream (D4AD) project. The goal of this project is to incorporate customized labor market tools into our management information system for staff to assist participants, as well as on Pure Michigan Talent Connect (PMTTC) for job seekers to use directly. The goal of the RFP is to find a marketing/communications firm to assist in educating job seekers about the tools. We will not be asking for board member reviewers at this time, as we will be asking our State partners to assist in the review; however, wanted to make Board members aware that it was posted.

**Michigan Works! Association Board Nominations (*Exhibit E*)**

Ben Damerow reported the Michigan Works! Association Board is going through a restructuring of their governance. The Association was founded in 1987 and historically there has been an eleven member board made up of private sector representation, local elected officials and three Michigan Works! directors. With the restructuring, it is moving to a 37 member Board that will include representation for all sixteen (16) Michigan Works! Agencies. Each local workforce development board/Michigan Works! Agency will appoint one (1) representative and its chief administrative staff person to serve on the Michigan Works! Association Board of Directors. These appointments will account for 32 of the members, the other five members will be at-large positions. The restructuring will result in more diverse representation and include the entire State that will help drive the impact within the organization.

Ben Damerow reported the chair, vice chair and Nominating Committee are recommending that Dan Dunn be appointed to represent the financial sector and that he, as the chief administrative staff person for Michigan Works! Southwest, represent Michigan Works! Southwest on the Michigan Works! Association’s Board of Directors. The appointments would take effect January 1, 2021.

**Motion made by Kris Jenkins and supported by Dave Maurer to appoint, effective January 1, 2021, Dan Dunn representing the financial sector and Ben Damerow as the chief administrative staff person for Michigan Works! Southwest to the Michigan Works! Association’s Board of Directors.**

**ROLL CALL VOTE:**

**AYES: Morris Applebey, Dr. Adrien Bennings, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Jacqueline Murray, Mike Quinn.**

**ABSTENTIONS: Dan Dunn. NAYS: None. MOTION CARRIED.**

## **STAFF REPORTS**

### **Business Services Activities**

Ashley Iovieno reported on business services operations that included updates pertaining to the Going Pro Talent Fund, the Battle Creek Career Academies career exploratory event and Manufacturing Day videos.

*Going Pro Talent Fund (GPTF)* – Ashley Iovieno reported the MW! Southwest Business Services Team has been busy over the last month. The open application period for employers to apply for a GPTF grant ended on November 30, 2020 with 44 applications being submitted by area employers. Last year the number of applications was 57, and although this year's number was less, we believe that has to do with the uncertainty of the current economy as it relates to the pandemic. The applications included 11 from Calhoun County employers, 18 from Kalamazoo County employers, 8 from St. Joseph County employers, 3 from Branch County employers, as well as 2 from Allegan, 1 from Ingham, and 1 from Berrien County. Staff have been reviewing and submitting the applications to the State with today being the final day to do so. Once the day has ended, a total amount requested will be computed. Across the State there are 1,067 applications at some point in the process, compared to 1,200 statewide submitted last year. The State still expects to award all funds set aside for these grants.

*Battle Creek Career Academies Career Exploratory Event* – Ashley Iovieno reported Michigan Works! Southwest partnered with Battle Creek Career Academies to use the State's Brazen platform license to host a career exploratory event on Wednesday, December 9, 2020. Overall, the event was successful with 27 booths set up for students to visit. Over a three-hour span, there were 555 chats. Due to COVID-19 and remote learning, it has been a challenge this year to create career exploratory events for students, and staff were excited to experiment with the Brazen platform in a different way to create that engagement.

*Manufacturing Day Videos* – Although staff had hoped to be able to show the Board one of the Manufacturing Day videos that has been mentioned at previous meetings, technology was prohibitive for today's meeting. She announced that links to the videos will be sent to members following the meeting and they will eventually be posted on the Michigan Works! Southwest website. The links are as follows:

- Logistics & Supply Chain Careers  
<https://www.facebook.com/BattleCreekUnlimited/videos/375036726918068/>
- Business Services / Business Administration  
<https://www.facebook.com/BattleCreekUnlimited/videos/810172773097820/>
- Engineering <https://www.facebook.com/BattleCreekUnlimited/videos/386683775915344/>
- IT <https://www.facebook.com/BattleCreekUnlimited/videos/451718965791778/>
- Production <https://www.facebook.com/BattleCreekUnlimited/videos/720076412196198/>

Ms. Iovieno reported feedback from employers and others has been positive. The videos were also discussed at a recent meeting of Battle Creek Human Resource Managers and Jennifer Rosa from Gallagher Uniform said that she has had a lot of people reach out to her from not only this area but from across the United States including an individual in Florida who had seen the video reached out to her for a professional connection. The video promotion has also done well in parts of Canada. Plans are to put together five more videos to be released in 2021.

### **Labor Market Information (Exhibit F)**

The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (*Exhibit F*) 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 October 1, 2020 through November 30, 2020 was included in the agenda packet notice.

Jakki Bungart-Bibb reported Branch County's unemployment rate is at 4.1%, ranking this county 37<sup>th</sup> in the State; Calhoun County's unemployment rate is at 5.3%, ranking this county at 73<sup>rd</sup>; Kalamazoo County is at 4%, ranking this county 35<sup>th</sup> in the State; and St Joseph County is at 4.2%, ranking this county 43<sup>rd</sup> in the State. The statewide unemployment average is 5.5% and the national average is 6.9%. She further reported that the numbers are looking better in comparison to where these counties have been over the past several months. Some of that change is due to employment recovery; however, some of it is also due to exhausted unemployment benefits. Online job postings increased statewide and locally decreased a bit over the past month. Based on those online job postings, healthcare positions remain at the top of many lists along with employment in retail sales. The skills in greatest demand which are also based on those online job postings indicate customer service to be at the top of the list; this is followed by scheduling and patient care, as well as other healthcare and retail related skills.

### **Michigan Works! Southwest Operational Update**

Jakki Bungart-Bibb reported the service centers in the Michigan Works! Southwest area remain in phase one. Staff continue to work from home and services continue to be provided virtually. There were no other major changes over the past month. She asked Amanda Sutherland to report on the virtual services that recently received media coverage on WWMT News Channel 3.

Amanda Sutherland reported Michigan Works! Southwest and the virtual services available were featured on the WWMT Channel 3 news on Wednesday. Both Paige Ferrell, YOU Director, and Amanda Sutherland were interviewed. The television station put together a wonderful 2 ½ minute segment on the virtual services that included information about the virtual Employer of the Day events. The link to the [WWMT media story](#) was sent to members following the meeting. She reported that when Michigan Works! provided in-person events prior to working from home due to COVID-19, Employer of the Day events were held regularly at the Service Center. At these events employers would meet face-to-face with job seekers to provide general information about employment, collect resumes and applications, and sometimes even conduct on the spot interviews. It has not been possible to offer this service while working at home. Staff began exploring platforms that could be used to offer this service virtually. The State of Michigan mentioned by Ashley Iovieno has been using the Brazen software. Staff further researched this product and elected to utilize the existing connections and partnerships with the neighborhood Hubs and Calhoun County to purchase the software and to think creatively as to how it could be used. These efforts are beginning with the implementation of Employer of the Day events. The first virtual Employer of the Day event was held earlier this week with Marshall Excelsior. She asked that members please share this information with other business partners and to reach out to Michigan Works! Southwest if interested in holding an Employer of the Day event at no charge. The virtual event allows employers to host a booth online and connect with job seekers virtually through chat and video functions. To learn more and/or to sign up, individuals should contact Anna Bronsink at [Anna.Bronsink@kresa.org](mailto:Anna.Bronsink@kresa.org). Another feature of the software that will be implemented in the near future is the ability to offer virtual open office hours for job seekers to meet with career coaches where they will be able to chat with a career coach for general support as well as get assistance with specific topics such as updating their resume and working on interview skills.

### **Director's Report (Exhibit G)**

Ben Damerow reported on the Director's Report that was emailed to members prior to the meeting.

*Federal Budget 2021* - The continuing resolution that was passed and signed by the President on September 30, 2020 is set to expire today, December 11, 2020. Congress is set to pass a week-long continuing resolution to extend funding through next Friday, December 18, in hopes of having a completed FY21 budget by the end of next week.

*COVID-19 Stimulus* - There has been a renewed effort related to a stimulus package focused on the Paycheck Protection Program (PPP), extension of federal unemployment benefits, vaccine development and distribution, and funding for state and local governments.

- The White House proposal is funded at \$916 billion and includes stimulus checks for individuals/families but does not extend federal unemployment expansion.
- The Senate proposal of \$500 billion includes additional support for businesses and short-term, more limited support, for individuals unemployed but does not include additional funding for state and local governments.
- A bipartisan proposal was introduced at \$908 billion which provides funding for businesses, local and state governments, and extended unemployment but does not include another stimulus payment to individuals and families.

*Unemployment Insurance* - On December 31, 2020, the expansion and extension of federal unemployment programs established under the CARES Act are set to expire without additional action from Congress. The program currently covers over 12 million families. The State of Michigan Unemployment Insurance Agency (UIA) has contacted Michigan Works! requesting additional support as they have seen an increase in claimant issues including fraudulent claims. He gave an example of a case where 500 hundred claims were connected to one address, an apartment building currently under construction. Staff is currently working with State officials to determine next steps and how we may provide support in 2021.

Mr. Damerow thanked everyone for their support in getting through this challenging year with a special recognition of thanks to the Board's leadership, Randall Hazelbaker, Frank Tecumseh and Dan Dunn; as well as all of the Michigan Works! staff for the way in which they have responded and adapted. Staff has followed through with assisting claimants, helping individuals find jobs, and assisted employers navigating the changing regulations and filling job openings. He further stated that he and staff are looking forward to supporting the communities we serve with recovery efforts in 2021.

Frank Tecumseh thanked Ben Damerow for the leadership and guidance he has provided to staff and the Board during the past year.

## **OLD BUSINESS**

None.

## **CITIZENS' TIME**

Dawn DeLuca, administrator for Kalamazoo RESA, reported Youth Opportunities Unlimited (YOU) is launching a new youth mentorship program. This is an effort to cultivate community and build a stronger network among the young adult participants in the Kalamazoo area with community and business members. Von Washington from the Kalamazoo Promise was incredibly helpful in suggesting ideas as to how to mobilize the community. She noted that with the pandemic, the social, academic and extra-curricular lives of students exist primarily on Chromebooks. This mentorship program hopes to provide more dynamic content with adult contacts who will support the youth in achieving their goals. Staff are actively recruiting mentor volunteers who will focus on building relationships and offering guidance and encouragement to small groups of young people for about an hour, every other week. Individuals interested should visit the [Youth Mentorship Program](#) web page or contact her at [dawn.deluca@kresa.org](mailto:dawn.deluca@kresa.org). The web page link and contact information were provided in the chat and sent to members following the meeting.

## **MEMBERS' TIME**

None.

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## UPCOMING MEETINGS

Frank Tecumseh 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 Thursday, February 18, 2021 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Thursday, January 21, 2021 from 9:00 – 10:30 a.m.

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

- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, January 26, 2021 from 8:00-9:30 a.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, February 9, 2021 from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 22, 2021 from 1:00-3:00 p.m.

## ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:47 a.m.

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Kathy Olsen

Date

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Frank Tecumseh

Date