

**Workforce Development Board
Executive Committee Meeting
January 10, 2020**

CALL TO ORDER - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 9:01 a.m. at the WE Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

WDB Executive Committee Members Present:

Lisa Godfrey (PS) Colleen Knight (CBO) Frank Tecumseh (PS)
Randall Hazelbaker (PS) David Maurer (PS)

WDB Executive Committee Members Absent:

Morris Applebey (Labor) Kris Jenkins (Educ)

Other WDB Members Present:

Richard Anderson (Labor) Allen Balog (PS) Dan Dunn (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

Sam Dougherty (HRDI) Eric Stewart (YOU/KRESA)
Amy Holman (WEUI/PATH) Amanda Sutherland (YOU/KRESA)

Guests Present:

Paul Aivars (GOCC)

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 Frank Tecumseh to approve the Workforce Development Board Full Board meeting minutes of November 8, 2019. Motion carried.

CITIZENS' TIME

None.

COMMITTEE REPORTS

Veterans Community Action Team (VCAT) – Region 8 (Exhibit B)

Kathy Olsen reported The Region 8 Veterans Community Action Team annual report was included in the agenda packet. The VCAT Board met earlier this week to plan for 2020 and Michael Wilson will be providing an update at the WDB full Board meeting in February.

NEW BUSINESS

WDB Program Plans

FY20 Trade Adjustment Assistance (TAA) (Exhibit C) – Amy Meyers reported Trade Adjustment Assistance (TAA) is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program

seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, and support necessary to becoming reemployed. The planned allocation for the period October 1, 2019 through September 30, 2020, for Michigan Works! Southwest is \$435,920 which is an increase in TAA funding in comparison to last year's allocation of \$292,332. The Trade services that will be available to workers over the course of their participation in the program include case management activities such as comprehensive assessments, employability skills assistance, career counseling, and labor market information. TAA program funds can also be used to fund classroom, On-the-Job (OJT), and registered apprenticeship training, as well as job search allowances and relocation allowances. In response to questions, Amy Meyers reported we are currently operating Trade services under four laws. Ben Damerow reported there is pending legislation to consolidate the Trade laws.

Motion made by Colleen Knight and supported by Lisa Godfrey to approve the FY20 Trade Adjustment Assistance (TAA) Program Plan. Motion carried.

FY20 Healthy Michigan Plan (HMP) (Exhibit D) and Healthy Michigan Navigator Plan (HMPN) (Exhibit E) – Amy Meyers reported two plans being presented for review and approval are related to the Medicaid work requirements. New work requirements went into effect on January 1, 2020 for Medicaid beneficiaries who have Healthy Michigan Plan (HMP) health care coverage. HMP beneficiaries who are at least 19 years old but younger than age 62 and do not meet exemption criteria will be subject to the new work requirements as a condition of eligibility. HMP beneficiaries will be required to work or perform other activities like job search, for at least 80 hours each month. The first plan is the Healthy Michigan Plan Program (Exhibit D) for which Michigan Works! Southwest has been allocated \$136,721 to be spent consistent with Wagner-Peyser Employment Services, to support the implementation of the new work requirements for Medicaid beneficiaries who have Healthy Michigan Plan (HMP) health care coverage. While the HMP participants have several options for meeting their work requirements, Michigan Works! Southwest, in alignment with state policy, will provide assistance that focuses on a variety of employment-related services including: assessments, job referrals, and facilitate the match between job seekers and employers. The second plan related to the Medicaid work requirements is the Healthy Michigan Plan Navigator (Exhibit E) for which Michigan Works! Southwest has been allocated \$96,986 to support staff serving as Healthy Michigan Plan Navigator(s) in the service centers. The Healthy Michigan Plan Navigator(s) will direct HMP participants to employment and training related services and supports to assist them in securing and maintaining training and employment. The navigator(s) will educate impacted participants on requirements and available services, provide information on the HMP, assist with completion and submission of forms, as well as make referrals, which is why an additional priority for the navigator(s) will be to cultivate relationships with community HMP partners to help provide direction and guidance as HMP participants navigate the system.

Motion made by Lisa Godfrey and supported by Colleen Knight to approve the FY20 Healthy Michigan Plan (HMP) and the FY20 Healthy Michigan Navigator (HMPN) Plans. Motion carried.

CY20 Michigan Works! System Plan (MWSP) (Exhibit F) - Amy Meyers reported The Michigan Works! System Plan (MWSP) is nonfinancial and is inclusive of a series of certifications, assurances, stipulations and administrative procedures applicable for all programs funded through Michigan's Department of Labor and Economic Opportunity (LEO). The MWSP is an annual plan and the required administrative procedures are included on the plan summary (Exhibit F), including identification of board leadership and the one-stop operator. The only change this year, is the completion of a new required form identifying the workforce development system providers in the four-county area.

Motion made by Dave Maurer and supported by Colleen Knight to approve the CY20 Michigan Works! System Plan. Motion carried.

WDB Policy Revisions (Exhibit G1 through G7) – Kathy Olsen reported revisions to six (6) Workforce Development Board policies are being presented for consideration and approval. They include:

- WDB Policy 06 Rev 06 – Procurement and Property Management (*Exhibit G2*)
- WDB Policy 10 Rev 05 – Standards of Conduct (*Exhibit G3*)
- WDB Policy 31 Rev 02 – Records Management and Destruction (*Exhibit G4*)
- WDB Policy 01 Rev 04 – Program Design for Workforce Innovation and Opportunity Act (WIOA) and Employment Services (ES) (*Exhibit G5*)

- WDB Policy 07 Rev 04 – WIOA Priority of Service (*Exhibit G6*)
- WDB Policy 17 Rev 05 - WIOA Program Eligibility (*Exhibit G7*)

A summary of the changes made to all six of the revised policies was included in the agenda packet (*Exhibit G1*). Changes included updating federal and state policy references and updating language to align with the federal and state requirements. For the policies that include definitions, the definitions were also updated. The major change to the Procurement and Property Management Policy was that the amount allowed for micro purchases and simplified acquisition both increased. She added that although procurements of \$10,000 or more require three bids, locally this remains at \$5,000 because purchases in the amount of \$5,000 or more are still required to be included in the inventory. For the policies that require local procedures, those procedures are also being updated to align with the updated requirements.

Motion made by Lisa Godfrey and supported by Frank Tecumseh to approve WDB Policy Revisions for WDB Policy 06 Rev 06 – Procurement and Property Management, WDB Policy 10 Rev 05 – Standards of Conduct, WDB Policy 31 Rev 02 – Records Management and Destruction, WDB Policy 01 Rev 04 – Program Design for Workforce Innovation and Opportunity Act (WIOA) and Employment Services (ES), WDB Policy 07 Rev 04 – WIOA Priority of Service and WDB Policy 17 Rev 05 - WIOA Program Eligibility. Motion carried.

STAFF REPORTS

Business Services (*Exhibit H*) / Talent Fund /Labor Market Information (LMI) (*Exhibit I*) – Ashley Iovieno reported the results of the recently conducted Wage and Benefit Survey are in and the final report is being edited. It will be available in the very near future.

Ms. Iovieno also reported that the Save the Date for the next Career.Life.Expo. was sent out in December and the invitations to employers were sent out on January 9, 2020. The event will be held on Wednesday, February 26, 2020 from 1:00 - 4:00 p.m. at the Kalamazoo Expo Center. A flyer was included in the agenda packet (*Exhibit H*). The event is much more than a job fair and includes multiple partners that provide resources to assist individuals better prepare for employment. Approximately 85 employers will be at the event.

Ashely Iovieno distributed the new Business Services information packet and noted that the annual outcomes report for Program Year 2018-2019 can be found on the back side of the first document, in the left pocket of the folder.

The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data 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 November 1, 2019 – December 31, 2019 was included in the agenda packet (*Exhibit I*).

Dashboard Report (*Exhibit J*) – Jakki Bungart-Bibb reported the graph at the top of page 1 of the dashboard indicates over 92,000 visitors to the service centers from July 1 through the end of December 2019. There was a steady increase over the last few months which is not typical according to the trend data for the previous two years. She noted the increase could be due to seasonal layoffs and/or company closures in the area. Also, on page one, it was reported that 593 employers were assisted, and 2,168 jobs filled with Michigan Works! assistance. The total number of participants in the Workforce Innovation and Opportunity Act (WIOA) adult, dislocated worker and youth programs was reported to be 478 for the same time period. Data for the Employer Resource Network® (ERN®) appears in the middle of page one. She reported there are currently 26 employers participating in the Michigan Works! Southwest four-county area. The decrease in employee contacts is due to some of the companies shutting down lines for the holidays and/or employees having time off for the holidays. Page one also includes the metrics for the Career and Educational Advisory Council (CEAC). Several career exploration events were held over the past quarter working toward the goal of 25 for the program year. The data related to Partnership.Accountability.Training.Hope. (PATH), Food Assistance Employment and Training (FAE&T), and Families Forward Demonstration Programs appears at the bottom of this page. The average hourly wage was reported to be over \$11.00 per hour in both PATH and FAE&T.

Jakki Bungart-Bibb also announced the MyCITY, Kalamazoo RESA/Youth Opportunities Unlimited (YOU) summer youth employment program was chosen as the 2019 Youth Program of the Year by the National Association of Workforce Development Professionals (NAWDP). YOU director Eric Stewart and youth services coordinator Paige Farrell accepted the award at the annual NAWDP Youth Symposium, held in Chicago, in December 2019. She congratulated Eric Stewart

and the YOU team. Eric Stewart reported the nomination meant a lot to their staff. He stated the MyCITY program aims to help young folks get engaged in the world of work for the very first time. Many of these youth miss the opportunity to participate in Career Technical Education (CTE) programs. In addition to Michigan Works! Southwest and the United Way of the Battle Creek and Kalamazoo Region, MyCITY partners include 40 employers and 50 community organizations in the Kalamazoo and Battle Creek areas. He added that employers see value in these youth as a resource for untapped talent. The program continues to grow and a MyCITY Albion will be added summer 2020. Jakki Bungart-Bibb reported that YOU was asked to present at NAWDPs annual conference that will be held in May.

The Labor Participation information comparing the rates for November 2018 to the rates for November 2019, appears on the left side of page two of the Dashboard. This information is similar to what has been reported in recent months. The article that appears on the right side of page two is a summary of the NAWDP award that was presented to Youth Opportunities Unlimited.

Director's Report – Ben Damerow distributed the Directors Report dated January 10, 2020 along with a summary of FY19 Conference Labor, HHS and FY20 Labor, HHS, Education Minibus amounts. Mr. Damerow reported two federal spending packages were signed by the President on Friday, December 20, 2019 after being passed by the House and Senate earlier in December. These appropriations will fund the federal government through September 30, 2020. Lawmakers lifted the caps on discretionary spending by \$169 billion in 2020 and \$153 billion in 2021, totaling an increase of \$322 billion over the next two years. The Labor, HHS, and Education appropriations were increased by over \$500 million compared to 2019.

On December 10, 2019, Michigan's House and Senate, nearly unanimously, passed supplemental spending bills to replace \$573 million of the nearly \$1 billion that was vetoed from the original budget. Items funded in the supplemental bill were largely focused on education and corrections. State lawmakers have indicated plans for the approximately \$400 million remaining from the original vetoes will be addressed later this month. Among the items that were not addressed with the first supplemental bill are the Going PRO Talent Fund, the Pure Michigan ad campaign, and the proposed Michigan Reconnect Program. Mr. Damerow reported that he held meetings with a few State legislators during the past week and additional meetings are scheduled for next week. Michigan's State of the State is scheduled for January 29, 2020.

Additionally, Mr. Damerow reported four enrollees in Michigan's Medicaid expansion program filed a lawsuit on November 22, 2019, challenging the implementation of the Healthy Michigan Plan (HMP) work requirements. The lawsuit, brought in federal court in Washington, D.C., asked the judge to declare the federal approval of the requirements illegal and to block them from being implemented. No ruling has been made on the case. The total number of non-exempt HMP beneficiaries in the Michigan Works! Southwest four-county area was reported to be 10,200 and statewide the number is more than 230,000. A breakdown of the counties within Michigan Works! Southwest was provided on the Director's Report handout.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

Dave Maurer inquired about recent communication he received promoting the Education Reconnect movement to increase college enrollment and the number of individuals with degrees and certifications rather than promoting skilled trades. Ben Damerow reported Michigan was one of fifteen states without education goals and Michigan recently established a goal to raise the percentage of adults with learning or training after high school to 60 percent by 2030. Mr. Maurer stressed that there was no guarantee of employment with the Michigan Reconnect Program. In contrast, the Going PRO Talent Fund is job based and directly links to employment. He did not want to see the focus for skilled trades going away and asked what he could do to advocate. Ben Damerow offered to meet with him following the meeting.

Rick Anderson reported employees at American Axle in Three Rivers are still affected by the GM strike. There are whole departments still laid off; however, some have received notices to report back-to-work next Monday. He also expressed concern regarding recent announcements of closures that include IAC in Mendon and DENSO Air Systems in Battle Creek. MW staff noted that the layoffs and closures account for part of the increase in visitors the Michigan Works! Southwest

Service Centers. Sam Dougherty reported he met with leadership at IAC and was informed that there will be a small layoff this week, thirty percent of the employees will be laid off in March and the remaining employees will be laid off in May. He reported all the employees at IAC have ten or more years of experience. A Rapid Response meeting and onsite job fair will be held sometime between end of March and early May. Staff have been asked to wait to hold these events until all the layoff announcements have taken place. Jakki Bungart-Bibb reported IAC is interested in the option of becoming Trade certified and will further investigate this option with the assistance of Michigan Works! Southwest. Staff reported the employees at DENSO Air Systems were all offered employment at other DENSO facilities and most of them 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, February 14, 2020 from 9:00 a.m. – 10:30 a.m. at Battle Creek Unlimited, 4950 W. Dickman Road, Suite 1, Battle Creek, Michigan 49037.

The next **Executive Committee** is scheduled for Friday, March 13, 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, January 28, 2020 from 3:30-5:00 p.m. at Youth Opportunities Unlimited, 422 E. South Street, Kalamazoo, Michigan 49007.

The next **Disability Awareness Resource Team (DART)** is scheduled for Tuesday, February 11, 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 Monday, February 10, 2020, 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, January 28, 2020, from 10:00 a.m. – 12:00 p.m. at the Federal Center, Battle Creek, Michigan
- VCAT Employment Sub-committee – Date and Time TBD
- VCAT Education Sub-committee – Thursday, January 23, 2020 from 11:00 a.m. – 1:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, MI 49007

ADJOURNMENT

There being no other reports, the meeting was adjourned at 9:30 a.m.

Kathy Olsen

Date

Randall Hazelbaker, Chair

Date