

Workforce Development Board Executive Committee Meeting Minutes July 10, 2020

CALL TO ORDER: Workforce Development Board Chair, Randall Hazelbaker, called the virtual meeting to order at 9:01 a.m.

Randall Hazelbaker welcomed everyone and stated that a Roll Call vote will be taken for items on the agenda that require Board approval. Kathy Olsen will read the names of each Executive Committee member for each vote.

INTRODUCTIONS: Kathy Olsen introduced the individuals who were connected to the virtual meeting.

WDB Executive Committee Members Present:

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

WDB Executive Committee Members Absent

Morris Applebey (Labor)

Other WDB Members Present

Dr. Adrien Bennings (Educ) Mike Quinn (PS)

Michigan Works! / Upjohn Institute Staff Present:

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

Michigan Works! Services / Program Staff Present:

Sam Dougherty (WDI)	Jennifer Klemppnow	Amanda Sutherland
Paige Farrell (YOU/KRESA)	(PATH/WEUI)	(YOU/KRESA)
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 - Exhibits A1-A2

Motion made by Lisa Godfrey and supported by Frank Tecumseh to approve the Workforce Development Board meeting notes of June 12, 2020 and the WDB Executive Committee meeting minutes of June 17, 2020.

ROLL CALL VOTE:

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

NAYS: None. MOTION CARRIED.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee

Dave Maurer reported the Monitoring Committee met in June to review the Partnership.Accountability.Training.Hope. (PATH), Food Assistance Employment and Training (FAE&T) and Time Limited Food Assistance (TLFA) Programs. Although COVID-19 has affected employment for many participants, the program and services provided prior to March were monitored and the program was found to be operating properly with improved standards and structure. The employer and participants who were interviewed by the committee were very appreciative and complimentary of the career coaches, program and services. The staff monitoring found consistent and improved standards and connectivity to participants across all programs and there were no findings. Staff monitoring did identify data entry errors, specific to tracking hours that need to be corrected, both in electronic and paper files; and there are opportunities to tighten up this reporting process to prevent future errors.

NEW BUSINESS

Announcement of Local and Regional Plans

Amy Meyers announced per the Workforce Innovation and Opportunity Act (WIOA), local and regional plans are required every four years. The local area includes the four counties in the Michigan Works! Southwest Area (Branch, Calhoun, Kalamazoo and St. Joseph). The regional area includes the same four counties as well as the counties of Berrien, Cass and Van Buren. These plans include an analysis of labor market data and economic conditions, service strategies, coordination with community partners, and a description of the workforce development system. All Regional and Local Plans, and any modifications to such plans, are subject to a 30-day public review and comment period. These plans are expected to be posted on our website for review. The link will be sent to all Board members once they are posted.

MSHDA MOU/IFA (Exhibits B1-B3)

Amy Meyers requested board consideration and approval of the Michigan State Housing Development Authority (MSHDA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA). She reported the full MSHDA MOU and IFA was included in the agenda packet (Exhibit B3). Also included in the packet were the same overviews of the MOU (Exhibit B1) and IFA (Exhibit B2) that were provided at the June meetings. MSHDA has opted to complete one MOU for all of the areas they serve within the state, as opposed to the local MWAs creating individualized MOUs.

Motion made by Kris Jenkins and supported by Lisa Godfrey to approve the MSHDA MOU/IFA Agreement.

ROLL CALL VOTE:

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

NAYS: None. **MOTION CARRIED.**

WDB Plans

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

AY2020 WIOA Allocations (Exhibit C1)

Amy Meyers reported 2020 WIOA allocations for adult, dislocated workers and youth total \$3.217 million for the four-county area. Across all services, Michigan Works! Southwest has seen a very minimal change in total WIOA funding in comparison to allocation year 2019. The individual percentage change per program, compared to the previous year, is highlighted at the top of the plan summary (Exhibit C1). Basic and individualized career services along with training services that will be provided to adult and dislocated worker program participants are highlighted on the document. They include job search assistance, workforce preparation, and on the job and occupational skills training. Services to be provided to youth, ages 14-24, are the WIOA required fourteen (14) elements that are listed on the plan summary. They include work experience, financial literacy, supportive services, leadership development and occupational skills training. Youth funding requires that at least fifty percent of expenditures for youth be invested in out-of-school youth and at least twenty percent must be spent on work experience. WIOA performance measures appear on the bottom of page two. As noted in previous years and meetings, in alignment with federal guidance, the State is also currently tracking employer effectiveness measures to determine a baseline, with no targets for the local areas yet in place. The performance measures listed on the summary are 2019 measures. It is anticipated that PY2020 performance measures will be negotiated with the State of Michigan this quarter.

AY2019 WIOA Allocations for PY2020 High Concentration Youth (Exhibit C2)

Amy Meyers reported Michigan Works! Southwest has been allocated \$14,218 for serving a high concentration of WIOA eligible youth. She noted this amount is almost double the allocation received last year. These funds are to provide additional assistance to local areas that have high concentrations of WIOA eligible youth. The WIOA eligibility is outlined on the plan summary (Exhibit C2), as well services to be provided with this funding, which align with WIOA youth funding, covered on previous plan reported on. This includes preparing individuals for postsecondary education. Also, per waiver authority granted by the USDOL, local areas are not subject to a minimum Out-of-School Youth (OSY) expenditure requirement for the funding awarded in this policy. She further reported that the local areas selected to receive this funding were chosen based upon an evaluation of American Community Survey census data comparing the percentage of WIOA eligible youth to the total population of youth in each local service delivery area. A statewide average was then determined, and any local area that exceeded the statewide average of eligible youth was selected to receive the funding.

AY2020 Wagner-Peyser Allocations for PY2020 Employment Services (Exhibit C3)

Amy Meyers reported the Program Year 2020 Wagner Peyser Employment Service (ES) Plan (Exhibit C3). includes an allocation in the amount of \$714,499 for Michigan Works! Southwest

These funds are to support a combination of Employment Services, Career and Educational Advisory Council (CEAC) activities, Refugee and Immigrant Navigators, and Michigan Works! Service Center (MWSC) Operations. In the past, the allocation for service center operations was awarded in a separate policy; thus, this is the first time the Wagner-Peyser ES policy has included all these mentioned components. The description of Employment Services is outlined on the plan summary. They include a variety of employment-related labor exchange services such as:

- job search assistance,
- job referral and placement of job seekers, and
- recruitment services for employers.

The Plan summary also includes a brief overview of the Career Educational Advisory Council (CEAC), the work of the Refugee Navigators, and the allowable use of service center operations funds. The performance measures for Wagner Peyser Employment Services are also highlighted on the plan summary, and the targets identified in the summary are those for Program Year 2019. It is anticipated that there will be an opportunity to negotiate PY2020 performance measures with the State this quarter.

PY2020 Capacity Building & Professional Development (CBPD) (Exhibit C4)

Amy Meyers reported allocations for Capacity Building and Professional Development total \$32,745 (Exhibit C4). Michigan Works! Southwest, along with all other MWAs receive this funding annually and it is then passed through to the Michigan Works! Association to provide technical assistance as well as professional development opportunities for the workforce development professionals within the MW! system across the State.

Motion made by Frank Tecumseh and supported by Dave Maurer to approve the AY2020 WIOA Allocations, the AY2019 WIOA Allocations for PY2020 High Concentration Youth, the AY2020 Wagner-Peyser Allocations for PY2020 Employment Services, and the PY2020 Capacity Building & Professional Development (CBPD) Plans.

ROLL CALL VOTE:

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

NAYS: None. MOTION CARRIED.

STAFF REPORTS

Business Services / Talent Fund / LMI – Exhibit D

Jakki Bungart-Bibb reported on business services operations that included updates pertaining to employer outreach, the virtual job fair platform, worker orientations, and the Work Share program.

Virtual Job Fair Platform – Jakki Bungart-Bibb reported Ashley Iovieno has been involved with a State workgroup pertaining to a virtual job fair platform called Brazen. Since the State decided to purchase licenses to the software, they have been working with an implementation team on how to roll out this virtual option through Michigan Works! agencies and partners. So far, two job fairs were conducted with this platform; one using a Statewide approach to assist employers in the Food and Agriculture Industry and one by Michigan Works! partners in Southeast Michigan. On July 1, 2020, the Michigan Works! Southwest team and partners got a chance to participate in a mock job fair in order to learn more about the system from both an employer and job seeker perspective. Staff will continue to work through the details and explore hosting an event locally.

Worker Orientations - Even though COVID-19 has impacted how services are provided, it has not stopped us from providing them. Recently staff held four virtual worker orientation sessions for individuals affected by the plant closure of Graphic Packaging, formerly known as White Pigeon Paper. These sessions were held at various times over the course of the day on June 18 and 19. Staff were able to speak to approximately 58 of the 100 individuals affected by this layoff. An unemployment agent was also able to be on the calls to help provide vital information as to how to apply for benefits if it became necessary to do so. The Business Services staff continue to work with companies in the MW! Southwest area that find it necessary to layoff individuals to ensure employees and employers are fully supported.

Work Share - Business Services staff have continued working to support employers considering using the State's Work Share Program and staff are still working closely with companies as they encounter questions. Staff are also still actively working on educating additional employers on the program so that they are aware of this option if they experience any slow periods in the future.

Labor Market Information - The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (*Exhibit D*) 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 May 1, 2020 through June 30, 2020 was included in the agenda packet notice

Michigan Works! Southwest Operational Update

Jakki Bungart-Bibb reported, as mentioned in the last few board meetings, remote work and virtual services began in late March. During the course of the last three months, the MW! Southwest leadership team and planning committee met frequently to evaluate conditions and develop re-engagement plans. Once a plan was developed, two all staff meetings were held to present the plan and to answer staff and partner questions. The plan included a phase in, or stages, approach.

Developing this plan was quite the undertaking. The team was charged with:

- incorporating the workplace safety requirements;
- providing the required training resources;
- providing step-by-step plans for navigating through each center safely;
- the process for entering the buildings, completing the health screen; and
- the process for notification of COVID-19 exposure, and much more.

Part of this planning also included:

- making changes to each service center to allow for social distancing;
- installing plexiglass to provide additional protection in areas where staff are not able to remain six feet apart; and
- signage for the doors and floors.

The leadership team and planning committee conducted a deep dive into what would be the safest way to operate services seamlessly for both the customers and the staff. Over the past three months, MW! Southwest has been operating in stage 1 which means working remotely and providing virtual services. This week one service center, Calhoun County, moved into stage 2 of the reengagement plan. She noted that staff anticipated and prepared for the possibility of

different centers to be in different stages at different times, based on situations in each county. Stage 2 means providing limited in-person appointments only. Calhoun County service center moved into this stage with the approach that most services can still be provided virtually. Staff still want to be vigilant in minimizing in-person contact; however, staff also want to ensure that essential services are provided for customers who may not otherwise have access to a phone or internet. The decision to move Calhoun County to stage 2 was determined by risk level. Staff are watching the COVID-19 numbers closely in each county and are following the State's recommendations and guidance related to risk levels, as well as paying close attention to the unemployment issues. Unlike Kalamazoo, the Calhoun County service center does not have an Unemployment Insurance Agency (UIA) agent located on site; therefore, that center is less likely to be associated with the unemployment office and less likely to have safety concerns surrounding angry customers looking for an unemployment agent. She further reported that the week went well and that the staff had a smooth transition back into the office. She added that even with social distancing and facial coverings, staff seemed to be pretty happy to see each other in-person. The majority of the calls received, and the requested services were still related to unemployment; thus, most could still be handled virtually. After evaluating the week and assessing the current in-person needs as well as watching the growth in COVID-19 cases throughout the MW! Southwest service area and Michigan in general, it was determined to remain in stage 2 in Calhoun County with one change - providing two days of in-person appointments instead of all five days. Doing so will meet the need, as well as reduce contact, thus decreasing the potential to spread the virus. This will also reduce costs for the number of days that a security guard and a cleaning company will be needed. The other service centers will remain in stage 1 until further notice. Staff will continue to monitor and evaluate the situation and will remain flexible in the approach to navigate through the different stages.

Ms. Bibb also provided an update on the Unemployment project that MW! staff have been assisting with. Staff began providing assistance in May. The issues staff were addressing were approximately two months old; that is, in May, they were working on issues from March. At the beginning of this week, the issues were approximately two weeks old, that is, issues from late June. With the assistance of Michigan Works! and the hiring of a large number of temporary unemployment agents, UIA has been able to meet their goals of addressing a certain number of issues by a certain date. Locally, approximately 35 staff have dedicated over 1,500 hours to this mission. They have answered over 7,200 calls; resolved almost 1,000 identification issues; and responded to 1,700 emails through our website contact form.

Ms. Bibb reported that although UI has been a huge focus and staff definitely have seen success with that project; we don't want to lose sight of all of the other work happening in the Michigan Works! system. She provided a few program updates. They included:

- The reengagement of PATH participants began July 1. Statewide 6,000 individuals have been referred with all but 100 of those scheduled for orientations in July. Locally, staff are expecting around 400 referrals and orientations began on July 8. Staff have been working hard to implement a new coaching platform as well as preparing to train participants on how to utilize virtual services through that platform.
- Youth Opportunities Unlimited (YOU)/Kalamazoo RESA is launching MyCity and Summer Young Professionals programming and their staff are working hard to keep youth engaged in virtual work experience and training opportunities.

- Workforce Development Institute (WDI) is recruiting for the next Vision for Prosperity pre apprenticeship training cohort which will look a little different utilizing virtual information sessions, as well as virtual classes.

All of this work is being done while also dedicating staff time and resources to the Unemployment project. She complemented the staff by saying that “even when faced with a global pandemic and an unemployment crisis, the team just doesn’t miss a beat.” She extended a huge thank you to the leadership team, the planning team, and the frontline staff and stated that “the willingness to be flexible and the ability to adapt is what separates the good from the great. Thank you for being great!”

Frank Tecumseh, Vice President of Human Resources at FireKeepers Casino Hotel reported the assistance from Michigan Works! Southwest staff made a difference in their team members’ lives.

Director’s Report – Exhibit E

Ben Damerow thanked Ms. Bibb and the rest of the MW! Southwest staff for their efforts in taking on extra work and stated that he appreciates their dedication and flexibility and that he is proud of them. He then referred attendees to the Director’s Report dated July 10, 2020 (*Exhibit E*) that was emailed with the updated agenda packet prior to the meeting.

Federal Budget 2021 – Ben Damerow reported 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 the 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.

The Employment and Training Administration received \$187 million above FY 20 including:

- \$2.9 billion for WIOA, an increase of \$50 million
- \$185 million for Registered Apprenticeships, an increase of \$10 million, including a rejection of the Administration’s proposal to fund IRAP’s.
- \$50 million (an increase of \$10 million), to continue and expand Strengthening Community College Training Grants to help meet local and regional labor market demand
- \$2.6 billion for operation of the Unemployment Insurance program, an increase of \$109 million above the FY20 and \$925 million in emergency contingency funding to help States address spikes in unemployment claims.

Select Education Department items include:

- \$18 million expansion for Career and Technical Education state grants;
- \$7 million increase for Adult Education;
- \$150 million in additional Head Start funding.

Mr. Damerow further reported the Michigan Works! Association is reaching out to legislatures for town hall meetings and one is scheduled with Senator Peters next Monday. Also, both he and Ms. Bibb have been in communication with Congressman Upton’s office.

State Budget Update - On June 29th the Governor and Legislature announced an agreement to balance to the state 2020 budget after drops in state revenues resulting from the pandemic. The

plan to balance the budget relies on a mixture of spending cuts, the use of close to \$1 billion in federal coronavirus relief money and use of \$350 million from the state's Budget Stabilization Fund.

The annual Legislative Day in Lansing sponsored by the Michigan Works! Association was cancelled due to COVID-19 and the Association is now working on scheduling virtual meetings. He encouraged Executive Committee members to attend and stated that a schedule will be sent once it is finalized.

Unemployment Insurance Update - On July 3rd the State announced that they had overpaid \$8.2 million in duplicate unemployment payments to about 3,000 residents and that they are going to attempt to collect the money. The Unemployment Insurance Agency will be communicating with individuals who received duplicate payments. Individuals are expected to repay the full amount, pay it down periodically, or have amounts reduced from future checks.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

Kris Jenkins provided an education update. She reported the State's School State Aid budget for the fiscal year that ended June 30, 2020 was reduced by \$175.00 per pupil for the August payment. This is a cut on funds already spent during the past school year. The State is expecting that there will be \$180.00 per pupil coming from the feds to make up for this cut; however, that is not guaranteed. She attended a virtual meeting with Senator Stabenow yesterday where many superintendents from the state voiced their concern. In addition, there is a \$60 million categorical cut; but from where has not been identified and the funds have already been spent.

Kris Jenkins also reported on the MI Safe Schools Road Map that is based on the State's reopening phases. Under stages 1 through 3, learning will be completely remote, meals will be provided; however, there will be no extra-curricular activities. Stage 4 allows face-to-face and remote learning with lots of PPE and social distancing. Stage 5 is the same as stage 4 with less restrictions. Students may be able to sign up for 100% remote learning for the first semester. Staff are still working on making decisions for sports and after school. The plan will also include a legal review by lawyers. Some of the things to be decided upon include face coverings of masks, shields or both and whether or not they are required, strongly recommended or recommended. The plans must to be completed by August 15, 2020.

Dave Maurer, who is also a board member for Southwest Michigan First, reported businesses that are starting back up are finding it difficult to engage a workforce due to the federally enhanced unemployment insurance benefit. This has presented significant challenges for many businesses.

Ben Damerow reported the Upjohn Institute's analysis found that 60-66% of individuals are getting more money while receiving Unemployment Insurance due to the extra federal benefit. He noted the federal benefit is scheduled to expire at the end of July.

Chair, Randall Hazelbaker gave an example of needing to have brake work done on his car and having difficulty in finding a repair shop with individuals who had returned to work.

UPCOMING MEETINGS

Randall Hazelbaker reminded members of upcoming meetings.

- The next WDB Executive Committee meeting will be a virtual meeting on August 14, 2020 from 9:00 – 10:30 a.m.
- The next meeting of the full WDB is scheduled for Friday, September 11, 2020 from 9:00 – 10:30 a.m. A decision regarding meeting in-person at Glen Oaks Community College, or meeting virtually, will be based on the COVID-19 restrictions in place at that time.

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

- The Monitoring and Evaluation Committee meeting will be a virtual meeting and is scheduled for Tuesday, July 28, 2020 from 8:00-9:30 a.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, September 15, 2020 from 2:00-4:00 p.m. A decision regarding meeting in-person at the Upjohn Institute, or meeting virtually, will be based on the COVID-19 restrictions in place at that time.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 21, 2020 from 1:00-3:00 p.m. A decision regarding meeting in-person at the Kalamazoo RESA, or meeting virtually, will be based on the COVID-19 restrictions in place at that time.
- 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 9:42 a.m.

Kathy Olsen

Date

Randall Hazelbaker

Date