

**Workforce Development Board Executive Committee
Meeting Minutes
June 17, 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 reported there was no quorum for the Executive Committee meeting held on Friday, June 12, 2020. Therefore, as Chair, he called for a special meeting of the Executive Committee of the Workforce Development Board for Michigan Works! Southwest for the purpose of approving time sensitive items. Agenda items requiring approval will be done by a Roll Call Vote with Kathy Olsen reading 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) Dan Dunn (PS)

Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart- Bibb Amy Meyers
Ben Damerow Kathy Olsen

Michigan Works! Services / Program Staff Present:

Sam Dougherty (WDI)

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 Lisa Godfrey and supported by Dave Maurer to approve the Workforce Development Board meeting minutes of May 8, 2020.

ROLL CALL VOTE:

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

NAYS: None. MOTION CARRIED.

NEW BUSINESS

WDB Plans – One Stop Memorandums of Understanding (MOUs) and One Stop Infrastructure Funding Agreements (IFAs) - *Exhibits B1-B3*

Amy Meyers reported the development and execution of Memorandums of Understanding (MOUs) (*Exhibit B1*) with One-Stop partners is required under the Workforce Innovation and Opportunity Act (WIOA). The MOUs must include an Infrastructure Funding Agreement (IFA) (*Exhibit B2*), which details how infrastructure costs for the One-Stop delivery system will be funded in the Michigan Works! Southwest area. She reported Exhibit B3 is the complete MOU/IFA Agreement. The MOU Summary (*Exhibit B1*) includes a list of required partners. There will be one combined MOU for the State partners which include Veterans Services, the Unemployment Insurance Agency (UIA), Michigan Rehabilitation Services (MRS) and the Bureau of Services for Blind Persons (BSBP). Staff anticipates having that document available for review at the July WDB Executive Committee meeting.

Motion made by Kris Jenkins and supported by Frank Tecumseh to approve the One Stop Memorandums of Understanding (MOUs) and One Stop Infrastructure Funding Agreements (IFAs).

ROLL CALL VOTE:

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

NAYS: None. MOTION CARRIED.

Upjohn Institute / County of Kalamazoo Contract Mod - *Exhibit C*

Amy Meyers reported the workforce development agreement between the Upjohn Institute and the County of Kalamazoo is renewed every two years with an annual modification done to reflect the actual budget for the year prior and update the planned budget for the coming year. This is a modification year. The purpose of the Agreement is for the county to establish a relationship with the W.E. Upjohn Institute for Employment Research for the planning, administration, Workforce Development Board staffing, and program and fiscal management of the four-county workforce development system (Michigan Works! Southwest) and to define the terms and conditions of this undertaking. The estimated budget for the upcoming year is based on current information and will be updated at the end of the year to reflect actuals.

Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the W. E. Upjohn Institute / Kalamazoo County Contract Mod.

ROLL CALL VOTE:

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

NAYS: None. MOTION CARRIED.

WDB Policies

WDB Policy 36 – Stipend Payments - *Exhibit D*

Kathy Olsen reported a stipend is a payment intended to defray expenses and support an individual while participating in a training or learning experience that enhances the choices available to eligible participants and encourage progression through a career pathway and entry into unsubsidized employment that leads to self-sufficiency. Consistent with WIOA law, the guidelines in this policy will be used when stipend payments are being considered by the subrecipient/service provider and the Michigan Works! Agency staff. The policy states that training stipends, as allowable by fund source, may be used for eligible participants who are actively participating in a training, learning experience or exploration activity. Core components of the policy include allowable activities, funding requirements, payment requirements, participation requirements and procedure requirements. Ms. Olsen noted that if a subrecipient/service provider wishes to provide stipends, they are required to submit and receive prior approval of their written stipend payment procedures, prior to issuing any payment. In response to a question, Ms. Meyers explained how the amount was determined.

Motion made by Lisa Godfrey and supported by Dave Maurer to approve the Workforce Development Board Policy 36 – Stipend Policy

ROLL CALL VOTE:

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

NAYS: None. **MOTION CARRIED.**

Career Educational Advisory Council (CEAC) Appointment - *Exhibit E*

Kathy Olsen requested Board consideration and approval to appoint the appointment of Sam Morseau, Director of Education, Pokagon Band of Potawatomi, representing tribal education to the Career Educational Advisory Council (CEAC) for Michigan Works! Southwest for a term that begins July 1, 2020 and ends June 30, 2022.

Motion made by Kris Jenkins and supported by Frank Tecumseh to approve the appointment of Sam Morseau, Director of Education, Pokagon Band of Potawatomi, representing tribal education to the Career Educational Advisory Council for Michigan Works! Southwest for a term that begins July 1, 2020 and ends June 30, 2022.

ROLL CALL VOTE:

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

NAYS: None. **MOTION CARRIED.**

CITIZENS' TIME / MEMBERS' TIME

Ben Damerow thanked members for coming together for a second June meeting.

UPCOMING MEETINGS

Members were reminded that the next WDB Executive Committee meeting is scheduled for July 10, 2020 at 9:00 a.m. The meeting will be a virtual meeting.

The next meeting of the full WDB is scheduled for Friday, September 11, 2020. A decision regarding meeting in-person or virtually will be made at a later time.

Other WDB Committee meeting dates were listed on the agenda.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:11 a.m.

Kathy Olsen

Date

Randall Hazelbaker

Date