

**Workforce Development Board Executive Committee
Meeting Minutes
October 9, 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 in attendance.

WDB Executive Committee Members Present:

Morris Applebey (Labor)*	Randall Hazelbaker (PS)	Frank Tecumseh (PS)
Dan Dunn (PS)	Kris Jenkins (Educ)	*attended a portion of the meeting
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	Amy Meyers
Ben Damerow	Jessica Meskil	Kathy Olsen

Michigan Works! Services / Program Staff Present:

Paige Daniels (YOU/KRESA)	Amy Holman (PATH/WEUI)	Amanda Sutherland (YOU/KRESA)
Dawn DeLuca (YOU/KRESA)	Jennifer Klempnow (PATH/WEUI)	
Sam Dougherty (WDI)	Dallas Oberlee (PATH/WEUI)	

Guests Present:

Don Reid (Daily Reporter)

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.

ELECTION OF CHAIR AND VICE CHAIR

Randall Hazelbaker reported he has served as WDB Chair for two years and it is time for a change in Board leadership as his term has expired. He asked for nominations for the positions of chair and vice-chair.

Lisa Godfrey nominated Frank Tecumseh to serve as the WDB chair for Michigan Works! Southwest for the 1-year term beginning October 9, 2020. There were no other nominations for the position of chair.

ROLL CALL VOTE

AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer,

NAYS: None. ABSTENTIONS: Frank Tecumseh. MOTION CARRIED.

Lisa Godfrey nominated Dan Dunn to serve as WDB vice chair for Michigan Works! Southwest for the 1-year term beginning October 9, 2020. There were no other nominations for the position of vice- chair.

ROLL CALL VOTE

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

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

Randall Hazelbaker asked the new chair and vice chair to each give a short bio regarding their experience. Frank Tecumseh provided a brief history of boards he has served on which included Meals on Wheels, Boys and Girls Club and the United Way. Dan Dunn also provided a brief history of the boards he has served on which included serving as State Director for Michigan SHRM, Ministry with Community, Big Brothers Big Sisters and committee work for Loaves and Fishes and United Way. Randall Hazelbaker then turned over the meeting to Frank Tecumseh. Mr. Tecumseh thanked Mr. Hazelbaker for his service as chair.

APPROVAL OF MINUTES – (Exhibit A)

ROLL CALL VOTE:

AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer

NAYS: None.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS.

No Reports.

NEW BUSINESS

WDB Plans

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

FY2021 Food Assistance Employment and Training (FAE&T) (Exhibit B1)

Amy Meyers reported MW! Southwest was allocated \$103,534 for the Food Assistance Employment and Training (FAE&T) program for fiscal year 2021. She noted that this is a decrease from the \$113,444 allocation received in FY2020. Allocations are based on the number of Food Assistance Program (FAP) cases by county. The FAE&T Program serves adults who are receiving Food Assistance, between the ages of 18 and 49, and who do not have minor dependents on their Food Assistance Program (FAP) case. The FAE&T funds may only be used to provide employment and training activities as well as supportive services to individuals referred to Michigan Works! by the Michigan Department of Health and Human Services (MDHHS).

FY2020 Unemployment Insurance Reclassification (Exhibit B2)

Amy Meyers reported that in response to Michigan Works! agencies throughout the State assisting the Unemployment Insurance Agency (UIA) with unemployment claims processing, Michigan Works! Areas were allocated Unemployment Insurance Funding of which \$244,525 was allocated to MW! Southwest. The funding awarded in this policy will assist Michigan Works! Agencies (MWAs) that aided the Unemployment Insurance Agency (UIA) during the peak months of the pandemic. This funding opportunity allows MWAs to reclassify costs previously allocated to WIOA Adult, WIOA Dislocated Worker, TANF, and Wagner-Peyser, as appropriate. Funds allocated in this policy are available for reclassification or expenditure from mid-March through September 30, 2020.

FY2021 Partnership.Accountability.Training.Hope. (PATH) (Exhibit B3)

Amy Meyers reported Michigan Works! Southwest received an allocation in the amount of \$3,153,271 for FY 2021 for the Partnership.Accountability.Training.Hope. (PATH) program. This allocation reflects a minimal increase in comparison to the FY2020 allocation for PATH which was \$3,022,693. This program operates on an October fiscal/program year. Individuals eligible for participation in PATH include Family Independence Program (FIP) cash assistance recipients and applicants referred to the program by the Department of Health and Human Services (DHHS). FIP applicants begin with a 10-day application eligibility period (AEP) where they have the opportunity to work one-on-one with a Career Coach to identify and address barriers to employment and begin working on other activities related to gaining employment. As of October 1, 2020, the AEP time frame has been reduced from 21 days to 10 days. The intent of this change is to allow FIP recipients to receive the much-needed benefits more quickly. PATH also provides individuals with training, work experience opportunities, and supportive services to help obtain and retain employment.

Motion made by Kris Jenkins and supported by Dan Dunn to approve the FY2021 Food Assistance Employment and Training (FAE&T), the FY2020 Unemployment Insurance, and the FY2021 Partnership.Accountability.Training.Hope. (PATH) Program Plans.

ROLL CALL VOTE:

AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer

NAYS: None. MOTION CARRIED.

WDB Policies

WDB Policy 10 Rev 06 Standards of Conduct (Exhibits C1 & C2)

Kathy Olsen request Board consideration and approval of changes made to the Workforce Development Board Policy #10 ‘Standards of Conduct’. She reported the revisions include updating state references; strengthening the use of the term ‘nepotism’ throughout the policy; changing the term ‘family member’ to ‘immediate family’ to align with the State’s terminology; and updating the family member list to align the State policy list. She further reported that the local Nepotism and Conflict of Interest Forms have also been updated to align with these changes.

Motion made by Dave Maurer and supported by Randall Hazelbaker to approve the Workforce Development Board Policy 10 Rev 06 Standards of Conduct.

ROLL CALL VOTE:

AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer

NAYS: None. MOTION CARRIED.

Request for Proposal (RFP) Update

Amy Meyers reported a Request for Proposal (RFP) was released approximately two weeks ago to seek marketing services to support the work of the Michigan Works! Southwest Healthcare Consortium. Funding for this work was provided through the MICA 2.0 grant. The plan which was approved by the Board earlier this year included using a portion of the funds to support and promote the career pathways in healthcare. The RFP is for marketing services to assist in the implementation and creation of an outreach plan. Members of the Healthcare Consortium will be reviewing the responses received and staff will not need to call on volunteers from this group to assist in the review.

WDB Appointments (Exhibit D)

Kathy Olsen requested Board consideration and approval of two new appointments representing the private sector to the Michigan Works! Southwest Workforce Development Board. The first is to appoint Brianna Underwood, Employee Relations Specialist at Grace Health, representing Calhoun County. The second is to appoint Angila Wilson, Engagement Manager at GT Independence, representing St. Joseph County. Both appointments are for the balance of two-year terms that began October 1, 2019 and which end on September 30, 2021.

Motion made by Dan Dunn and supported by Randall Hazelbaker to approve the appointments of Brianna Underwood, Employee Relations Specialist at Grace Health, representing the private sector and Calhoun County and Angila Wilson, Engagement Manager at GT Independence, representing the private sector and St. Joseph County for the balance of two-year terms that began October 1, 2019 and which end on September 30, 2021.

ROLL CALL VOTE:

AYES: Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer

NAYS: None. MOTION CARRIED.

WDB 2021 Schedule

Kathy Olsen reported usually at this time a schedule for the next year's meetings is proposed. Due to staff and Board member conflicts that have occurred during the past year, there has been a request to explore changing the WDB Executive Committee and quarterly full Board meetings to a day other than Friday. She asked if there were any objections to making a change and offered to send out a Doodle poll to determine what day of the month will work best for members. There were no objections made at the meeting. The results of the poll would be shared at the next meeting and the change would not take place until January 2021.

STAFF REPORTS

Business Services Activities

Ashley Iovieno reported on business services operations that included updates pertaining to the Virtual Job Fair Platform used for the VA Job Fair, the Career Technical Education Survey, the Going Pro Talent Fund, and Manufacturing Day.

Virtual Job Fair Platform – VA Job Fair – Ashley Iovieno provided an update regarding the virtual job fair for which MW! Southwest partnered with the Battle Creek VA to hold. This event was held on Thursday, September 17, 2020 from 9:00 am to noon with 28 booths reserved. Seventy-one (71) job seekers registered for the event and 50 job seekers attended. Although staff had hoped for more attendees, they were also aware that the current economic conditions and the scope of the event was specific to veterans. From the data received so far, some good connections were made at the event.

Career Technical Education Survey – As previously reported, the MW! Southwest business services team has been working closely with Kalamazoo RESA Career Technical Education (CTE) for several weeks to develop a survey for employers related to the operational millage that was passed last November for Kalamazoo County. The survey has been live for approximately three weeks; and so far of the 105 responses in process, approximately 80 of them are complete. Staff are hopeful that in the final days of collecting responses, that there will be a 20% response rate of completed surveys.

Going Pro Talent Fund – MW! Southwest is excited to announce that funding for the Going Pro Talent Fund has been restored for FY21 at approximately \$27 million. Final details have not yet been released regarding the rules for this year's application. The application period will be from November 2 to November 30 for independent applications, with Industry Led Collaborative applications opening in Spring. The award announcements are expected to be made mid- January with training periods starting February 1, 2021 through January 31, 2022. Staff are in the process of planning virtual information sessions for employers; the info sessions are scheduled to begin mid-October. The Business Services Team will also be available to hold one-on-one appointments with employers who are interested in learning more.

Manufacturing Day – Each year in October the State celebrates Manufacturing Day with each local area hosting different events to help educate the public, especially students, on opportunities in the industry. This year, given the current situation with many schools operating virtually, in conjunction with area

partners’ staff, it was decided to try some new and creative approaches. Manufacturing Day will be celebrated the entire month of October by hosting weekly virtual career panels for students in the Battle Creek school district. These sessions involve industry professionals answering questions from students about their careers. In addition to the career panels through funded by the Michigan Industries Cluster Approach grant (MICA 2.0) staff were able to create career exploratory videos featuring Charlie Zigler, a MW! SW business services staff, and industry professionals discussing their job functions within manufacturing. Five short videos 2-3 minutes in length were produced to highlight the areas of Business Administration, Logistics, Production, Engineering and IT. One longer video that is a compilation of all 5 of the shorter videos was also created. These videos will be shown to students throughout the week and they will also be released on social media in November after the students have viewed them. Ms. Iovieno gave a special acknowledgement to partner Battle Creek Unlimited for their help with this project.

Labor Market Information

Jakki Bungart-Bibb reported the labor market continues to show signs of stress due to the pandemic, however improvements are being seen in the unemployment rates. Whether it is due to worker recall or job seekers starting to look for work, the unemployment rates have decreased steadily since the peak in April when it was at 24%. Based on information and reports from economists and the Bureau of Labor Statistics, the unemployment crisis and the pandemic itself has further brought to light health disparities and economic inequalities. White males in higher wage careers were more likely to keep their jobs during the pandemic, or if they were furloughed or laid off, they were more likely to return and at faster rate. As the labor market continues to show signs of stress, the hardest hit among the unemployed are lower wage, female, and minority workers. We do continue to see some improvements. The change from July to August was the smallest change in the last few months with all counties in the Michigan Works! Southwest service area seeing a decline in unemployment rates between 1 and 1.2%. Branch County is at 7.6%; Calhoun County is at 9.8%; Kalamazoo County is at 7.7%; and St Joseph County is at 8.2%. Overall Michigan’s unemployment rate was unchanged between July and August as it remained at 8.7%.

County	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	Change
Branch	3.2	22.9	19.2	12.3	8.8	7.6	1.2
Calhoun	3.6	24.8	22.3	15.3	10.9	9.8	1.1
Kalamazoo	2.8	17.3	15.2	11.7	8.7	7.7	1.0
St Joseph	3.4	30.3	19.5	13.1	9.3	8.2	1.1
Michigan	4.3	24.0	21.3	14.9	8.7	8.7	No change
United States	3.5	14.7	13.3	11.1	10.2		

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 August 1, 2020 through September 30, 2020 was included in the agenda packet notice.

Michigan Works! Southwest Operational Update

Jakki Bungart-Bibb reported Michigan Works! Southwest continues to operate at stage one in three of the service centers and all services are still being offered virtually. Discussions have begun regarding slowly advancing other centers to a different phase, potentially opening one day per week for in-person appointments. Those decisions are not made lightly, and many factors are taken into consideration when planning for changes. Currently the Battle Creek office is open two days per week for in-person appointments. Staff are watching the COVID-19 case numbers closely in that area and staff are aware that they have spiked over the last month. All COVID-19 safety precautions are in place at that center and in-person appointments are limited to those services that cannot be provided virtually or for customers that

have no access to internet. When discussing phase changes, staff are considering safety risk not only due to COVID-19 but also regarding unemployment. A great number of individuals are still struggling with unemployment benefit issues. The Kalamazoo service center typically has unemployment insurance staff on site, so the safety risk is higher at that location and that fact is taken into consideration when discussing opening the Kalamazoo center for in-person appointments. She noted that just last week, MW! Southwest was notified that a UI customer threatened to drive their car through the building. The person was not angry with MW! staff but said they knew unemployment staff had an office at that location. Thus, MW! administration took all appropriate steps to make sure police and were notified and to ensure no staff were working in the building. Ultimately, nothing came of the threat, but it was a reminder of the heightened risk at that center. At this time, MW! Southwest will remain in the current phase and continue to have conversations about safely transitioning to other phases when the time is right.

Ms. Bibb reported that MW! Southwest under the leadership of service provider, WDI, is working with partners and other service providers to recruit for a third cohort of The Vision for Prosperity Apprenticeship Readiness Training Program. This cohort is focusing on recruiting from the City of Kalamazoo neighborhoods and the training is scheduled to begin on October 19, 2020. Sam Dougherty reported there have been some challenges with COVID-19 restrictions that included making some adjustments such as virtual recruiting. He thanked partners for their support and stated that staff are excited to begin another training session.

Ms. Bibb reported the MW! Southwest PATH team led by Dallas Oberlee participated in the SPARK Learning Community Convening a couple of weeks ago. Dallas Oberlee reported the event was hosted by Mathematica Policy Research and funded by the Office of Administration for Children and Families. The three-day event was originally planned as an in-person event; however, due to COVID-19, it was changed to a virtual event. Attendees from MW! Southwest and 14 other sites across the county gathered to discuss innovation and TANF programs. On the first day of the event, staff from MW! Southwest sat on a panel to discuss some of the changes that have been made locally during the past couple of years. One of those changes was implementing the Goal4 It!^(R) model that includes goal setting and coaching used by MW! Southwest PATH staff, as well as other local partners. The MW! Southwest panelists also shared information pertaining to design thinking sessions that led to local changes in the orientation sessions. Those changes, as well as others, were made to make the PATH program more focused on motivation and goal setting, as opposed to compliance. On the second day of the event, attendees participated in design thinking sessions to focus on what improvements could be made to the TANF programs. She noted that TANF is the funding that supports the PATH program and services. On the last day of the event, Ms. Oberlee reported that she and Hilary Smigiel shared a short presentation on a new innovation called TuaPath that was implemented locally in July 2020. She reported TuaPath is a virtual software where clients can attend virtual orientations, submit documentation and work with their coaches on goal setting. Staff will continue to explore ways to improve the new software. The three-day event was very helpful in that a lot of great ideas were exchanged and the group plans to reconvene in a couple of months to continue the work.

Ms. Bibb further reported that the Michigan Works! Southwest team was approached with a special invitation to participate in the *Future of Work Grand Challenge*. This challenge is powered by XPRIZE, MIT Solve, and Jobs for the Future. A regional approach is being planned and MW! Southwest is partnering with West Michigan Works! and Kinexus on this project. This is a competitive process and staff worked together to write and apply. The application was submitted at the end of September. If selected, Michigan Works! SW will be a pilot site for cutting edge technologies that aim to rapidly train, reskill and place dislocated workers. Updates regarding the application for this challenge will be shared with the Board as information becomes available.

Ms. Bibb acknowledged members of the operations leadership team for completing a year-long equity training. Staff mentioned included Ben Damerow, Amy Meyers, Dallas Oberlee, Sam Dougherty, Paige Daniels, Amanda Sutherland, Amy Holman, Sarah Pohl, Ashley Iovieno, Kathy Olsen, Don Ederly, and

Kara Stewart. This group represents leaders from all departments within the MW! Southwest agency. They committed to a training that began meeting every three weeks for four hours at a time, and then during the pandemic continued to meet bi-weekly for two-hour long zoom calls. She noted that this was a transformational training. Staff came together as a team, with a shared commitment to just be better. They learned together, had very difficult conversations, gained valuable knowledge and completed the training with the practical skills needed to really enhance and embed equitable practices in every aspect of the organization. Next steps will be to offer this same training to all staff over the course of the next year.

Director's Report – Exhibit F

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

Federal Budget 2021 – In late September, the House and Senate passed a continuing resolution bill that was signed by the President on September 30. The resolution extends approximately \$1.4 trillion in government funding until December 11. Both House and Senate leaders have said they intend to pass a bipartisan appropriations package by the December 11 deadline.

State Budget 2021 On September 30, the Governor signed the state's \$62.75 billion budget for the next fiscal year. Talent and workforce related items include the following approximate amounts:

- Partnership Accountability Training and Hope (PATH)- \$69 million
- Michigan Reconnect Program- \$30 million
- Going Pro Talent Fund- \$28.6 million
- Expanded access to childcare- \$26 million
- Pure Michigan Campaign- \$15 million
- Expanded access to broadband- \$14.3 million
- Healthy Michigan Plan- \$5 million

Executive Orders/Unemployment Insurance - On October 2, the Michigan Supreme Court ruled the Governor lacked authority to issue or renew executive orders under the Emergency Management Act after April 30, 2020 without concurrence by the Legislature. By a 4-3 margin, the Supreme Court ruled the Emergency Powers of the Governor Act violates the Separation of Powers and/or the Non-Delegation Clauses of the Michigan Constitution. The ruling invalidates the Governor's executive orders related to COVID-19 after April 30, 2020 which includes extended and expanded unemployment benefits and workshare.

Michigan Works! Association - The Michigan Works! Association is in the process of restructuring the Board of Directors for 2021. He reported this Board was formed in 1987 prior to the Workforce Investment Act (WIA). Changes made to the governance structure will allow for increased representation by key sectors, allow for new strategic partners, ensure geographic representation from all parts of the state and include representatives from every Michigan Works! agency. The current board is in the process of modifying the bylaws and recruiting board members. The plan is to adopt the bylaw changes by the end of this year and have the new board seated in January of 2021. He reported that he will work with the MW! Southwest chair, vice-chair and nominating committee regarding representation from MW! Southwest.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

None.

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 Friday, November 13, 2020 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Friday, December 11, 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, November 10, 2020 from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, November 16, 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 9:49 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date