

**Workforce Development Board  
Executive Committee Meeting Minutes  
December 16, 2021**

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

Kathy Olsen introduced attendees. Randall Hazelbaker was participating from Branch County Board of Commissioners. Mike Quinn, from Kalamazoo County Board of Commissioners joined the meeting after introductions were made.

**WDB Executive Committee Members Present:**

Dan Dunn (PS)\*                                      Randall Hazelbaker (PS)\*                                      Frank Tecumseh (PS)\*  
Lisa Godfrey (PS)\*                                      Kris Jenkins (Educ)\*                                      \* Exec Committee

**WDB Executive Committee Members Absent**

Dave Maurer (PS)                                      Jackie Murray (PS)

**Other WDB Members Present:**

Eva Bautista (CBO) - attended a                                      Brian O'Donnell (Labor)                                      Mike Quinn (PS) - attended a  
portion of the meeting                                      Jose Orozco (CBO)                                      portion of the meeting

**Michigan Works! / Upjohn Institute Staff Present:**

Jakki Bungart- Bibb                                      Ashley Iovieno                                      Kathy Olsen  
Aseel Hussein                                      Amy Meyers

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

Paige Daniels (YOU/KRESA)                                      Sam Dougherty (WDI)                                      Sarah Mansberger (YOU/KRESA)  
Dawn DeLuca (YOU/KRESA)                                      Blaine Farr, (WDI)

**Guests Present:**

Emma Frick for                                      Rep. Christine Morse                                      Don Reid (Reporter)  
Rep. Julie Rogers                                      Rep. Julie Rogers

**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 Jose Orozco to approve the WDB Quarterly Board meeting minutes of November 18, 2021.

**ROLL CALL VOTE:**

**AYES:** Evelia Bautista, Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Brian O'Donnell, Jose Orozco

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

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## CITIZENS' TIME

None.

## COMMITTEE REPORTS

**Career Educational Advisory Council (CEAC)** – Kris Jenkins reported the Career Educational Advisory Council (CEAC) met earlier this month. She provided an update on the status of the Comprehensive Local Needs Assessment (CLNA), the MiSTEM initiative, and a few partner highlights.

*CLNA* - All State approved CTE programs participate in a CLNA, at a minimum of every 2 years. The CLNA is due to the State on February 3, 2022. As data is evaluated, some of the trends that are showing up are: CTE students are doing really well in regard to high school graduation rates (97%); female students are outperforming male students; students with special needs and economically disadvantaged are not doing as well as their peers; there is employment growth in health, business, construction, architecture, and manufacturing; there are waiting lists for CTE classes in health, auto mechanics, and construction; and the teacher shortage is critical. She also noted that top performing CTE programs in the country are built around a strong work-based learning component; thus, partnerships with business and industry are critical.

*MiSTEM* – MiSTEM is the State's Science Technology, Engineering and Math initiative. There is a MiSTEM regional group that meets regularly. It was reported that there will be a grant process to leverage \$2.7 million across the State that will be announced in January or February 2022. The State STEM advisory council is focused on three action areas: math, science/engineering, and computer science.

*CEAC Partner Updates* – Kalamazoo RESA received gift of land and \$100 million to build a CTE campus. St. Joseph County ISD signed their first two apprenticeships, an electrician and a medical assistant; and they are working on a hybrid version of a Teacher Aide apprenticeship training program. Jenkins noted that this is great movement in the work of apprenticeships and an example of the vital partnership between business and schools. Kellogg Community College is partnering with Kalamazoo Valley Community College to expand the iACT training programs; the iACT acronym stands for Innovative, Accelerated, Credentialed Training. KCC is also expanding the iACT programs at their satellite locations in Albion, Hastings, and Coldwater. Training programs under iACT include Advanced Manufacturing Assembly, Nursing Assistant, and Phlebotomy training. Additional adult education funding was distributed to all 14 providers in the MW! Southwest service area. The staffing shortages are a challenge for adult education providers. Businesses in attendance at the CEAC meeting reported they all need workers. DENSO announced they recently added ten (10) new apprentices and is planning to invest in three new apprenticeship programs. Lastly, Michigan Works! Business Services provided updates on the State Apprenticeship Grant and the Going PRO Talent Fund. The updates provided at the CEAC meeting were similar to what is provided at WDB meetings.

In response to an inquiry regarding the Adult Education providers and outcome data in the Michigan Works! Southwest service area, Kris Jenkins reported Calhoun ISD is the Region 8 fiduciary. She suggested contacting the Adult Education representative, Jerry Johnson at CISD, for further information regarding providers, data, and reports.

## NEW BUSINESS

### WDB Plans

#### **FY22 Barrier Removal Employment Success (BRES) Plan (Exhibit B)**

Amy Meyers reported the plan summary for the Barrier Removal Employment Success plan was included in the agenda packet (Exhibit B). Michigan Works! Southwest received an allocation of just over \$251,000 to support the employment and reemployment of at-risk individuals and the removal of barriers to employment. This funding may be used to serve at risk populations including, but not limited to, individuals served thru the Healthy Michigan Plan, the Clean Slate Pilot (CSP) program, the Employer Resource Network<sup>®</sup> (ERN<sup>®</sup>), and Michigan Reconnect, as well as, serving the Asset Limited Income Constrained Employed (ALICE) population. Other funding guidelines outlined on the plan document include the ability to support activities that are not eligible or feasible under another funding

source. Funding allowability also includes a comprehensive list of support service options which were listed on the plan document.

**Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the FY22 Barrier Removal Employment Success (BRES) Plan.**

**ROLL CALL VOTE**

**AYES: Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Brian O'Donnell, Jose Orozco**

**NAYS: None. ABSTENTIONS: Mike Quinn (was not present during discussion) MOTION CARRIED.**

**MWA / LEO Lease Agreement (Exhibits C1-C3)**

Michigan Works! Southwest previously had annual leases with the State; however, this is the first time the lease has been required to come before the WDB. She reported that in an effort to establish a more effective process to secure space for State of Michigan staff at Michigan Works! local offices, across the State, it has been decided to transition from one-year rental agreements to five-year lease agreements with each Michigan Works! Agency (MWA) covering all of its one-stops/service centers. The five-year lease agreement sent out prior to today's meeting includes: the location of each one-stop/service center which are identified on the plan summary; the square footage which is referenced as up to 1,000 square feet per location; and the rate is established at \$100 annually per location. Leases do not reference Infrastructure Funding Agreements (IFAs); however, costs associated with having State staff in local offices that are in addition to the \$100 per location annual rent payment, will be recovered through the IFA. The IFAs are brought before this board annually. The five-year initial term for the Lease Agreement begins on July 1, 2021 and ends on June 30, 2026.

**Motion made by Randall Hazelbaker and supported by Jose Orozco to approve the MWA / LEO five-year Lease Agreement between Michigan Works! Southwest and the Michigan Department of Labor and Economic Opportunity that begins on July 1, 2021 and ends on June 30, 2026.**

**ROLL CALL VOTE**

**AYES: Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Brian O'Donnell, Jose Orozco**

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

**Michigan Works! Association Board of Directors**

**Motion made by Lisa Godfrey and supported by Brian O'Donnell to appoint Jakki Bungart Bibb, replacing Ben Damerow as the representative from Michigan Works! Southwest Administration and renewing Dan Dunn as the representative from the MW! Southwest Workforce Development Board to the Michigan Works! Association Board.**

**ROLL CALL VOTE**

**AYES: Dan Dunn (to approve the appointment of Jakki Bungart-Bibb), Lisa Godfrey (to approve both appointments), Kris Jenkins (to approve both appointments), Randall Hazelbaker (to approve both appointments), Brian O'Donnell (to approve both appointments), Jose Orozco (to approve both appointments).**

**NAYS: None. ABSTENTIONS: Dan Dunn (abstained from approving his appointment). MOTION CARRIED.**

**WDB Meeting Structure for 2022**

Frank Tecumseh reported there has been some discussion as to what 2022 will look like regarding virtual vs. in-person meetings. Jakki Bungart-Bibb reported as of today, it does not appear that the current ruling that allows virtual meetings will continue. Therefore, as of January 2022, voting will have to occur in-person and staff are planning to move forward with in-person meetings. Kathy Olsen reported staff are still exploring the option of having hybrid meetings so that others could attend virtually; however, if there is a hybrid option, individuals participating virtually could only observe and listen; they would not be able to comment or vote. Julie Rogers reported the State legislators

have recessed for 2021 and although a lot of legislation to address the Open Meetings was introduced, nothing had moved forward. Current bills introduced are good for the term and would not have to be reintroduced. Legislators return on January 15, 2022 and Representative Rogers reported she did not have any indication which, if any, would be taken up once the legislators reconvene. Kathy Olsen reported plans are to hold the January Executive Committee meeting at the Upjohn Institute and masks will be required. Staff are exploring securing a larger venue for the quarterly full board meetings. Updates will be provided to Board members as the information becomes known.

## STAFF REPORTS

### Business Services Activities

Ashley Iovieno reported on business services operations that included updates pertaining to the State Apprenticeship Expansion (SAE) Grant and the Going PRO Talent Fund (GPTF).

**State Apprenticeship Expansion (SAE) Grant** – Ms. Iovieno reported partners involved in the State Apprenticeship Expansion (SAE) grant have been busy pulling together their teams, employers, and students to launch new programs that meet students and employer expectations. In partnership with the Urban Institute, an educational session for the grant partners was recently held to dive deeper into all the elements of an apprenticeship program as many of the partners are exploring what it would take for them hold the standards to their own programs. A quarterly Regional Implementation Consortium (RIC) meeting with education, grant, and employer partners was also held. Most of the meeting was spent creating a space for employers to discuss what their needs are for creating new youth apprenticeships programs. Staff is excited to announce that one of the partners involved in this grant, St. Joseph County ISD, has successfully registered a Medical Assistant and an Electrician apprenticeship with the USDOL. Also, although not part of the SAE grant, St. Joseph County ISD is also in the process of registering a Teacher's Aide apprenticeship program. Staff are excited to see this work continue over the next two years.

**Going PRO Talent Fund (GPTF)** – Ms. Iovieno reported Business Services staff are anxiously awaiting to hear the announcement of grant awards for the Going PRO Talent Fund FY22. Based on conversations with State staff, an announcement is expected within the week. Once an announcement is made, Michigan Works! Agencies will have 90 minutes to contact employers before it is publicly announced on the State website and other media outlets. The State shared with Michigan Works! staff that a record number of applications, approximately 1,500, were received. This is about 400 more applications than last year and 120 more than in 2019. Staff do not know the total amount being requested; however, it is expected that it will exceed the amount available. As soon as allowed, MW! Southwest staff will share the list of grant recipients.

### Labor Market Information (*Exhibit D*) and Operations Update

**Michigan's Labor Market News** – Jakki Bungart-Bibb reported the [December edition](#) of Michigan's Labor Market News features an article on Michigan's Career Explorer tool (p. 16), an Infographic of the Month that displays Career Explorer's inputs and uses (p. 15), and a Partner Perspective from Michigan Works! Southwest (p. 26) describing how this tool was designed, rolled out, and received at Michigan Works! Southwest by service provider staff. The Career Explorer Tool was part of the Data for the American Dream project and was piloted in the MW! Southwest service area. Ms. Bibb noted that she is very excited to see this tool highlighted in a statewide publication and as always, very grateful and proud of the Michigan Works! Southwest team. She reported that Amy Meyers led this project on the administrative side and worked countless hours with State staff. The frontline support for this project was key to its success and much appreciation goes out to all involved in making it happen. She further reported that the unemployment rate for Michigan was reported to be 6.1%, the national rate was reported to be 4.6%, and the unemployment rate for the four counties in the MW! Southwest area ranges from 4.2% to 6.0%.

**Job Demand Dashboard** - Ms. Bibb reported [Job Demand Dashboard for Region 8](#) shows that the top occupations showing up on the list remain the same as previous months - Registered Nurses, retail sales workers, and frontline supervisors of retail sales workers.

Following the meeting, the links to the December edition of Michigan's Labor Market News, and the Job Demand Dashboard for Region 8 were sent to members.

***Burning Glass Analytics and Real Time Jobs Data (Exhibit D)*** - In addition to the verbal report, 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 October 1 through November 30, 2021 was included in the agenda packet notice. It was noted that the link sent prior to the meeting had an error and the corrected link would be sent to members following the meeting.

***Operations Update*** – Ms. Bibb provided an update on Service Center operations. She reported the next Expungement Fair is scheduled for February 23, 2022 from 10:00 a.m. to 3:00 p.m. in Calhoun County at the Kellogg Arena. This event is being led by Michigan Works! Southwest, specifically the special initiatives team and the Neighborhood Hubs team. Some of the key partners assisting with the event are Community Action, Goodwill Industries, Legal Services of Southcentral Michigan, and Calhoun County Public Defender. Staff are looking forward to another successful event and encouraged Board members to stop by if they get a chance. She also reported there are no major updates for the service centers, they continue to be open to the public. Staff have been mandated to wear masks since going back to in person; however, given the current COVID surge and the variants, staff chose to take extra precaution and a mask mandate was recently implemented for customers. The number of customers visiting the centers is still well below pre-pandemic levels. In November, there were a little over 1,400 new unemployment claims in the MW! Southwest service area with 309 registered for work. The Leadership and Operations teams are focusing not only on meeting the needs of customers, both job seekers and employers, but also as to how to best support staff and each other. There is a lot going on in the world and here locally, safety is a growing concern. All of the things weighing heavily on our customers also affect our staff, some directly and some indirectly. Second-hand trauma is real and as staff focus on ways to increase safety precautions, they are also focusing on how to take care of each other so that we can continue taking care of the customers. There are never words strong enough to express the gratitude for our service providers and staff and all those working on the front lines.

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

Jakki Bungart-Bibb reported on highlights of the Director's Report (Exhibit E) that was emailed to members prior to the meeting.

***Michigan Works! Association 2022 Legislative Priorities*** – Ms. Bibb reported the Michigan Works! Association, as the professional organization representing the Michigan Works! network, advocates for workforce development issues throughout its system. They do this in a variety of ways, one is state level advocacy through one-on-one meetings with Michigan Works! leaders and lawmakers. Another is the Association's annual legislative day that gives Michigan Works! leaders the opportunity to hear from legislators on current topics as well as talk with them about issues happening in local communities. Each year the Association does a thorough review, through its Legislative Committee, of current and upcoming State issues that impact workforce development and they use the results of their review to establish the priorities. The directors report sent out prior to the meeting (Exhibit E) gives a snapshot of the priorities. For individuals interested in more details regarding action items for each priority, [a link to the full report](#) was included on the exhibit. Priorities include

- Going PRO Talent Fund – supporting the \$100 million in the Mi New Economy plan with a baseline of \$50 million for 2022.
- Youth Work Experience - supporting an \$80 million dollar investment for work experience, career coaching and wrap-around services for youth.
- Supplemental Workforce funding – advocating for \$30 million dollars to support barrier removal employment success funding. This funding is less restrictive and gives Michigan Works! leaders the ability to allocate to several programs depending on local need.
- 60 by 30 – advocating for Michigan Works! to be a step in the application process so that employment connection begins day one prior to starting training.

- Adult Education Services – advocating for funding to support additional resources that will tie adult education services to jobs through a regional collaboration between workforce development, K-12, adult education, and post-secondary.

*State Updates* – Ms. Bibb further reported that the WIOA Annual Report for program year 2020 is a statewide report that includes an assessment of performance outcomes for the adult, dislocated worker, and youth programs. This is a very comprehensive report and a [link to the full WIOA Annual Report](#) was provided in the exhibit. Charts within the report break down performance outcomes by program and by Michigan Works! agencies. Overall, MW! Southwest had great results in spite of the pandemic. Performance areas that were a little lower than desired were those that fell in the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2020, which would be expected, most likely due to company shutdowns and/or closures at that time.

*Federal Update* – Ms. Bibb reported Congress acted to raise the national debt limit to avert a de-default ahead of a critical deadline. The Senate moved on Tuesday to pass the legislation, the House approved it on Wednesday and now it must be signed by the president. A second FY 2022 Continuing Resolution passed earlier this month averting a government shutdown. This CR covers funding through February 18, 2022.

## **OLD BUSINESS**

None.

## **CITIZENS' TIME**

None.

## **MEMBERS' TIME**

None.

## **UPCOMING MEETINGS**

Frank Tecumseh reminded members WDB meetings will resume to in-person in 2022. Upcoming meetings include:

- The next WDB Executive Committee meeting is scheduled for Thursday, January 20, 2022 from 9:00 – 10:30 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.
- The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, February 17, 2022 from 9:00 – 10:30 a.m. at a location to be determined.

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

- The next Monitoring and Evaluation Committee meeting is scheduled for Tuesday, January 25, 2022 from 8:00 – 9:30 a.m.
- The next Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, February 8, 2022 from 2:00-4:00 p.m.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 21, 2022 from 1:00-3:00 p.m.

## **ADJOURNMENT**

On behalf of the WDB, Chair, Frank Tecumseh expressed appreciation to the MW! staff for their hard work and dedication in serving customers during these most difficult times.

There being no other reports or business for the Board, the meeting was adjourned at 9:39 a.m.

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Kathy Olsen

Date

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Frank Tecumseh

Date