

**Workforce Development Board Executive Committee  
Meeting Minutes  
January 21, 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. County Commissioner Michael Quinn was participating from Kalamazoo County, Randall Hazelbaker was participating from Branch County, and Jared Hoffmaster was participating from St. Joseph County.

**WDB Executive Committee Members Present:**

Morris Applebey (Labor)                      Randall Hazelbaker (PS)                      Frank Tecumseh (PS)  
Dan Dunn (PS)                                      Randy Sowles, alternate  
Lisa Godfrey (PS)                                      For Kris Jenkins (Educ)

**WDB Executive Committee Members Absent**

Dave Maurer (PS)

**Oher WDB Members Present**

Jared Hoffmaster                                      Mike Quinn (PS)

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

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

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

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

**Guests Present:**

Paul Aivars    Jeffery Dickerson, office of                      Don Reid (Daily Reporter)  
Senator John Bizon    Rep Jim Haadsma

**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)**

Kathy Olsen reported the description of the minutes that appears on the agenda should read that they are Executive Committee meeting minutes.

**Motion made by Lisa Godfrey and supported by Morris Applebey to approve the WDB Executive Committee meeting minutes of December 11, 2020.**

**ROLL CALL VOTE:**

**AYES: Morris Applebey, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Mike Quinn, Randy Sowles. NAYS: None. ABSENTIONS: Jared Hoffmaster. MOTION CARRIED.**

### **CITIZENS' TIME**

No comments.

### **COMMITTEE REPORTS.**

No reports.

### **NEW BUSINESS**

#### **WDB Plans**

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

#### **CY2021 Michigan Works! System Plan (*Exhibit B1*)**

Amy Meyers reported the Michigan Works! System Plan is nonfinancial and is inclusive of a series of certifications, assurances, stipulations, and administrative procedures applicable for all programs funded through the Michigan Department of Labor and Economic Opportunity (LEO). This is an annual plan, in alignment with the calendar year, and the required administrative procedures are included on the plan summary document (*Exhibit B1*), including identification pertaining to board leadership, the one-stop operator, as well as all of the workforce development system service providers for Michigan Works! Southwest. There are no changes from last year's requirements.

#### **AY2020 WIOA Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs (*Exhibit B2*)**

Amy Meyers reported Michigan Works! SW was allocated \$22,273 to implement Integrated Education and Training (IET) programs in collaboration with Adult Education partners to serve individuals enrolled in adult education programming. This is the second time MW!SW has received this funding, with the first time being approximately two years ago. The IET program must include three required components: (1) adult education and literacy activities, (2) workforce preparation activities, and (3) occupational training. These three components must occur simultaneously which contrasts to the traditional model, in which individuals are directed to complete adult education services prior to enrolling in occupational training.

**Motion made by Lisa Godfrey and supported by Morris Applebey to approve the CY2021 Michigan Works! System Plan and the AY2020 WIOA Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs Plan.**

**ROLL CALL VOTE:**

**AYES: Morris Applebey, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Mike Quinn, Randy Sowles. NAYS: None. ABSENTIONS: Jared Hoffmaster. MOTION CARRIED.**

#### **Request for Proposal (RFP) Update**

Amy Meyers provided follow-up information pertaining to the Request for Proposal (RFP) reported on at last month's meeting. The RFP that was posted for marketing services in partnership with the Data for American Dream (D4AD) project with the State of Michigan was finalized. Multiple responses were received, and Piper and Gold Public Relations was the selected vendor.

---

## STAFF REPORTS

### Business Services Activities

Ashley Iovieno reported on business services operations that included updates pertaining to the Apprenticeship Request for Proposal, the Employer Newsletter, and the Going Pro Talent Fund.

*Apprenticeship Request for Proposal* – Ms. Iovieno reported prior to the holidays, the State of Michigan released a Request for Proposal for an Apprenticeship Initiative. The RFP requires a Michigan Registered Apprenticeship Innovation Network (MiRAIN) that would provide guidance for a Michigan Youth Apprenticeship Readiness Network (MiYARN). The goal of this RFP is to expand apprenticeship opportunities with one of the focuses being on youth apprenticeship opportunities. The RFP has a large focus on the importance of regional partners within the process of building new programs and pipelines to fill those positions. Since the announcement, staff have been meeting with various partners across the four counties to collaborate on an application. This application will include partnerships with Career and Technical Education Directors, community colleges, local employers, amongst others. The current local vision is on creating more apprenticeship opportunities in the industries of manufacturing, healthcare, and IT. The deadline for submission is February 1, 2021. Ms. Iovieno extended thanks to Amy Meyers who has been the lead staff pulling together the response to be submitted from Michigan Works! Southwest, which is the lead organization applying for these grant funds.

*Employer Newsletter* – In an effort to share valuable information with area employers and partners, Ms. Iovieno also reported the Business Services team plans to launch a monthly newsletter that will include vital local labor market data, upcoming events, and featured stories. This newsletter will serve as an additional platform for the Business Services Team to connect with employers and share important information. If all goes as planned, the first edition will be sent out by the end of this month.

*Going Pro Talent Fund (GPTF)* – Ms. Iovieno further reported the public announcement for the Going Pro Talent Fund grant awards was released yesterday. The Business Services Team spent yesterday morning reaching out to area employers prior to the public release to personally notify them of the award announcement. In total, 43 of the 44 applications submitted from the Michigan Works! Southwest area received an award; the 44<sup>th</sup> application is still eligible, pending some tax obligations. The grants to employers in the Michigan Works! Southwest area total \$2.7 million dollars for training and upskilling new and existing employees. This will result in 2,013 employees receiving training over the next twelve (12) months. The 2,013 includes 193 individuals, either new or incumbent workers, who will be a part of an apprenticeship program. The total number also includes approximately 800 positions that these employers expect to fill over the next 12 months. This local award is part of the Statewide awards totaling approximately \$39 million grant dollars to over 850 companies throughout the State. She thanked the Business Services Team members for their work in supporting companies throughout this process and noted there were many hours and late nights spent assisting the employers to ensure the best applications possible; and that it is because of this hard work that these results were achieved. A copy of the media release will be sent to Board members following the meeting.

Ms. Iovieno concluded her report by sharing two messages from area employers regarding the Going Pro Talent Fund grant awards. The first was from an employer in Branch County that had never applied prior to this year and was going through an audit at the time of the application. Shawn DeYoung, MW!SW Business Services Coordinator, was the lead staff for this application.

*“Thank you! We are grateful that you worked with us as you did! Preparing for the external audit and trying to apply for a grant was very taxing at the time. We couldn’t have finished without your support!” – EnviroLite*

The second quote was from a Calhoun County employer who is also a first-time awardee:

---

*“Charlie Zigler and all the MI Works! team were extremely helpful in my preparation of the grant application. Their knowledge and expertise were extremely appreciated. Due to COVID our company lacks the necessary funding to help train existing and new employees. This grant will help tremendously. Thank you, MI Works and your team, especially Charlie Zigler for all your help!” – J&J Sheet Metal*

### **Labor Market Information (Exhibit C)**

The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (Exhibit C) 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, 2020 through December 31, 2020 was included in the agenda packet notice.

Jakki Bungart-Bibb reported there were slight increases to unemployment rates in two of the four counties within the Michigan Works! Southwest service area. Branch County increased from 4.1% to 4.3% and St. Joseph County increased from 4.2% to 4.3%. The unemployment rate in Kalamazoo County remained the same at 4% and in Calhoun County it decreased from 5.3% to 5.2%. These are slight changes compared to what was reported last month. Moving forward, staff anticipates seeing an increase in unemployment rates as the new unemployment extensions are implemented. As mentioned last month, the rate decreases previously reported were not all from employment recovery, instead some individuals dropped off being counted in unemployment numbers due to exhausted benefits, not necessarily returning to work.

This month’s job demand report for Region 8 is very similar to the last month’s report. There was a decrease in online job postings since the last meeting; however, the top employers and top occupations remain the same with healthcare and retail sales at the top of the lists. She noted that just over 58% of those online postings require a high school diploma or vocational training, approximately 9% require an associate degree, approximately 28% require a bachelor’s, and just over 5% require a master’s degree.

Ms. Bibb also reported on labor market information publications and tools available on the State of Michigan website and that the links to this information will be emailed to members following the meeting. The information reported on includes:

- [Michigan’s Labor Market News](#) – A monthly publication that highlights employment and unemployment trends, provides a statewide overview of these trends, as well as a breakdown by prosperity region. This month, the featured article is employment trends in manufacturing and the industry focus is transportation equipment manufacturing.
- [LMI Wage Data Information](#) - New options have been added to the State’s LMI website that allows for viewing Statewide and regional wages by occupation and industry. The State is exploring an option to add viewing this data by county.
- [Apprenticeship Dashboard](#) – Includes information regarding apprenticeships in Michigan, such as statewide data and a breakdown down by prosperity regions.

### **Michigan Works! Southwest Operational Update**

Jakki Bungart-Bibb also provided an update on Service Center operations. She reported Service Center staff continue to work from home and provide services virtually. The leadership team continues to meet weekly to monitor the situation. The next meeting will include a review of the safety plan and staff will also revisit plans for a safe reopen. With a decrease in COVID-19 cases statewide and the availability of a vaccine, staff want to be prepared for a safe return to office and be ready to move swiftly between phases as circumstances change. While the buildings have been closed, staff have taken the opportunity to make some changes which includes a few upgrades to facilities as well as putting some additional safety

measures in place. Although staff are looking forward to being open fully in person, they will continue to be overly cautious in order to keep employees and customers safe.

Ms. Bibb also provided an update on Equity Training for staff. As reported on at a previous meeting, the Michigan Works! operations leadership team completed a year-long equity training. The leadership team will continue to attend trainings over the next couple of months. These additional sessions will be an intermediate and advanced phase of the training and will focus on implementation of what was learned over the past year. Staff will also begin to plan and implement training for the rest of the staff in the Michigan Works! system. Each of the organizations within our core system, or what we commonly call our service providers, have each held their own equity trainings following requirements within their own organizations. The Equity training series being reported on today, is in addition to what those organizations are doing and helps to bring all the service providers together to commit to a unified approach to equitable practices.

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

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

*Federal Updates* - Congress recently passed a \$1.3 trillion omnibus Appropriations bill which funds the federal government through September 30, 2021. The bill included increases to several workforce-connected programs:

- \$2.85 billion for WIOA - a \$25.5 million increase,
- \$670 million for Wagner-Peyser – a \$3 million increase,
- \$1.33 billion for CTE grants – a \$52 million increase, and
- \$688 million for Adult Education – a \$31 million increase.

Additional federal updates included:

- The \$900 billion COVID-19 stimulus measure did not contain separate workforce component/funding.
- President Biden and congressional Democrats are prioritizing additional COVID-19 relief which could potentially include a workforce funding component.
- Democrats will assume control of a 50-50 Senate on Inauguration Day. Democrats will then become Chairman of Senate committees and control what comes to the Senate floor.
- It has been announced that Boston Mayor, Marty Walsh is the Secretary of Labor nominee. Walsh has a strong personal relationship with the President and should elevate the importance of DOL programs within the Administration.

*Michigan Works! Association Updates* - As previously reported, the Michigan Works! Association is in the process of restructuring the Board of Directors for 2021. Changes 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 has approved the new bylaws and they have one final meeting set for January 28, 2021. The new board will hold their first meeting February 25, 2021.

The Association's 2021 Impacts Awards ceremony is scheduled for March 31, 2021. With this being the first virtual occurrence of this event, additional time is needed to conduct interviews with award winners, employers, and lawmakers.

### **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 Thursday, February 18, 2021 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Thursday, March 18, 2021 from 9:00 – 10:30 a.m.

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

- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, January 26, 2021 from 8:00-9:30 a.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, February 9, 2021 from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 22, 2021 from 1:00-3:00 p.m.

## **ADJOURNMENT**

There being no other reports or business for the Board, the meeting was adjourned at 9:27 a.m.

---

Kathy Olsen

Date

---

Frank Tecumseh

Date