

**Workforce Development Board
Executive Committee Meeting Minutes
July 15, 2021**

CALL TO ORDER: Workforce Development Board Chair, Frank Tecumseh, called the meeting to order at the W. E. Upjohn Institute, Kalamazoo, Michigan at 9:01 a.m. Members attended in-person and virtually.

Members attending in-person introduced themselves. Kathy Olsen introduced attendees who were attending virtually. Randall Hazelbaker was participating from Branch County Board of Commissioners.

WDB Members Present:

Dr. Adrien Bennings (Educ)	Kris Jenkins (Educ)*	Mike Quinn (PS)
Dan Dunn (PS)*	Dave Maurer (PS)*	Frank Tecumseh (PS)*
Lisa Godfrey (PS)*	Jose Orozco, Jr and Evelia	Ken Willcutt (Labor)
Randall Hazelbaker (PS)*	Bautista, alternate (CBO)	* Exec Committee

WDB Executive Committee Members Absent

None

Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart- Bibb	Aseel Hussein	Kathy Olsen
Ben Damerow	Amy Meyers	

Michigan Works! Services / Program Staff Present:

Dawn DeLuca (YOU/KRESA)	Amanda Sutherland (YOU/KRESA)
Sam Dougherty (WDI)	Mark Waurio (PATH/WEUI)

Guests Present:

Bud Norman (Branch County)	Emma Frick for Rep. Rogers
Don Reid (Daily Reporter)	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 Randall Hazelbaker to approve the WDB Executive Committee meeting minutes of June 17, 2021.

ROLL CALL VOTE:

AYES: Adrien Bennings, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Jose Orozco, Evelia Bautista, Ken Willcutt.

NAYS: None. ABSTENTIONS: Quinn. MOTION CARRIED.

CITIZENS' TIME

None.

COMMITTEE REPORTS.

Monitoring Committee – Dan Dunn reported the Monitoring committee met on June 22, 2021 to review Business Services. Amy Meyers provided a brief overview of business services that are provided by Michigan Works! Southwest and Ashley Iovieno provided further details pertaining to numerous initiatives that included a monthly business e-newsletter that launched in January 2021; work with the Branch County employer group; forty-four (44) Going PRO Talent Fund grants awarded to companies in the MW! Southwest service area; and the Employer Resource Network's® (ERN®) focus on increasing workforce retention and advancement. Ms. Iovieno also introduced Jessica Meskil who was recently moved into a new role as Apprenticeship Coordinator for Business Services and Kelli Adams was introduced as the ERN® Lead Success Coach.

NEW BUSINESS

WDB Plans

Amy Meyers requested Board consideration and approval for five workforce development plans for Michigan Works! Southwest.

AY2021 WIOA Adult, Dislocated Worker and Youth (Exhibit B1)

Amy Meyers reported the 2021 Workforce Innovation and Opportunity Act (WIOA) Plan includes allocations for adult, dislocated workers and youth totaling \$3.56 million for the four-county area. Across all services, Michigan Works! Southwest has seen an increase in total WIOA funding in comparison to allocation year 2020. These programs run on a Program Year that begins July 1 and ends June 30. The change in the individual dollar amount per program, compared to the previous year, are highlighted at the top of the plan summary (Exhibit B1). 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 and 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 which are listed on the plan document and include work experience, financial literacy, supportive services, leadership development and occupational skills training. Youth funding requires that at least 75 percent of expenditures are invested in out-of-school youth and at least twenty percent must be spent on work experience. The WIOA performance measures are listed at the bottom of page two of the document. In comparison to 2020, the target measures for MW! Southwest have remained the same across all services and measures.

PY2021 Wagner-Peyser Employment Services Plan (Exhibit B2)

Amy Meyers reported Michigan Works! Southwest received an allocation of \$696,912 for the Wagner-Peyser Employment Service Plan. The Program Year 2021 runs from July 1, 2021 through June 30, 2022. The plan for the funds is 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. This amount represents a small decrease from last year's allocation of \$714,499. The plan summary (Exhibit B2) includes a description of Employment Services, which focuses on a variety of employment-related labor exchange services including job search assistance, job referral and placement of job seekers, and recruitment services for employers. Additionally, a brief overview of the CEAC reports provided to the WDB, the work of the refugee navigators, and the allowable use of service center operations funds are outlined on the plan summary document. Program Year 2021 performance measures for Wagner-Peyser Employment Services are also highlighted on the plan document, and the targets identified reflect no change from the PY2020 performance targets.

CY2021 Reemployment Services and Eligibility Assessment (RESEA) Program Plan (Exhibit B3)

Amy Meyers reported the Reemployment Services and Eligibility Assessment (RESEA) Plan is for calendar year 2021. The allocation totaling \$169,124 is for the time period of January 1, 2021 through September 30, 2022. This amount reflects an increase from the \$123,863 allocation received in calendar year 2020. Only individuals referred from the Unemployment Insurance Agency (UIA) may receive services through the RESEA program. The goal of this program is to provide customized services to claimants deemed most likely to exhaust their UI benefits. MW! Southwest is expecting a total of 42 referrals per week. The services that are required to be provided during an initial RESEA appointment are listed on the plan summary (Exhibit B3) and include orientation to MW! services and a review of Labor Market Information (LMI). The opportunity for, and benefits of, returning for a second, voluntary RESEA appointment will be discussed at the first RESEA appointment. In addition, a new component has been implemented this year; that is, a mandated subsequent RESEA appointment will be scheduled for half of the individuals who attend an initial RESEA appointment as a part of the State evaluation in accordance with DOL requirements.

PY2021 WIOA Statewide Activities Customer Relationship Management Plan (Exhibit B4)

Amy Meyers reported funding in the amount of \$4,173 for the Customer Relationship Management (CRM) Plan (Exhibit B4) is for Program Year 2021 that runs July 1, 2021 through June 30, 2022. These funds will be used by Michigan Works! Southwest for the support of electronic systems for Customer Relationship Management (CRM), specifically Salesforce. This is the same annual allocation Michigan Works! Southwest has received since PY2018.

PY2021 WIOA Capacity Building and Professional Development (CBPD) Plan (Exhibit B5)

Amy Meyers reported the Capacity Building and Professional Development Plan (Exhibit B5) includes an allocation totaling \$31,744. Michigan Works! Southwest, along with all other MW! Agencies, receive this funding annually. The funds are passed on 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 Dr. Adrien Bennings and supported by Randall Hazelbaker to approve the AY2021 Workforce Innovation & Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Plan; the PY2021 Wagner-Peyser Employment Services Plan; the CY2021 Reemployment Services and Eligibility Assessment (RESEA) Program Plan; the PY2021 WIOA Statewide Activities Customer Relationship Management Plan; and the PY2021 WIOA Capacity Building and Professional Development (CBPD) Plan.

ROLL CALL VOTE:

AYES: Adrien Bennings, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Jose Orozco, Evelia Bautista, Mike Quinn, Ken Willcutt.

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

WDB Policies (Exhibit C)

Kathy Olsen requested Board consideration and approval of WDB Policy 13 Revision 06 for the Individual Training Account (ITA) System for Michigan Works! Southwest (Exhibit C). She reported changes to the policy include adding the website link to Michigan Talent Connect www.mitalent.org/mitc under the Background section and updating references to Michigan's workforce development policies under the "References" section. Under the Policy section, "short-term" was added to Section IV.A.; a sentence was added to clarify requirements for programs not listed on the Eligible Training Provider List (ETPL); Section VI. "Criteria for Approval of Schools Under Initial and Continued Eligibility" was added; and Section VII. "Appeals Process" was added.

Motion made by Dan Dunn and supported by Lisa Godfrey to approve WDB Policy 13, Revision 06 Individual Training Account (ITA) System.

ROLL CALL VOTE:

AYES: Adrien Bennings, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Jose Orozco, Evelia Bautista, Mike Quinn, Ken Willcutt.

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

WDB Career Educational Advisory Council (CEAC) Changes (Exhibit D)

Kathy Olsen requested Board consideration and approval of two new appointments (Exhibit D) to the Career Educational Advisory Council (CEAC). The appointments included Kristen Asiala, Calhoun Intermediate School District (CISD), replacing Denny Hunt and Andrea Rainer, Education Specialist, Nottawaseppi, Huron Band of the Potawatomi, replacing Sam Morseau, for the balance of terms that began July 1, 2020 and end on June 30, 2022.

Motion made by Dan Dunn and supported by Dave Maurer to approve the appointments of Kristen Asiala, Calhoun ISD, replacing Denny Hunt and Andrea Rainer, Education Specialist, Nottawaseppi, Huron Band of the Potawatomi, replacing Sam Morseau, for the balance of terms that began July 1, 2020 and end on June 30, 2022.

ROLL CALL VOTE:

AYES: Adrien Bennings, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Jose Orozco, Evelia Bautista, Mike Quinn, Ken Willcutt.

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

WDB Private Sector Renewals (Exhibit G)

Kathy Olsen reported the MW Southwest Workforce Development Board was recertified for another two-year term that began July 1, 2021 and all members have submitted a new conflict of interest form. Member terms are for two-years which begin on October 1 and end on September 30. The private sector member terms expire September 30, 2021; therefore, she was requesting Board consideration and approval of the reappointment of the current private sector members for another two-year term that begins October 1, 2021 and ends September 30, 2023 (Exhibit G). The renewal appointments include Dan Dunn, Comerica Bank; Jessica Eyster, Summit Polymers; Lisa Godfrey, Attorney at Law; Randall Hazelbaker, Hazelbaker Antiques; Jared Hoffmaster, Century Bank and Trust; Derek King, King Jewelers; David Maurer, Humphrey Products; Jacqueline Murray, Marshall Excelsior Company; Chantal Paxton, Pax Run Seeds and Maytag Laundry; Mike Quinn, Shamrock Montessori Preschool; David Sutherland, Asama Coldwater Manufacturing; Frank Tecumseh, FireKeepers Casino Hotel; Brianna Underwood, Grace Health; Elizabeth Van Dussen, Duncan Aviation; and Angila Wilson, GT Independence.

Motion made by Randall Hazelbaker and supported by Dan Dunn to approve the reappointment of current members representing the private sector, for two-year terms than begins October 1, 2021 and ends September 30, 2023. The renewal appointments include Dan Dunn, Jessica Eyster, Lisa Godfrey, Randall Hazelbaker, Jared Hoffmaster, Derek King David Maurer, Jacqueline Murray, Chantal Paxton, Mike Quinn, David Sutherland, Frank Tecumseh, Brianna Underwood, Elizabeth Van Dussen, and Angila Wilson.

ROLL CALL VOTE:

AYES: Adrien Bennings, Dan Dunn, Lisa Godfrey, Randall Hazelbaker, Kris Jenkins, Dave Maurer, Jose Orozco, Evelia Bautista, Mike Quinn, Ken Willcutt.

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

STAFF REPORTS

Business Services Activities

Jakki Bungart-Bibb reported on business services operations that included the Career Right Here workshop, and updates on the State Apprenticeship Expansion (SAE) Grant, and the Career Fair at LaCrone Park.

Career Right Here Workshop - Ms. Bibb reported Ashley Iovieno was unable to attend today's Board meeting because she is participating in a three-day workshop with Stryker, Bronson and area partners called Career Right Here. This workshop is designed to explore issues that affect the way employers hire. They are hoping to identify challenges and begin looking at ways to adjust them. Ashley plans to give a more detailed report on this process at the next board meeting.

SAE Grant Update - Ms. Bibb also provided an update on the State Apprenticeship Expansion (SAE) grant. Ashley Iovieno has provided updates on this grant at previous meetings. Ms. Bibb reported that MW! Southwest received the grant agreement from the State and can now move ahead with the next steps. This grant is designed to expand and diversify Michigan Registered Apprenticeships. Partnering with Kalamazoo RESA, Branch ISD, St. Joseph ISD and Calhoun ISD, the plan is to serve 176 youth with 105 of those youth being from underrepresented populations. Additional updates will be provided as we move forward with implementation.

Saturday Career Fair - At last month's board meeting Ms. Iovieno mentioned that the Michigan Works! Southwest team was working with area partners in Kalamazoo on a community event involving a 3-on-3 basketball tournament with a career fair component. That event was originally scheduled for the end of June but was delayed due to inclement weather. A new date was selected, and the event will now take place this Saturday, July 17, 2021 in Kalamazoo at LaCrone Park. The Career Fair portion will be held from 2:30-5:30 p.m. This event has a long list of supporters and sponsors including Kalamazoo Department of Public Safety (KDPS), Douglass Community Association, the City of Kalamazoo, and the National Police Athletic/Activities League and MW! Southwest.

Labor Market Information (Exhibit D)

Michigan's Labor Market News – Ms. Bibb reported the [July issue of Michigan's Labor Market News](#) highlights one of Michigan's most important resources, which is freshwater. The featured article (pg. 16) explores Michigan's blue labor market and highlights some of the industries and occupations more directly tied to water in Michigan. The featured map of the month (pg. 15) is accommodation and food services jobs in Michigan's coastal areas. As noted in the publication, the Michigan unemployment rate climbed by one tenth of a percentage to 5% in May, this was the first increase since November 2020. The National average is 5.8%; thus, Michigan is still below the National average. Following the meeting, the link to the publication will be sent via email to attendees.

Job Demand Dashboard - Ms. Bibb reported the [Job Demand Dashboard for Region 8](#) continues to show a large amount of job postings. In the MW! Southwest area, Kalamazoo has the most job postings; however, the Battle Creek area showed the largest increase in job postings across the state from April to May with almost a 25% increase. The top occupations showing up on the list are Registered Nurses, heavy and tractor-trailer truck drivers, front-line supervisors, and retail sales workers. Following the meeting, the link to the Job Demand Dashboard will also be sent via email to attendees.

Burning Glass Analytics and Real Time Jobs Data (Exhibit E) - 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 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 Michigan Works! Southwest Area for the period May 1 through June 30, 2021 was included in the agenda packet notice.

Operations Update

MiLEAP – On July 8, 2021, Governor Whitmer announced the recipients of the Michigan Learning and Education Advancement Program (MiLEAP) grants. MiLEAP grants were awarded to 10 groups around the State who will work as regional consortiums to support individuals transitioning from education and training programs to high-skill, high-wage careers resulting in industry recognized credentials.

One of the 10 awardees was a Southwest partnership with Kalamazoo Valley Community College as the fiduciary and many other key partners in our region including Michigan Works! Southwest. This Southwest partnership was awarded just over \$1.1 million dollars to serve 444 participants.

Career Explorer Tool - Over the last couple of years updates have been provided to the Board regarding an initiative called Data for the American Dream (D4AD). This is a project developed in partnership with the Michigan Department of Technology, Management and Budget (DTMB), the Michigan Department of Labor and Economic Opportunity (LEO), the Upjohn Institute, and Michigan Works! Southwest. The goal of the project is to use high-quality data to provide personalized recommendations for optimal career pathways. As part of this project a new tool called [Career Explorer](https://MiTalent.org/Career-Exploration) (MiTalent.org/Career-Exploration) has been created and launched. The tool is available to job seekers as an exploration resource on Pure Michigan Talent Connect (PMTTC). This tool is designed to be data driven to help job seekers access better jobs and training opportunities and assist them in making more informed career decisions.

Ben Damerow reported the Career Explorer tool was first created by Randy Eberts and Chris O’Leary while working on a predictive analytics research project for the State of Georgia in 2000. Funding from the Data for American Dream (D4AD) initiative presented an opportunity to update this project for use in Michigan. Mr. Damerow also thanked Dr. Bennings and Dr. Baskins at Kellogg Community College for their assistance with the MiLEAP initiative.

Service Center Update – Ms. Bibb reported as of July 1, 2021, Michigan Works! Southwest moved to phase 5 of the COVID safety and reengagement plan, which means Service Centers are fully open to the public including walk-ins during standard operating hours in all four MW Southwest Service Centers. Staff are still providing many virtual services and will continue to assess all services and customer needs to determine what virtual services will continue, what services will be in person, and what will be a hybrid. Regarding foot traffic, it has been slow; therefore, staff will begin doing some marketing in the next couple of weeks to help get the word out and hopefully increase the foot traffic.

Director’s Report (Exhibit F)

Ben Damerow reported on the Director’s Report (Exhibit F) that was emailed to members prior to the meeting.

Federal Budget and Updates - The House Appropriations Committee released its FY22 Labor, HHS, Education Appropriations Bill this past weekend and it will be going to be to Full Committee for markup today, July 15, 2021. Most workforce programs are being recommended for an increase, including:

WIOA Adult:	\$37 million
WIOA Dislocated Worker:	\$93 million
WIOA Youth:	\$42 million
Wagner Peyser/Employment Services:	\$28 million
Apprenticeship Grants:	\$100 million
Ex-Offender Activities:	\$49 million
Career Technical Education & Adult Education:	\$153 million
Vocational Rehab:	\$44 million

The Trade Adjustment Assistance (TAA) program had a sunset provision that went into effect on July 1, 2021. The TAA program was also the only program to receive a recommended reduction in funding of \$46 million. As a result, the TAA Reversion 2021 was enacted which will limit the supports provided to individuals impacted due to a lay-off or plant closure due to foreign competition.

UIA Updates - The Michigan House and Senate passed SB 105 which will strengthen the work registration requirements for Unemployment Insurance (UI) claimants. The bill requires UI claimants to register for work with Michigan Works! within 21 days of being laid off. The new requirements will provide increased identity theft protections; increase the talent pool for employers; and supports claimants with access to education, apprenticeships, and jobs. The bill has not been signed by the Governor at this time and Michigan Works! is working with UIA to identify next steps to support individuals with the new requirements.

Michigan Works! Association - The Michigan Works! Association board called a special meeting on July 13, 2021 for a presentation from the finalist put forward by the CEO Search Committee. The board took action to allow the Chair and Secretary of the Board to negotiate terms of an offer letter. A new CEO should be announced in the coming weeks.

OLD BUSINESS

None.

MEMBERS' TIME

Dave Maurer reported businesses, including many located along Sprinkle Road, have help wanted signs and his peers are asking for an update on the status of ending Michigan's participation in federal supplemental unemployment insurance. Representative Rogers reported legislation was passed; however, the Governor is not expected to sign it. Another member questioned Michigan's interpretation of Department of Labor Unemployment rules and the recent news asking recipients to recertify or pay back UI funds. One member noted that Michigan appears to be the only State with this problem. It was reported the UIA Director position has experienced high turnover and an Interim Director is currently serving in that role.

Dave Maurer also updated members on the Next Gen Sector Partnership for business leaders. Industry peers from education, workforce development, and economic development are collaborating to support workforce development, trade, transportation, and infrastructure such as rural internet. Leadership from KRESA, Kalamazoo Promise, Southwest Michigan First and Michigan Works! Southwest are focusing on how to make it easier for businesses to participate. He also noted that Next Gen has received national recognition for their model to strengthen regional economies and connect people to jobs.

In response to inquiries from members regarding the Open Meetings Act, Representative Rogers reported legislators will most likely discuss it; however, she noted there is mixed support for change. Kris Jenkins reported due to other required meetings on her schedule and no time in between for travel, she was able to attend today's WDB meeting because there was an option to attend virtually.

CITIZENS' TIME

Representative Julie Rogers reported her office is receiving complaints regarding Unemployment Insurance issues. For example, one constituent received a letter asking them to return \$20 thousand in back pay. She noted there appears to be problems at both the State and Federal level. Employers are struggling to find workers and constituents are struggling with childcare issues because many facilities have closed, and those that are still open do not have openings.

UPCOMING MEETINGS

Frank Tecumseh reminded members of upcoming meetings and noted members will be notified of the location as well as the link to attend virtually.

- The next WDB Executive Committee meeting is scheduled for Thursday, August 19, 2021 from 9:00 – 10:30 a.m. This meeting is currently scheduled to be held at the Upjohn Institute with an option to attend virtually.
- The next meeting of the full WDB is scheduled for Thursday, September 16, 2021 from 9:00 – 10:30 a.m. This meeting is currently scheduled to be held in-person at the Upjohn Institute.

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

- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, October 26, 2021 from 8:00 – 9:30 a.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 20, 2021 from 1:00-3:00 p.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, September 14, 2021 from 2:00-4:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:46 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date