

**Workforce Development Board
Executive Committee Meeting Minutes
October 21, 2021**

CALL TO ORDER: Workforce Development Board Chair, Frank Tecumseh, called the virtual meeting to order at 9:01 a.m.

Kathy Olsen introduced attendees. Randall Hazelbaker was participating from Branch County Board of Commissioners, and Mike Quinn was participating from Kalamazoo County Board of Commissioners.

WDB Executive Committee Members Present:

Dan Dunn (PS)*	Kris Jenkins (Educ)*	Frank Tecumseh (PS)*
Lisa Godfrey (PS)*	Dave Maurer (PS)*	* Exec Committee
Randall Hazelbaker (PS)*	Jackie Murray (PS)*	

WDB Executive Committee Members Absent

None

Other WDB Members Present:

Eva Bautista (CBO)	Jose Orozco (CBO)	Angila Wilson (PS)
Brian O'Donnell (Labor)	Mike Quinn (PS)	

Michigan Works! / Upjohn Institute Staff Present:

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

Michigan Works! Services / Program Staff Present:

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

Guests Present:

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

ANNOUNCEMENTS

Frank Tecumseh reported in alignment with the WDB Bylaws, he recently approved appointments to the Monitoring and Disability Awareness Resource Team (DART) Committees. Dave Maurer with Humphrey Products will continue as one of the co-chairs for the Monitoring Committee and Jackie Murray with Marshall Excelsior is a new appointment to the other co-chair position. For the DART Committee, John Fiore with Michigan Rehabilitation Services (MRS) will continue as one of the co-chairs and Hank Bostic with Disability Network Southwest Michigan is a new appointment to the other co-chair position. He thanked the members for their willingness to serve as co-chairs of these committees. Kathy Olsen also expressed thanks to the previous co-chairs as well as to all members for their service on the Board.

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

Motion by Lisa Godfrey and supported by Randall Hazelbaker to re-elect Frank Tecumseh as WDB Chair and Dan Dunn as WDB Vice-Chair for another one-year period.

ROLL CALL VOTE:

AYES: Evelia Bautista, Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Dave Maurer, Jackie Murray, Brian O'Donnell, Jose Orozco, Mike Quinn, Angila Wilson.

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Lisa Godfrey and supported by Randall Hazelbaker to approve the WDB Quarterly Board meeting minutes of September 16, 2021.

ROLL CALL VOTE:

AYES: Evelia Bautista, Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Dave Maurer, Jackie Murray, Brian O'Donnell, Jose Orozco, Mike Quinn, Angila Wilson.

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

CITIZENS' TIME

None.

COMMITTEE REPORTS

Career Educational Advisory Council (CEAC) – Kris Jenkins reported the Career Educational Advisory Council (CEAC) was expecting to update the Comprehensive Local Needs Assessment (CLNA) in 2021; however, the State has not yet released the template and instructions. When it is released, it is expected that the process will be more streamlined as it relates to analytics. It was announced at the CEAC meeting that the Michigan Career Education Conference is scheduled for January 30-February 1, 2022 in Grand Rapids. Updates from Secondary Education representatives were also provided at the CEAC meeting. They included an announcement from Kalamazoo RESA that their list of CTE programs for the new CTE center was released; Calhoun Area Career Center is working with MW! Southwest and DENSO on an apprenticeship pipeline for Manufacturing Careers; building renovations at the Branch Area Career Center are expected to continue through spring 2022; St. Joseph County CTE added a Teacher Academy and students can earn dual credit; and the Michigan Job Corps is assisting with secondary and post-secondary education by holding virtual classes as well as self-paced online curriculum.

Ashley Iovieno provided an update on Business Services to the CEAC members regarding the State Apprenticeship Expansion (SAE) Grant that will be focused on manufacturing, healthcare, and IT. Her report was similar to what she has reported on at the WDB meetings. She also provided updates on Going PRO Apprenticeships and the Going PRO Talent Fund. Again, these updates were similar to what she has provided at WDB meetings. Ms. Iovieno also announced that planning began for a MiCareerQuest Southwest 2022 that is currently scheduled to be held in May 2022, and that MW! Southwest was applying for a MICA 3.0 grant.

During the business updates portion of the meeting, Laura McGuire from DENSO provided additional information on the manufacturing pipeline project reported on by the Calhoun Area Career Center (CACC). The project funding is coming from DENSO North American Foundation. The plan is to replicate this model across the region, and she expressed appreciation for both KCC and CACC's participation. The hope is that this model can be used for other manufacturing businesses, not just DENSO. Dave Maurer's report to the CEAC was that MW! Southwest, Southwest Michigan First, KVCC, and local industries are working on a Next Gen Partners approach to better align education, workforce development and industry.

Adult Education is still waiting for NexSyx to be activated. Lastly, CEAC metrics will continue to include Career Education events and registered apprenticeships.

NEW BUSINESS

WDB Plans

FY22 Food Assistance Employment & Training (FAE&T) Plan (Exhibit B)

Amy Meyers reported the plan summary (Exhibit B) for the Food Assistance Employment and Training (FAE&T) program for fiscal year 2022 was included in the agenda packet. Michigan Works! Southwest was allocated \$130,082 for the four-county area. This is an increase from the \$103,534 allocation received in FY2021. She reported 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 and supportive services to individuals referred to Michigan Works! by the Michigan Department of Health and Human Services (MDHHS).

WDB Policies (Exhibits C1-C3)

WDB Policy 5 Rev 06 – Supportive Services and Needs Related Payments (Exhibit C2)

Kathy Olsen reported changes to WDB Policy 5, Revision 06 Supportive Services and Needs Related Payments included updating references; adding a clause stating that supportive services as they relate to special initiatives must follow guidelines established by the funding source and/or State policy; and changing ‘funding source guidelines’ to ‘fund source guidelines and/or State policy’ throughout the updated WDB policy. The Attachment to the policy was also updated. Under the column labeled ‘OTHER’, added programs included Food Assistance Employment and Training (FAE&T), Learn, Earn and Provide (LEAP), Barrier Removal Employment Success (BRES), and Other. The clause pertaining to the WIOA limitation was changed to read: ‘The local limitation applies to WIOA funding. Other funding sources may be used to supplement provided the need is documented and allowed.’ Funding source guidelines was changed to ‘fund source guidelines and/or State policy’; and clarification was added that indicated ‘written’ approval is required for exceptions to local limitations.

WDB Policy 31 Rev 03 – Records Management and Destruction (Exhibit C3)

Kathy Olsen reported in addition to updating references in WDB Policy 31, Revision 03 pertaining to Records Management and Destruction, changes included adding language to Section I.E.2. to further clarify the management of records that contain disability-related information; and adding language to Section III.A.1. to comply with new State policy to include record retention requirements for all records included in data validation which is a three-year period following the Data Validation (DV) of participant data.

Motion made by Kris Jenkins and supported by Lisa Godfrey to approve the FY22 Food Assistance and Employment (FAE&T) Plan; changes to the WDB Policy 5, Rev 06 Supportive Services and Needs Related Payments; and changes to WDB Policy 31, Rev 03 Records Management and Destruction.

ROLL CALL VOTE:

AYES: Evelia Bautista, Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Dave Maurer, Jackie Murray, Brian O’Donnell, Jose Orozco, Mike Quinn, Angila Wilson.

NAYS: None. ABSTENTIONS: None. MOTION CARRIED.

CEAC Appointments and Roster (Exhibit D)

Kathy Olsen reported the membership roster for the Career Educational Advisory Council (CEAC) included in the agenda packet (Exhibit D) includes changes for the CEAC recertification for a new two-year period that began October 1, 2021. Changes from the previous roster included changing the membership status for Paul Aivars from an alternate to regular due to Michael Goldin changing his employment from Glen Oaks Community College to Kellogg Community College; adding Mitch Fowler as a local school district representative, replacing Kim Bell who retired; adding Tammy Schiller to fill the academic educator seat, replacing Kristen Asiala who moved to a different position and no longer qualified for this seat; and adding Brian O’Donnell as a labor representative, replacing Morris Applebey, with Fritz Tull as his alternate representative.

WDB 2022 Schedule (Exhibit E1) and CEAC 2022 Schedule (Exhibit E2)

Kathy Olsen reported the meeting dates proposed for the 2022 WDB schedule (Exhibit E1) continue to be on the third Thursday of each month from 9:00-10:30 a.m. with the full Board meeting during the months of February, May, September and November and the Executive Committee meeting during the other months. She reported the meeting dates proposed for the 2022 CEAC schedule (Exhibit E2) were also consistent with the 2021 schedule. Four CEAC meetings are planned in 2022 with the meetings scheduled to be held from 1:00-3:00 p.m. on Mondays during the months of March, May, September, and December.

Motion made by Mike Quinn and supported by Jose Orozco to approve the CEAC Roster with the noted changes, effective October 1, 2021; the WDB 2022 Meeting Schedule; and the CEAC 2022 Meeting Schedule.

ROLL CALL VOTE:

AYES: Evelia Bautista, Dan Dunn, Lisa Godfrey, Kris Jenkins, Randall Hazelbaker, Dave Maurer, Jackie Murray, Jose Orozco, Mike Quinn, Angila Wilson.

NAYS: None. ABSTENTIONS: Brian O'Donnell. MOTION CARRIED.

STAFF REPORTS

Business Services Activities

Ashley Iovieno reported on business services operations that included updates pertaining to HireReach, the Going PRO Talent Fund (GPTF), Job Fairs, and National Apprenticeship Week.

HireReach - Ms. Iovieno reported the Business Services Team is participating in a new initiative called [HireReach](#). HireReach helps employers improve their selection and promotions processes to achieve improved retention, decreased time to fill jobs and increased diversity within their workforce. One of the ways this is achieved is to work with employers to use or develop an evidence-based selection process. To achieve that transformation, employers join the HireReach Academy which is about 5 months long in order to operationalize the science of industrial and organizational psychology using an evidence-based selection process. The Academy provides comprehensive training, access to predictive tools, and support from experts. Through grant funding from partners at the WKKF Foundation, Michigan Works! Southwest is excited to launch this initiative with a cohort of employers in Battle Creek at no charge. The first employer outreach meeting is scheduled for Thursday, October 28, 2021 with the Battle Creek HR Group. Business Services representative, Heather Ignash will be leading the employer outreach, and Battle Creek employers interested in learning more should reach out to either Ms. Ignash or Ms. Iovieno. Staff are anticipating that this cohort will begin in the spring of 2022. She added that bringing HireReach to the Michigan Works! Southwest area would not be possible without the collaboration of partners at West Michigan Works! who have designed and tested this model. Michigan Works! Southwest is fortunate to have their guidance and leadership throughout this process and reported future plans are to further expand HireReach into other areas of the Michigan Works! Southwest region.

Going PRO Talent Fund (GPTF) – Ms. Iovieno reported the Business Services Team is extremely busy working with area employers for the Going Pro Talent Fund application process and noted staff are seeing great interest from employers. To date, 79 employers have submitted an authorization request which is the first step in the process. Once staff have verified and approved the authorization requests, the employers can move forward with completing an application. So far, 59 of the 79 employers have started their application. Once the State budget was signed, the State updated the public application window to be open until 5:00 p.m., October 28, 2021. Staff anticipate that additional authorization requests will turn into applications over the next week. Michigan Works! Southwest is on track to surpass the most applications submitted in any one-year period. In comparison to previous years, last year Michigan Works! Southwest submitted 44 applications; in the year prior, 57 applications were submitted which was the highest number in any one year from Michigan Works! Southwest. With the growth in applications, staff noted that many employers submitting applications are new to the process. Thus, to further assist employers working on applications, the Business Services Team is providing a workshop this Friday, October 22, 2021 to help employers navigate the online application system.

Job Fairs – Ms. Iovieno reported the Business Services Team is wrapping up the outdoor job fair season with Recipe for Success job fair events, which as of this report, have now been hosted in each of the four counties in the Michigan Works! Southwest area. Branch County’s outdoor event was held yesterday [October 20, 2021] and there were approximately 14 employers with around 25 job seekers, as well as some community agencies in attendance. Today [October 21, 2021] there will be an event in St. Joseph County from 11:00 a.m. to 2:00 p.m. in the parking lot of the Three Rivers Michigan Works! Service Center. Ms. Iovieno recognized Shawn DeYoung and Carmen Bell for their hard work putting these events together.

National Apprenticeship Week – Ms. Iovieno announced that National Apprenticeship Week is celebrated in November. The official dates for the 2021 National Apprenticeship Week are November 15-21, 2021 and plans are underway with community partners to celebrate.

Labor Market Information (Exhibit D) and Operations Update

Michigan’s Labor Market News – Jakki Bungart-Bibb reported the [October edition](#) of Michigan’s Labor Market News is a special edition that provides the annual economic report for 2020. It reviews key labor market indicators and describes the ongoing pandemic impact on the State’s labor market into 2021. This edition also covers statistics such as unemployment rate, labor force, payroll jobs, and wages, all things that gauge how much the State has recovered and where it stands now. She reported the Michigan unemployment rate is currently at 4.7 % and the unemployment rate for the four counties in the Michigan Works! Southwest area ranges from 4.2% to 5.8% which is a decrease from last month.

Job Demand Dashboard - Ms. Bibb reported [Job Demand Dashboard for Region 8](#) shows a 27% decrease of online job postings compared to the previous report. 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.

Ms. Bibb also reminded members of an additional labor market information resource, [Regional Economic Trends](#) which is a publication available on the [Upjohn Institute](#) website. This is a monthly report designed to deliver up-to-date information on local economic conditions. Each issue summarizes the latest county-level data on employment, job growth, and job postings in an easy-to-read format.

Following the meeting, the links to the October edition of Michigan’s Labor Market News, the Job Demand Dashboard for Region 8, and the link to the Upjohn Institute publications were emailed to members and guests.

Burning Glass Analytics and Real Time Jobs Data (Exhibit F) - 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 F) 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 through September 30, 2021 was included in the agenda packet notice.

Operations Update – Ms. Bibb provided an update on Service Center operations. She reported Michigan Works! Service Centers continue to be open to the public and noted that although traffic has increased slightly, the numbers are still far below what they were pre-pandemic. Staff continue to brainstorm on ways to engage with job seekers and make connections with employers. One example mentioned by Ms. Iovieno was the Recipe for Success job fair idea. She explained how it is different from the typical job fair and noted that these events are being held with the intent to bring job seekers and employers together in a way that feels safe for both by holding them outside. These events give both the job seekers and employers two options for connection, the in-person option for direct connection at the event or the ‘menu’ option which allows job seekers to choose from a menu of employers who are unable to attend in-person but who are accepting applications. The job seekers can apply to those companies at the event and a Michigan Works! employee will deliver the applications to the employer. This helps to maintain a less crowded atmosphere, it is beneficial for those employers who are unable to attend the event in-person, and it provides the job seekers with more employment options at the event.

Ms. Bibb also reported on a job seeker study mentioned quite some time ago that was being piloted at the service centers. This study is being conducted by Alex Bartik and Bryan Stuart in partnership with Michigan Works! Southwest. This study is designed to gain a better understanding of whether providing job seekers with tailored information about job opportunities can help them find a better job, faster. This is done through an electronic intake form. The electronic intake form was up and running prior to the pandemic; however, as with everything else, the pandemic put a hold on it. In providing an update she reported that Michigan Works! Southwest recently implemented a soft launch of the study and will be gathering feedback from customers on NextUp jobs as well as gathering feedback from staff and customers about the procedures. Staff continue to be excited about this research project for a couple of reasons: first, the ability to better assist customers by giving them valuable information that will allow them to make well informed career decisions; and second, it gives staff the ability to gather valuable customer data in a way that is more accurate and efficient, and which can be used to help guide staff as to how to provide services and potentially, how to design future programming. She added that it is exciting to see pilot programs and tools implemented in the Michigan Works! Southwest service area. Staff anticipate that these projects will have successful outcomes and have the potential to be implemented statewide or even nationally. She recognized the Employment Services Team at the Service Centers for their work on this pilot and for being the testers, implementors and the driving force that makes projects like this successful. She also extended thanks to all the Michigan Works! Southwest service providers for always being flexible, eager to try new things, learning yet another new tool and helping customers navigate through it, and for providing quality feedback to both the admin team and the researchers.

Director's Report (Exhibit G)

Ben Damerow reported on highlights of the Director's Report (Exhibit G) that was emailed to members prior to the meeting.

Federal Updates - He reported not much has changed in Washington D.C. since last month's report. Negotiations regarding the infrastructure and budget package continue. The initial topline spending figure of \$3.5 trillion was too high for Congress so they continue to negotiate to lower the price. As of last night, this was lowered to between \$1.7-\$1.8 trillion which is different than what was reported in the written report. Workforce development remains a key priority, with \$80+ billion for workforce development, job training and education programs.

To avoid a government shutdown, funding for the federal government was extended until December 3, 2021 and along with that Congress was able to extend the debt ceiling on a short-term basis, also until December 3, 2021. All signs are pointing to December 3rd as a key date for federal updates.

State Updates - Unemployment Insurance Agency (UIA) - The state UIA work group has set a tentative date of November 1, 2021 for reimplementing the work registration requirement at Michigan Works!. That means that when filing a new, additional, or reopened claim for unemployment insurance benefits, a claimant must register for work virtually or in-person at a Michigan Works! location within 10 days. The claimant will also be required to put a profile on Pure Michigan Talent Connect (PMTTC). If the claimant fails to register with a MW! agency, he/she may be held ineligible for unemployment insurance benefits by the Michigan Unemployment Insurance Agency. In following up to today's report from Ms. Bibb, the significant decline in the number of individuals coming into the Michigan Works! Service Centers can be attributed to the work registration requirements not being in place for the past 18 months. Staff are hopeful that this change will increase service center traffic and provide claimants with needed services to help them with reemployment efforts.

Local News – Mr. Damerow expressed a huge congratulations to Kalamazoo RESA on the recent announcement by Southwest Michigan First that an anonymous gift of land and \$100 million in funding for construction of a new Career Technical Education Center in Kalamazoo has been secured.

OLD BUSINESS

None.

CITIZENS' TIME

No comments.

MEMBERS' TIME

Dave Maurer expressed concern regarding the potential vaccine mandate for employers with 100 or more employees and noted that the mandate is a big burden for the private sector, especially small businesses. In his case, Humphrey Products does not have enough workforce to meet customer demand and currently a significant percentage of salaried employees – engineering, sales, accounting, and human resources - are taking shifts in the manufacturing plant to satisfy customer demand for goods that go into critical medical devices. The prospect of having to put a check system in place is something his company cannot do. In addition, the testing kits that would be required under the mandate are not available. He stressed that this is a huge burden for businesses, and it is important that others understand. Businesses are waiting for formal policy from OSHA. Kris Jenkins added that this also affects Head Start employees who do not have an opt out option. Currently they are not running classes at Branch County ISD because they do not have adequate staff. The vaccine mandate would add an additional barrier and directly impact children. Ben Damerow reported the Michigan Works! Association members have been discussing this issue with the legislative committee statewide and it is a concern for employers statewide. The most recent update they received is that OSHA sent their recommendations to the White House last week for review and hopefully there will be some indication as to where things are headed in the next week or two. Jackie Murray noted that many states are refuting this directive. She asked what can employers and citizens do collectively to respond to this directive? In response, Ben Damerow reported both the Michigan and Detroit Chambers have taken a firm stance and offered to send information to help members get connected to those advocacy initiatives. Dave Maurer reported the National Association of Manufacturers is also actively advocating against the mandate. Frank Tecumseh reported this is a concern for his business as well.

UPCOMING MEETINGS

Frank Tecumseh reminded members of upcoming meetings.

- The next meeting of the full WDB is scheduled for Thursday, November 18, 2021 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Thursday, December 16, 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, October 26, 2021 from 8:00 – 9:30 a.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, November 16, 2021 from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, December 6, 2021 from 1:00-3:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:41 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date