

**Workforce Development Board
Executive Committee Meeting Minutes
February 23, 2022**

CALL TO ORDER: Workforce Development Board Chair, Frank Tecumseh, called the meeting to order at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo at 9:00 a.m.

Members attending in-person introduced themselves.

WDB Executive Committee Members Present:

Randall Hazelbaker (PS)*

Dave Maurer (PS)*

Frank Tecumseh (PS)*

Kris Jenkins (Educ)*

Jackie Murray (PS)*

* Exec Committee

WDB Executive Committee Members Absent

Dan Dunn (PS)*

Lisa Godfrey (PS)*

Other WDB Members Present:

None

Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart- Bibb

Amy Meyers

Aseel Hussein (virtual)

Kathy Olsen

Michigan Works! Services / Program Staff Present:

Sam Dougherty (WDI) (virtual)

Guests Present:

None

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 Kris Jenkins and supported by Randall Hazelbaker to approve the WDB Executive Committee meeting minutes of December 16, 2021. Motion carried.

NEW BUSINESS

WDB Plans

CY2022 Michigan Works! System Plan (Exhibit B1)

Amy Meyers reported the plan summary for the CY2022 Michigan Works! System Plan (Exhibit B1) was included in the agenda packet. The MW System Plan is nonfinancial and is inclusive of a series of certifications, assurances, stipulations, and administrative procedures applicable for all programs funded under the Michigan Department of Labor and Economic Opportunity (MI-LEO). This is an annual plan, in alignment with the calendar year, and the required administrative procedures are included on the plan document, including identification of board leadership, the one-stop operator, as well as all of the service providers for the Michigan Works! Southwest workforce development system. She further reported that there are no changes from last year's requirements.

Motion made by Dave Maurer and supported by Kris Jenkins to approve the CY2022 Michigan Works! System Plan. Motion carried.

WDB Policies

WDB Policy 05 Rev 07 Supportive Services and Needs Related Payments (Exhibit C)

Kathy Olsen reported updates to State policy required an update to a local Board policy. WDB Policy 05, Rev 07 Supportive Services and Needs Related Payments was updated to align with the state requirements. Changes to the policy references included updating the effective date of the PATH Manual and adding State Policy 21-34 to the list of references. Attachment A was also updated to align with state policy, and under the AEP/PATH column, transitional support services was changed from ‘not allowable’ to what is allowed per State Policy 21-34.

Motion made by Randall Hazelbaker and supported by Dave Maurer to approve WDB Policy 05 Rev 07 Supportive Services and Needs Related Payments. Motion carried.

CEAC Appointment (Exhibit D)

Kathy Olsen reported Laura McGuire, a current member of the Michigan Works! Southwest Career Educational Advisory Council (CEAC), has transitioned to a new role at DENSO and has requested that Jeff Birkholz, Manager of North Technical Training for DENSO, replace her on the CEAC.

Motion made by Kris Jenkins and supported by Dave Maurer to approve the appointment of Jeff Birkholz, Manager of North Technical Training for DENSO, replacing Laura McGuire to the Michigan Works! Southwest Career Educational Advisory Council (CEAC) for the balance of a term that began July 1, 2021 and ends June 30, 2023. Motion carried.

WDB Appointment (Exhibit E)

Kathy Olsen referred members to the memo from the Nominating Committee (Exhibit E). She reported that current WDB member, Jose Orozco, representing Voces, a community-based organization, has requested that Charles Rose, also representing Voces, replace Evelia Bautista as his alternate on the WDB for the balance of a term that began October 1 2020, and which ends September 30, 2022.

Motion made by Jackie Murray and supported by Kris Jenkins to approve the appointment of Charles Rose, replacing Evelia Bautista, as an alternate for Jose Orozco, representing a community-based organization, on the Michigan Works! Southwest Workforce Development Board for the balance of a term that began October 1, 2020, and which ends September 30, 2022. Motion carried.

Kris Jenkins reported that Randy Sowles who has served as her alternate on the Workforce Development Board is retiring and she will be requesting approval of his replacement. She will follow-up with a written request.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

None.

OTHER

The 2020-2021 year-end annual report data was distributed at the meeting.

UPCOMING MEETINGS

Upcoming meetings include:

