

**Workforce Development Board
Executive Committee Meeting Minutes
June 17, 2022**

CALL TO ORDER: Workforce Development Board Chair, Frank Tecumseh, called the meeting to order at 9:01 a.m. at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan.

Members in attendance introduced themselves. Kathy Olsen introduced the virtual attendee.

WDB Executive Committee Members Present:

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

WDB Other Members Present:

Mike Quinn (PS)

WDB Executive Members Absent:

Dan Dunn (PS)* Dave Maurer (PS)*

Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart-Bibb Amy Meyers Kathy Olsen
Ashley Iovieno

Michigan Works! Services / Program Staff Present:

Sarah Mansberger (KRESA) Lynn Page (MWSW/Upjohn)

Guests Present:

Don Reid (USA Today Network) ^v ^v attended virtually

SHINING STAR AWARD

Jakki Bungart-Bibb reported the Shining Star Award for the month of May is being awarded to Lynn Page. She reminded members that the Shining Star Award celebrates the dedicated and outstanding employees within the Michigan Works! Southwest Network. Ms. Bibb reported Lynn has been critical to the success of the Special Initiatives Team at Michigan Works! Southwest and shared a couple of quotes submitted in the nomination. The first quote stated, "Whether it's through increasing relationships with employers, effective job placements, recruitment for local events, or building new relationships, she [Lynn] keeps employment and service at the forefront of all she does. Lynn's contribution to the Michigan Works! Southwest Team and all partners add value to our network." Another quote stated, "Lynn has proven to be an effective resource in bridging the gap between job seekers and local employers, making her a perfect choice for the Shining Star Award."

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.

CITIZENS TIME

None.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the WDB Full Board Meeting Minutes of May 19, 2022. Motion carried.

COMMITTEE REPORTS

Monitoring and Evaluation Committee (Exhibit B) – Jackie Murray reported the Monitoring Committee met in March to review Youth programs, including WIOA and JMG. Three (3) participants were interviewed by the committee. After exploring various careers, one of the youth discovered he would like to follow a career pathway in construction. The second youth had recently completed her resume, had an interview, and was hired for a housekeeping position. The third participant was currently focused on finishing high school; however, she was interested in pursuing a career in early childhood education once she graduates. All of the youth interviewed stated they would recommend the program to others because it helps to improve skills and explore career pathways. Kalamazoo RESA/YOU staff provided an overview explaining the services provided in the youth programs. The services had been provided both virtually and in-person based on each participant's preference. She referred members to the exhibit in the agenda packet that summarized the staff monitoring which included reviewing files, interviewing participants and meeting with staff. Regarding monitoring outcomes, there was no corrective action cited in the monitoring outcomes; however, there were two administrative recommendations. Due to the continued identification of errors, it was recommended that staff continue to enhance internal monitoring procedures specifically as it relates to the accuracy of OSMIS data entry regarding registration paperwork. Based on findings related to data validation elements, another administrative recommendation was to review data validation requirements and acceptable documentation standards, and enhance the strategies to ensure compliance with documentation requirements.

DART Committee – Kathy Olsen reported the DART Committee met earlier this week. Members provided agency updates and one important update to highlight is that the COVID Emergency Rental Assistance (CERA) Program application period will end on June 30, 2022. DART members also heard from guest presenter, Sierra Royster, who shared information about the Association for Programs for Rural Independent Living (APRIL). Further information is available on the APRIL website <https://www.april-rural.org/>.

NEW BUSINESS

WDB Plans

WIOA Local and Regional Plans (Exhibit C)

Amy Meyers reported the Workforce Innovation and Opportunity Act (WIOA) requires local Workforce Development Boards (WDBs) to engage in a regional planning process that results in the development of a WIOA four-year Regional Plan. The Southwest region is a seven-county area that includes the four counties served by Michigan Works! Southwest, as well as Berrien, Cass, and Van Buren Counties. WIOA also states that each local Workforce Development Board is also responsible for developing a Local Plan. The Local Plan serves as a four-year action plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. These Regional and Local Plans, at a minimum, must be reviewed and modified at the end of the first two-year period of the four-year plans. This is known as the mid-cycle modification. Both plans were posted on the Michigan Works! Southwest website as required for the mid-cycle modification; and as discussed at the last board meeting, were subject to a 30-day public review and comment period. The 30-day public review and comment period ended on June 15, 2022, and no public comments were received.

Infrastructure Funding Agreements (IFAs) (Exhibit D)

Amy Meyers reported the Workforce Innovation and Opportunity Act (WIOA) requires the development and execution of Memorandums of Understanding (MOUs) with One-Stop partners. In accordance with the WIOA, the MOUs must include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded in the local area. The MOU is on a three-year time period and not up for review this year. However, the IFAs must be updated annually. All the partners who contribute are identified as required by WIOA. They include Wagner-Peyser, WIOA Title II Adult Education, Unemployment Insurance (UI), Perkins, and Veterans. The partner list for our local area has not changed since the MOUs were

approved. The infrastructure funding agreement outlines the infrastructure costs of all the One-Stop Centers in the Michigan Works! Southwest service area. These infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the One-Stop centers. The financial contribution of each partner was determined by a methodology set forth by the State of Michigan, as outlined in the IFA document.

Motion made by Lisa Godfrey and supported by Mike Quinn to approve the WIOA Local and Regional Plans and the Infrastructure Funding Agreements. Motion carried.

County Contract (Exhibits E and E1)

Amy Meyers reported the County Contract or “workforce development agreement” is renewed every two years with an annual modification to reflect the actual budget for the year prior and update the planned budget for the upcoming year. The purpose of the Agreement is for Kalamazoo County to establish a relationship with the W.E. Upjohn Institute for Employment Research (Michigan Works! Southwest) for the planning, administration, Workforce Development Board staffing, and program and fiscal management of the four-county workforce development system and to define the terms and conditions of this undertaking. As outlined on the plan document, included in the agenda packet (Exhibits E and E1), the funding allocation budget currently planned for the year beginning July 1, 2022 is estimated at \$7,810,721. The estimated budget for the upcoming year is based on the information currently available and will be updated at the end of the year to reflect actuals. In addition, a budget modification to the year that began on July 1, 2021, and ends on June 30, 2022 has been updated to reflect an actual budget of \$13,792, 888.

Motion made by Mike Quinn and supported by Randall Hazelbaker to approve the County Contract. Motion carried.

WDB Policies

WDB Policy 13 Rev 07 – Individual Training Account (ITA) System (Exhibits F & F1)

Kathy Olsen requested Board consideration and approval of WDB Policy 13 Rev 07 – Individual Training Account (ITA) System (Exhibit F and F1). She reported updates were made to the references and under the policy section, a local limit for ITAs was added as required by WIOA. Criteria for ITA waivers were also added.

Motion made by Kris Jenkins and supported by Lisa Godfrey to approve WDB Policy 13 Rev 07 Individual Training Account (ITA) System. Motion carried.

STAFF REPORTS

Business Services Update

Ashley Iovieno provided an update on the Going PRO Talent Fund / Industry Led Collaborative (GPTF/ILC) and the Business Services and Going PRO Talent Fund programmatic review.

Going PRO Talent Fund / Industry Led Collaborative– Ms. Iovieno reported notice was received last week from the State that a Going Pro Talent Fund Industry Led Collaborative (ILC) application recently submitted had been approved for an award. This group called the Shiloh Led Collaborative, features five (5) employers partnering together to share costs for in-demand trainings with a local provider. The employers are partnering on a couple of trainings that include Lean Six Sigma and Leadership training. Companies taking part include one (1) from Kalamazoo County and four (4) from Kent County. This grant will be used to train approximately 360 employees. The award total for this ILC is \$499,925 with each company award ranging from \$52,725 to \$137,700. This ILC came together with the leadership of Shiloh Industries, formerly known as Benteler. This award brings the current total for Michigan Works! Southwest to two (2) ILCs that will result in eleven (11) more companies receiving training support.

Business Services and Going PRO Talent Fund Programmatic Review – Ms. Iovieno reported that on June 2, 2022, the State of Michigan held their Programmatic Review of Business Services activities as well as processes in place for the Going PRO Talent Fund. This review included interviewing an employer. A representative from

Envirolite joined the call and detailed her experience working with the Michigan Works! Southwest Business Services Team. A paraphrased comment from the employer during the review was, “I always know I can get a hold of someone at Michigan Works!, I never have to worry when Shawn is on vacation or out of the office, I know I can pick up the phone and get a hold of someone to speak to when I need something.” The employer was pleased with the service she received and also stated that she appreciated Shawn’s assistance as she completed her Going PRO Talent Fund application. Overall, the review appears to have gone well with certain processes cited as best practices. The final report is expected from the State soon.

Labor Market Information Update

Michigan’s Labor Market News – Ashley Iovieno reported the June edition of Michigan’s Labor Market News is now available and will be sent to Board members. This month’s topic of interest is Michigan Teen Labor Market Trends. The report compares the June 2021 report with the current market and found little change in the main types of occupations teens are working in. The four biggest areas are Food Preparation and Serving, Sales, Transportation and Material Moving, and Office and Administrative Support. She also noted that the report indicates the population of working age teens has been shrinking and the labor force participation rate for teens in Michigan has declined the past two years by a total of 4.6 percentage points.

The map of the month focuses on the 2021 Youth Unemployment Rate (Ages 16-24) by State. Michigan was ranked in the 11% to 13.4% range. For the first time in 2022, online job ads decreased slightly. April 2022 online job ads were 257,200 which is lower than the March 2022 figure of 269,300. These numbers are still well above where they were a year ago in April of 2021 which was at 221,500. In this edition, the Michigan unemployment rate was reported to be at 4.3%, the national rate was reported to be at 3.6%, and the four counties in the Michigan Works! Southwest service area ranged from 3.4% to 4.6%. St. Joseph County was at 3.4%, Kalamazoo County was 3.5%, Branch County was 3.6% and Calhoun County was 4.6%.

Job Demand Dashboard – Ms. Iovieno reported there was no change in the latest Job Demands Dashboard from last month which shows Registered Nurses at the top, followed by retail salespersons, and then first line supervisors of retail sales workers. Customer service and scheduling are the two highest skills in demand by employers.

Burning Glass Analytics and Real Time Jobs Data (Exhibit G) - In addition to the verbal report, the website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data 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 April 1, 2022, through May 31, 2022, were included in the meeting notice.

Operations Update

Jakki Bungart-Bibb reported Service Centers continue to be open to the public offering both virtual and in-person services. The number of individuals visiting the centers is still much lower than what staff would like to see. The change in the Reemployment Services and Eligibility Assessment (RESEA) process mentioned last month where 100% of RESEA participants will be referred, has not resulted in a significant increase of referrals or traffic. Of the customers visiting the centers, the majority are still coming in for unemployment related issues. Recent reports indicate that the number of individuals visiting the service centers to look for work or attend workshops is starting to increase.

Director’s Report (Exhibit H)

Jakki Bungart-Bibb provided State and Federal legislative updates.

State Updates

Media Articles - The Michigan news portion of the directors report includes several hyperlinks to various articles related to the workforce in Michigan. One of significant stories of local interest is the 3rd bullet regarding Pfizer’s

\$120 million dollar investment in Michigan adding 250 new jobs. This expansion is related to the covid antiviral medication.

MW! Association Strategic Planning - The Michigan Works! Association is participating in a strategic planning process. The first session was conducted on May 15, 2022 and the next scheduled session is planned for September. This process includes the Michigan Works! Association board members which is a mix of public and private sector representatives. She reported that both Dan Dunn and she attended the first session which was very productive. She left the session feeling excited about the future of the Association and what that will mean for Michigan Works! Agencies around the State. A few of the ideas that came up in the first session were to increase advocacy efforts, strengthen the Michigan Works! brand, and seek additional funding opportunities. Updates will be provided to the Board as this process moves forward.

Federal Updates

Trade Adjustment Assistance (TAA) - The Trade Adjustment Assistance Program (or TAA) is the program that assists workers who lose their jobs as a result of foreign trade. This program was established by the Trade Act of 1974, and it has seen its share of amendments with 11 over the course of its existence, the most recent included a reversion and sunset date effective July 1, 2022. Michigan Works! received a guidance letter from USDOL last week related to this reversion and sunset. What this means overall is that without congressional action, no new petitions will be certified. Locally, for the program and customers, staff can provide services for individuals who fall under already certified petitions. Conversations continue to take place regarding a potential reauthorization; however, until further movement in Congress, staff will follow the guidelines received in the aforementioned guidance letter.

Wagner-Peyser Federal Proposed Rules - The Wagner-Peyser information in the report is the same information provided last month. Ms. Bibb thanked the WDB for approving the resolution at last month's meeting agenda. Since then, Commissioner Quinn introduced the resolution to the Kalamazoo County Board of Commissioners where it was also approved. Yesterday, the Branch County Board of Commissioners have agreed to move the resolution forward for approval next week. Staff are hopeful that the St. Joseph County and Calhoun County Board of Commissioners will do the same. These resolutions will be submitted as public comments in opposition of the federal proposed rules. She also expressed thanks to all who signed the statement of support. Approximately 1,500 signatures from approximately 600 different businesses were represented. There was some movement at the State level regarding the possibility of the resolution being introduced; however, there were technical issues with the draft resolution as proposed so it is unlikely to be voted on next week. If there were to be movement on this, it would most likely occur in September. Moving forward, the MW! Association will be submitting comments on behalf of the Michigan Works! system. She encouraged members to also submit comments and noted that the deadline to do so June 21, 2022 at midnight. The USDOL must review and respond to every single comment before making a final decision. Staff have compiled several hyperlinks to various media releases, op eds, and videos from the MWA's around the State related to this subject and the MW! advocacy efforts. If interested in reading/viewing these, members should contact Ms. Bibb.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

None.

UPCOMING MEETINGS

Upcoming meetings include:

