

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

**CALL TO ORDER:** Workforce Development Board Chair, Frank Tecumseh, called the meeting to order at 9:00 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

Members attending in-person introduced themselves.

**WDB Executive Committee Members Present:**

Dan Dunn (PS)* <sup>v</sup>	Kris Jenkins (Educ)*	Frank Tecumseh (PS)*
Lisa Godfrey (PS)*	Dave Maurer (PS)*	* Exec Committee
Randall Hazelbaker (PS)*	Jackie Murray (PS)*	<sup>v</sup> attended virtually

**Other WDB Members Present:**

Dr Adrien Bennings <sup>v</sup>	Charles Rose (CBO) <sup>v</sup>
Jose Orozco (CBO) <sup>v</sup>	Mike Quinn (PS)

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

Jakki Bungart- Bibb	Aseel Hussein <sup>v</sup>	Kathy Olsen
Ashley Iovieno	Amy Meyers	Amanda Rosenberg <sup>v</sup>

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

Paige Daniels (YOU/KRESA) <sup>v</sup>	Amanda Sutherland (YOU/KRESA) <sup>v</sup>
Sam Dougherty (WDI) <sup>v</sup>	Mark Waurio (Upjohn/PATH) <sup>v</sup>
Sarah Mansberger (KRESA) <sup>v</sup>	

**Guests Present:**

Emma Frick, for Rep. Julie Rogers <sup>v</sup>	Don Reid (USA Today Network) <sup>v</sup>
Samantha Powell (Upjohn/Special Initiatives)	

**SHINING STAR AWARD**

Jakki Bungart-Bibb reported the Shining Star Award is a new standing Board meeting agenda item that was implemented last month. The Shining Star Award celebrates dedicated and outstanding front-line staff. Employees can submit nominations monthly and the operations team then selects a winner. The winner is recognized at the following month's Workforce Development Board meeting. Along with that acknowledgement, the winner receives a certificate signed by the Board chair as well as a traveling plaque and trophy. This is just one of the many ways we are looking to celebrate our frontline staff who work tirelessly to serve our communities.

Ms. Bibb announced that Samantha Powell was selected for the February Shining Star Award. Ms. Powell has been critical to the growth of new career coaches and is responsible for the success of many LEAP projects. She has taken the special initiatives staff under her wing and teaches them what she has learned over the years. She is a reliable and trustworthy employee who goes above and beyond for her co-workers, partners, and participants. Whether advocating for the removal of participants' barriers or promoting in-house trainings that can help bring meaningful employment opportunities to the participants, Ms. Powell is always passionate about her work. She was presented with the award at the meeting along with expressions of congratulations and thanks.

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## 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 Dave Maurer and supported by Lisa Godfrey to approve the WDB Full Board Meeting Notes of February 17, 2022; and the WDB Executive Committee meeting minutes of February 23, 2022. Motion carried.**

## COMMITTEE REPORTS

***Monitoring and Evaluation Committee*** – Jackie Murray reported the Monitoring Committee recently met. Two participants were interviewed, and both spoke very highly of staff. The first participant originally enrolled in the Trade program, struggled finding new employment, and eventually enrolled in school. School became difficult with online learning and multiple losses of family and friends during the COVID pandemic. The participant then enrolled in WIOA Dislocated Worker services after being contacted by staff. The second participant was laid off in early 2021, had multiple interviews but no job offers, and recently enrolled in WIOA Adult services. After researching options, the individual started the process to enroll in truck driver training and while waiting for classes to start, is studying with the program-provided book and practicing test modules. Workforce Development Institute (WDI) staff, the service provide for WIOA Adult and Dislocated Worker services, provided a presentation summarizing the information pertaining to Adult and Dislocated Worker program services. They also provided information on their connections to businesses and training providers that included a project where they worked with the IBEW to fill jobs with contractors working on the Graphic Packaging project in Kalamazoo.

MW! administrative staff completed mid-term monitoring to assess progress made towards corrective action issues identified last year. Overall, progress was made in addressing the identified corrective actions. For the annual review, sixteen files were reviewed of which the majority included documentation of barriers that aligned with entries within the OSMIS Individual Service Strategy (ISS) Action Plan. However, some files still failed to document barriers within the Action Plan that were detailed in the participant's Individual Employment Plan (IEP) and/or case notes. WDI staff acknowledged they were aware of these issues and have been addressing them with additional training. Dual enrollment with the Trade Program continues to be a focus. Data validation of the sixteen (16) files resulted in a 0% error rate. MW! admin staff also interviewed two participants, and both described staff as knowledgeable and welcoming. Mileage reimbursement and the welcoming attitude of staff were identified as the most helpful aspects of the program. Services provided continue to be a blend of virtual and in-person, based on each participant's preference & availability. Program enrollments were low due to COVID-19 and outreach and recruitment are a current focus. Most of the WIOA performance measures were well above goal for the Dislocated Worker Program. For the Adult Program, a couple of the performance measures were above goals and others were slightly below goals. *Administrative recommendations* are for the service provider to continue to develop and enhance the processes and procedures to ensure the Individual Employment Plan / Individual Service Strategy aligns with the barriers identified by, and services provided to participants; and to strengthen strategies to ensure the opening of activities is properly supported thorough documentation, such as in case notes. *Continuous improvement* includes consistency in the determination of activity usage in OSMIS; the development of procedures to ensure customer satisfaction surveys are completed appropriately; and the continued development and enhancement of strategies to support dual enrollments and the coordination of services and case management between the Dislocated Worker and Trade programs.

## **NEW BUSINESS**

### **WDB Plans**

#### ***PY2022 Young Professionals Initiative*** (Exhibit B1)

Amy Meyers reported Michigan Works! Southwest received an allocation of \$450,000 for the period March 1, 2022, through February 28, 2023, which is a significant increase from last year's award of \$150,000. Michigan Works! Southwest applied for this funding and this year there was an opportunity to request an amount up to \$500,000. The goal of this funding is to increase career awareness and preparation while reducing youth unemployment. This will be accomplished by introducing under-represented young adults, ages 14 to 24, to the world of work while providing income. Although not an exhaustive list, examples of allowable services and expenditures listed on the plan document (Exhibit B1) include: wages/stipends paid for participation in a work experience; classroom training or the required academic education component directly related to the work experience; incentive payments directly tied to the completion of work experience or classroom training for those enrolled as WIOA Youth; employability skills/job readiness training to prepare youth for a work experience; and supportive services. As in the past, MW! Southwest will be partnering with KRESA/YOU to provide this programming.

#### ***FY2022 Going PRO Talent Fund*** (Exhibit B2)

Amy Meyers reported the Going PRO Talent Fund (GPTF) provides opportunities through competitive awards to employers to assist in training, developing, and retaining new and current employees. The allocation for this plan (Exhibit B2) for MW! Southwest totals just over \$3 million. MW! areas receive an award of Talent Fund funding based on the total number of company applications that were approved for funding. This funding allocation represents individual company awards; however, companies may also apply later for funding as part of an Industry Led Collaborative (ILC). This award reflects training 1,886 residents at 58 companies. Training funded by the Talent Fund must fill a demonstrated talent need experienced by an eligible participating employer. Training must lead to a credential for a skill that is transferable and recognized by the industry. Allowable training includes classroom or customized training for new and current employees; on-the-job training (OJT) for new employees; and apprenticeships for first-year United States Department of Labor (USDOL) Registered Apprentices for new and current employees.

**Motion made by Mike Quinn and supported by Dave Maurer to approve the PY2022 Young Professionals Initiative and the FY2022 Going PRO Talent Fund Plans. Motion carried.**

#### ***CEAC and WDB Appointments*** (Exhibits C1 & C2)

Kathy Olsen requested Board consideration and approval of the appointment of Dustin Scharer, Assistant Superintendent of CTE for Branch County to the WDB, representing education as an alternate representative for Kris Jenkins, for the balance of a term that began October 1, 2020, and which ends September 30, 2022; and to appoint Mr. Scharer to the Career Educational Advisory Council, representing Branch County Career Technical Education for the balance of a term that began July 1, 2021 and which ends June 30, 2023. Both appointments would be effective July 1, 2022 and are to replace Randy Sowles who is retiring.

Ms. Olsen also requested Board consideration and approval of the appointment of Dr. Mark Dunneback, Dean for Business and Technical Careers at KVCC, replacing Dr. Tracy Labadie, as the alternate representative for Dr. Deb Coates, representing a post-secondary institution for the balance of a term that began July 1, 2020, and which ends June 30, 2022.

**Motion made by Lisa Godfrey and supported by Dave Maurer to approve the appointment of Dustin Scharer, Assistant Superintendent of CTE for Branch County to the WDB representing education as an alternate representative for Kris Jenkins, for the balance of a term that began October 1, 2020, and which ends September 30, 2022; and to appoint Mr. Scharer to the Career Educational Advisory Council, representing Branch County Career Technical Education for the balance of a term that began July 1, 2021 and which ends June 30, 2023. Both appointments would be effective July 1, 2022 and are to replace Randy Sowles who is retiring; and to approve the appointment of Dr. Mark Dunneback, Dean for Business and**

**Technical Careers at KVCC, replacing Dr. Tracy Labadie, as the alternate representative for Dr. Deb Coates, representing a post-secondary institution for the balance of a term that began July 1, 2020 and which ends June 30, 2022. Motion carried.**

## **WDB Policies**

### **WDB Policy 06 Rev 07 - Procurement and Property Management (Exhibit E)**

Kathy Olsen requested Board consideration and approval of WDB Policy 06 Rev 07 - Procurement and Property Management (Exhibit E). She reported edits made to the policy align with State policy updates. References were updated and minor punctuation edits were made. Additionally, under section III.E. ‘an administrative system’ was changed to ‘an administrative monitoring system;’ and under Section V., item B. was added, and item C. (formerly item B) was edited.

**Motion made by Lisa Godfrey and supported by Kris Jenkins to approve WDB Policy 06 Rev 07 Procurement and Property Management. Motion carried.**

## **STAFF REPORTS**

### **Business Services Update**

Ashley Iovieno provided an update on the Going PRO Talent Fund (GPTF) and reported on upcoming events.

**Going PRO Talent Fund** – Ms. Iovieno reported one additional local company was awarded a Going PRO Talent Fund grant since the initial announcement was made at the previous Board meeting. Cosma Casting in Battle Creek will join the list of awardees bringing the total for Michigan Works! Southwest to fifty-eight (58) companies. Their award is for \$123,052 which brings the MW! Southwest total to approximately \$2.8 million in training funds. The official State policy has been released and staff are now working on writing contracts with the awardees.

**Upcoming Events** – Ms. Iovieno reported multiple in-person events are being planned.

- **MiCareerQuest™ Southwest** – Planning is underway for the MiCareerQuest™ Southwest. At this stage staff are moving forward with an in-person event scheduled for May 17-18, 2022 at the Kalamazoo Expo Center; however, staff are prepared to move to a virtual platform if that becomes necessary. Partners for this event include Kalamazoo RESA, Calhoun County Career Center, Southwest Michigan First and area champion employers such as Bronson and Stryker. Staff are currently recruiting employers for the event and if interested in participating, please contact Ms. Iovieno. Staff are also in discussions with partners in St. Joseph County for an in-person MiCareerQuest™ event to be held in St. Joseph County; however, no date has been set.
- **Recipe for Success Job Fair** - Plans are underway for a Recipe for Success event to be held in Albion on May 11, 2022. Staff are working with area partners that include Marshall Opportunity High School, Albion Economic Development Corporation, Kellogg Community College, and Albion College. The plan is to incorporate students into the event as well as adult job seekers.
- **Spring Hiring Blitz** – The next Spring Hiring Blitz for Branch County is scheduled for May 11, 2022. This event creates opportunities for not only adult job seekers but also for local students that attend the Branch Area Career Center. Staff are working closely with the Branch Area Career Center, Kellogg Community College, and the Coldwater Area Chamber to pull together the event that has not taken place since 2019 because of the pandemic.
- **Career Exploratory Event** – Staff have partnered with Sturgis High School to sponsor a Career Exploratory event for area high schoolers that will take place on March 25, 2022, from 8:30 a.m. to 2:30 p.m. Area employers will be able to highlight what their company does through hands-on activities.
- **Glen Oaks Community College Hiring Event** - Staff are collaborating with partners at Glen Oaks Community College for an area Hiring Event scheduled for the afternoon of April 20, 2022.

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## Labor Market Information Update

**Michigan's Labor Market News** - Jakki Bungart-Bibb reported the March edition of Michigan's Labor Market News was not available at the time of the meeting. It will be emailed to members as soon as it becomes available. She reported the Michigan unemployment rate is currently at 4.2%, and the unemployment rate in the four counties in the Michigan Works! Southwest service area ranges from 3.9% – 5.4%.

**Job Demand Dashboard** – Ms. Bibb reported the Job Demand Dashboard link for Region 8 will also be emailed to members following the meeting. She noted that the ad volume increased by almost 14% during the month of February. 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. For more labor market information, the February edition of Regional Economic Trends is available on the Upjohn Institute website. This is a monthly report that summarizes the latest county-level data on employment, job growth, and job postings.

**Burning Glass Analytics and Real Time Jobs Data** (Exhibit D) - 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 January 1, 2022, through February 28, 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. Staff are seeing a slight increase of individuals visiting the centers each month; however, numbers are still well below pre-pandemic levels. Most traffic in the service centers is for unemployment insurance assistance. The State of Michigan Department of Labor and Economic Opportunity (LEO) and the Michigan Works! statewide network are exploring a marketing campaign to promote awareness of MW! services that will hopefully drive more job seekers into the centers. A successful Expungement event was held on February 23, 2022, in Calhoun County at the Kellogg Arena. She thanked the Special Initiatives Team, the Neighborhood Employment Hubs staff, and the community partners for their challenging work for this event. Key partners were Calhoun County Circuit and District Court, Goodwill Industries, Community Action, Calhoun County Public Defender, Michigan Advocacy Program, Legal Services of Southcentral Michigan, Voces, Safe and Just, and Michigan Works! Southwest. This event went particularly well due to the overwhelming response of volunteers and attorney support in Calhoun County. An option for fingerprinting was provided on-site or by voucher prior to the clinic, which helped speed up the process. One hundred fifty (150) customers had their records screened and seventy (70) were registered with Michigan Works! Southwest and will receive assistance with the cost of expungement and the fees.

## Director's Report (Exhibit F)

Jakki Bungart-Bibb provided State and Federal legislative updates.

**State Update** – The annual *Michigan Works! Association Legislative Day* was held on March 9, 2022. The MW! Southwest Board chair and vice chair both participated along with Ben Damerow and Ms. Bibb. It was a busy day of activities that included the MW! Board of Directors meeting, a workforce development panel discussion, and several legislative visits. Staff and Board members from MW! Southwest visited with six local representatives and shared legislative priorities as well as some successes and challenges related to workforce development. A list of the legislative priorities was included on the Director's Report (Exhibit F) that was sent to members prior to the meeting. She reported the group also used the opportunity to plug for a change to the Open Meetings Act as they were meeting with the State representatives.

The annual *Impact Awards hosted by the Michigan Works! Association* is scheduled to take place next week in Lansing. This event recognizes workforce development successes across Michigan and local lawmakers will present tributes to honorees from across the state. The successes of YWCA, Southwest Childcare Resources and

customer Jazmine Carpenter, a participant in the WIOA Youth Services Program, will be the recipients recognized from the MW! Southwest area. Through working with her career coach at YOU, Ms. Carpenter was able to overcome significant barriers, begin training and gain employment in the childcare industry. She transitioned quickly to a lead teacher position and upon the completion of her early childhood apprenticeship, she will hold a nationally recognized certification and nine college credits. Ms. Bibb acknowledged YOU/KRESA staff, the partners, and Jazmine Carpenter for their efforts towards this success.

**Federal update** - Congress passed omnibus legislation to fund the government for the remainder of Fiscal Year 2022 and the passage of this legislation will result in small increases in spending for many workforce development programs. This will affect several programs operated by MW! Southwest. The increase is marginal for almost all programs and will not have a huge impact. One area that did have a significant increase was funding for apprenticeships, which increased by 27%; staff will continue to watch and report on how the MW! Southwest area will be impacted.

**OLD BUSINESS**

None.

**CITIZENS’ TIME**

None.

**MEMBERS’ TIME**

None.

**UPCOMING MEETINGS**

Upcoming meetings include:

- The next WDB Executive Committee meeting is scheduled for Thursday, April 21, 2022, from 9:00 – 10:30 a.m. (Note: This meeting was cancelled.)
- The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, May 19, 2022, from 9:00 – 10:30 a.m.
- The next Monitoring and Evaluation Committee meeting is scheduled for Tuesday, March 22, 2022, from 3:00 – 5:30 p.m.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 21, 2022, from 1:00-3:00 p.m.
- The next Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, April 12, 2022, from 2:00-4:00 p.m.

**ADJOURNMENT**

There being no other reports or business for the Board, the meeting adjourned at 9:43 a.m.

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Kathy Olsen	Date	Frank Tecumseh	Date
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