

**Workforce Development Board Executive Committee  
Meeting Minutes  
October 20, 2022**

**CALL TO ORDER:** Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 9:02 a.m. at the Michigan Works! Southwest Service Center, 200 W. Van Buren Street, Battle Creek, Michigan 49017.

Attendees introduced themselves and Kathy Olsen introduced individuals who were attending virtually.

**WDB Members Present:**

Lisa Godfrey (PS)*	Mike Quinn (PS)	* Exec Committee
Kris Jenkins (Educ)*	Frank Tecumseh (PS)*	^ Attended Virtually
Jackie Murray (PS)*		

**WDB Executive Members Absent**

Randall Hazelbaker (PS)*	Dave Maurer (PS)*
--------------------------	-------------------

**Center for Workforce Innovation and Solutions / Michigan Works! / Upjohn Institute Staff Present:**

Jakki Bungart- Bibb	Ashley Iovieno	Kathy Olsen
Ben Damerow	Jennifer Klemponow	Amanda Rosenberg
Francisco Garcia ^	Amy Meyers	Shelby Springett ^

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

Paige Daniels (YOU/KRESA)	Amanda Sutherland (YOU/KRESA)
Sam Dougherty (WDI)	Mark Waurio (PATH/WEUI) ^

**Guests Present:**

Rep. Julie Rogers ^

**SHINING STAR AWARD**

The Shining Star Award for September was tabled until the November meeting.

**COMMITTEE REPORTS**

**Career Educational Advisory Council (CEAC) Report**

Kris Jenkins provided a summary of the recent Career Educational Advisory Council (CEAC) meeting. She reported in *St. Joseph County*, The Career Technical Education (CTE) graphic design class is no longer offered at Glen Oaks Community College as an instructor could not be identified. Otherwise, St. Joseph County ISD is fully staffed. A public safety class is now offered at Centreville High School. The instructor is a retired St. Joseph County sheriff. There is also a new advanced healthcare class. In *Branch County*, the CTE programs are fully staffed; the Cosmetology class is no longer being offered; and CTE enrollments have increased this school year. In *Calhoun County*, CTE enrollment numbers are down. Construction for expansion of the welding program is expected to begin at the end of November or early December. The hope is that two more sections can be added, which would serve approximately fifty (50) more students. This will address the current wait list, for at least one year. The Calhoun Area Career Center is focusing on apprenticeships and building those apprenticeships into the current programming. They currently have apprenticeships with three machinists, five vet techs, six electricians, and five finished carpenters. The technical training is provided by the post-secondary partner. Calhoun County hosted a Military and Public Services Career Day on September 23, 2022. Twenty-four (24) organizations, such as college

ROTC, healthcare, the Michigan Department of Health and Human Services (DHHS), the Michigan Department of Transportation (MDOT), the military, and the Michigan State Police, committed to participating. *Kalamazoo RESA and Calhoun ISD* will be participating in the MiCareerQuest™ Southwest event on October 25-26, 2022. Staff from *Kalamazoo RESA* reported on the State Apprenticeship Expansion (SAE) grant at the CEAC meeting. The SAE grant is for in-school and out-of-school students through age 24. There is ongoing support for youth ages 18-24 for short-term training in all four counties. For *Adult Education*, the State budget has identified stable funding for the region's programs. There are five providers that are consistently underperforming, and staff are working with those providers, focusing on professional development to help increase performance. Ms. Jenkins noted that it is not necessarily that they are not doing a good job, it is the reporting that is sometimes difficult to manage. Under *business member updates* at the CEAC meeting, Dave Maurer announced that the groundbreaking for Kalamazoo's new technical education Career Center would occur at the end of September. This took place on September 30, 2022. He also reported that Southwest Michigan First's strategic planning includes bringing the Advanced Manufacturing Career Consortium that has been meeting at KVCC under their organization. They hope to create a more regional approach to manufacturing, as well as more diverse industry involvement by working with Battle Creek Unlimited. Portage Public Schools will be hosting an all-Portage STEAM night, October 21, 2022, from 3:00 to 8:00 p.m. at the Air Zoo. In the manufacturing industry, the low-skilled positions are getting filled; however, there are still openings for more skilled positions, such as maintenance technicians, mechanical technicians, CNC operators and welders. CEAC member, Jim Sertic reminded educators at the CEAC meeting that they should continue to focus on building skills because there will always be an increased demand for workers with higher skills. Today, the *Branch Area Career Center* will be hosting a career day for ninth grade students. Lastly, CEAC members requested that sharing best practices be an agenda topic at the *next CEAC meeting* which is scheduled for December 5, 2022.

## 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.

## STAFF REPORTS

### Business Services Activities

Ashley Iovieno provided an update on career exploratory events, National Apprenticeship Week, and the Going PRO Talent Fund (GPTF).

***Career Exploratory Events*** – Ms. Iovieno reported the past month has been filled with career exploration opportunities for students. On October 19, 2022, in Battle Creek, a celebration of Manufacturing Day concluded. Michigan Works! Southwest, specifically Business Services Coordinator, Heather Ignash, worked closely with Battle Creek Unlimited and Kellogg Community College to hold industry tours with nine local employers. This included employers showcasing equipment onsite at the Regional Manufacturing Technology Center (RMTC), as well as a few employers opening their facilities for students to visit in-person. Approximately 640 students in grades 9 through 12 participated over the course of two days. On October 25-26, 2022, a MiCareerQuest™ Southwest event will be held, the second one for this calendar year. This event puts the MiCareerQuest™ back on the original schedule which is to hold it in the fall. The format is like the one held in the spring, with there being six pathways including an outdoor event called 'Touch a Truck'. Staff are grateful that participation from employers continues to be at a high level and that there are champion employers, including Bronson and Stryker. These companies are making large staff time commitments to support the event. Today, Michigan Works! Southwest is a sponsor of an event in Branch County where partners will celebrate Career Day from 8:00 a.m. to 11:30 a.m. This event will be held at the Dearth Community Center, and it will feature over forty (40) career paths being showcased by local employers. Approximately five hundred (500) freshmen will walk through the hands-on exhibits.

***National Apprenticeship Week*** - Ms. Iovieno reminded members to mark their calendars for National Apprenticeship Week, scheduled for November 14-21, 2022. Michigan Works! Southwest will be hosting an Apprenticeship 1.0 session on November 22, 2022. A few employers that have built and grown an apprenticeship

program will be highlighted. Information pertaining to the events taking place in Michigan during National Apprenticeship Week can be found online at <https://www.apprenticeship.gov/national-apprenticeship-week>.

**Going PRO Talent Fund (GPTF) Industry Led Collaborative (ILC)** – Ms. Iovieno reported a draft process guide for the Going Pro Talent Fund was received this week and with that information, staff are now prepared to conduct informational sessions for local employers. The application period for this year will begin on November 21, 2022, and run until December 9, 2022. The training start date of February 1, 2023 has not changed. Because there are still many changes being made to the online application system, staff are not yet able to complete authorization requests; however, staff plan to communicate all the updates and changes to employers as they become available.

### **Labor Market Information**

**Michigan's Labor Market News** – Ms. Iovieno reported the October edition of the Labor Market News is now available and a link to the publication, as well as other labor market information, will be sent to Board members following the meeting. This month's issue shares highlights and takeaways for Michigan from the newly released 2021 American Community Survey One-Year Estimates from the U.S. Census Bureau. Areas that are highlighted are educational attainment rate, poverty rate, and median household income. The map of the month focuses on the Change in the Share of Rent-Burdened Households by State from 2019-2021. Michigan was reported to be in the .5% to 2.5% range. 'Rent-burdened households' are defined as having gross rent exceeding 35% of the monthly household income and 'changed' is defined as the percentage point difference between 2019 and 2021. The share of rent-burdened households in Michigan increased by 2.2% between 2019 and 2021, which was slightly lower than the nationwide increase of 2.5%.

Online job ads in August decreased slightly from the previous month by 2.4%. The Michigan Unemployment rates are included on the Dashboards that will be reported on later during this meeting and can also be found on the [Michigan Labor Market Information](#) website. The top in-demand jobs continue to show Registered Nurses at the top, followed by retail salespersons and then first-line supervisors/retail, for a total of 16,569 job ads, lower than last month by 4.6%.

**Burning Glass Analytics and Real Time Jobs Data (Exhibit D)** - 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 Michigan Works! Southwest Area for the period August 1, 2022, through September 30, 2022, was included in the meeting notice.

### **Operations Update**

Ms. Bibb reported Jennifer Klemnow was hired as the new Strategic Operations Manager to fill Ms. Bibb's former role. This is Ms. Klemnow's third week in her new role and although new to this role, she is not new to workforce development or to Michigan Works! Southwest. Ms. Klemnow has over 20 years of experience, with her most recent role being the special initiatives manager for the Michigan Works! Southwest direct services team. In that role, she successfully operated many programs including planning and implementing pilot programs such as Learn, Earn and Provide (LEAP) and Clean Slate. Ms. Klemnow will oversee MW! Southwest operations with a continuous improvement focus. She will be attending the WDB meetings and beginning in November, she will be presenting the operations reports.

Ben Damerow reported the LEAP Program was piloted in the Michigan Works! Southwest service area and thanks to Jennifer Klemnow's leadership, the LEAP Program is expanding statewide to all Michigan Works! areas.

**Dashboards** - Ms. Bungart-Bibb further reported that a couple of months ago, staff mentioned that the operations report would be revamped and presented in a dashboard format, much like what was done prior to 2020. She thanked Amy Meyers for pulling together the data for the dashboard reports. Ms. Meyers then reported on the Dashboards that were distributed at the meeting. One of the reports focused specifically on Business Services and the second report was focused on job seeker services. Discussion occurred where members asked questions and provided

feedback. Following the meeting, the reports were updated based on the feedback received and a link to the revised reports was sent to members.

### **Director's Report (Exhibit E)**

**State** – Jakki Bungart-Bibb provided an update regarding the Michigan Works! Association's strategic planning process. A planning session was conducted September 28, 2022, which was the second of three planned sessions. The third is scheduled to be held in December 2022. As a result of this second session, five goals were identified including (1) diversifying funding sources; (2) enhancing relationship building; (3) improving brand management; (4) establishing a Center of Excellence and align with professional development offerings; and (5) strengthening advocacy efforts. Regarding the enhanced relationship building goal, she highlighted that several MW! directors attended the one-year anniversary celebration of MI New Economy. During that event, the Governor signed into law the [Michigan Achievement Scholarship](#). This scholarship program will make college more affordable for individuals based on need. Several MW! directors were also able to connect with key staff from the newly created CHIPS office, to discuss funding opportunities and workforce development for semiconductor manufacturing. While there are no direct workforce grants through the incentives mentioned, the CHIPS office will be encouraging applicants to include local workforce boards as a required partner within their proposals. Additional information will be provided as it is made available. The link to additional information about these incentives is [\\$39 billion in incentives from the federal government will be available to build domestic semiconductor manufacturing facilities](#).

**Federal** - Congress approved a continuing resolution (CR) on September 30, 2022, to temporarily extend fiscal year 2022 spending levels until mid-December 2022. This will allow additional time for lawmakers to reach an agreement on federal funding for fiscal year 2023.

**Wagner-Peyser** – Ms. Bungart-Bibb reported that no additional information is available regarding the Wagner-Peyser proposed rule since the last report. Staff are still awaiting a response to all comments that were submitted, as well as a final decision. Staff have heard unofficially that there may be nothing to report until the first quarter of 2023.

Lastly, Ms. Bungart-Bibb thanked members for taking time out of their extremely busy schedules to meet with Kathy Olsen and her during the last several weeks. Approximately twenty-five (25) meetings have been held to date and a few more are scheduled. She noted that it has been a pleasure to get to know the Board members, to see where they work, and to learn what each member and their organization is doing. She also noted that the feedback provided is greatly appreciated and there are some good suggestions as to how to incorporate some of the ideas into future WDB meetings.

The written Director's Report (Exhibit E) was emailed to members following the meeting.

### **PUBLIC TIME**

None.

### **APPROVAL OF MINUTES**

#### **WDB September 15, 2022, Quarterly Meeting Minutes (Exhibit A)**

**Motion made by Kris Jenkins and supported by Frank Tecumseh to approve the September 15, 2022, Workforce Development Board Quarterly Board meeting minutes. Motion carried.**

### **NEW BUSINESS**

#### **WDB Plans (Exhibits B1-B5)**

Amy Meyers requested Board consideration and approval for five workforce development plans.

**Food Assistance Employment and Training (FAE&T) FY2023 Plan (Exhibit B1)** - Amy Meyers reported the plan for the Food Assistance Employment and Training (FAE&T) program for Fiscal Year (FY) 2023, includes an

allocation of \$102,541 for the Michigan Works! Southwest area. This is a decrease from the \$130,082 allocation received in FY2022. The FAE&T Program operates on an October through September program year. 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 Program is also available to single adults aged 18 through 59 years old and adult members of a FAP household with minor children. The FAE&T funds may be used to provide employment and training activities as well as supportive services to individuals referred to Michigan Works! Southwest by the Michigan Department of Health and Human Services (MDHHS). FAE&T is currently a voluntary program. A waiver from the time-limited food assistance was approved for all eighty-three (83) counties in Michigan; therefore, Able-Bodied Adults Without Dependents (ABAWD) do not have a work requirement through February 28, 2023.

**Barrier Removal Employment Success (BRES) FY 2023 Plan (Exhibit B2)** – Amy Meyers reported the Barrier Removal Employment Success (BRES) Plan also operates on an October through September program year. Michigan Works! Southwest received an allocation of \$488,769, to support the employment and reemployment of at-risk individuals and the removal of barriers to employment. Funding may be used to serve at-risk populations including, but not limited to, individuals served through the Healthy Michigan Plan, the Clean Slate Pilot (CSP) program, the Employer Resource Network<sup>®</sup> (ERN<sup>®</sup>), and Michigan Reconnect, as well as serving the Asset Limited Income Constrained Employed (ALICE) population. Other funding guidelines outlined on the plan document included in the agenda packet are the ability to support activities that are not eligible or feasible under another funding source. Funding allowability also includes a comprehensive list of support service options that are listed on the plan document.

**Reemployment Services and Eligibility Assessment (RESEA) (Exhibit B3)** - Amy Meyers reported the allocation for the Reemployment Services and Eligibility Assessment (RESEA) plan for calendar year 2022 is \$135,000 for the period beginning January 1, 2022, and ending September 30, 2023. The allocation represents a decrease from the 2021 allocation of \$169,124. 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. The services that are required to be provided during an initial RESEA appointment are listed on the plan document included in the agenda packet and include orientation to Michigan Works! services and a review of Labor Market Information (LMI). The opportunity for, and benefits of, returning for a second, voluntary RESEA appointment are also discussed at the first RESEA appointment. In addition, as a part of the State evaluation and in accordance with DOL requirements, mandated subsequent RESEA appointments will be scheduled for half of the individuals who attend an initial RESEA appointment.

**Trade Adjustment Assistance (TAA) AY 2021/FY 2023 Allocations and Plan (Exhibit B4)** - Amy Meyers reported the Trade Adjustment Assistance (TAA) program operates on an October through September program year. TAA is a federal program that assists U.S. workers who have lost their jobs because of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, and support necessary to becoming reemployed. As discussed during the director's report at previous WDB meetings, TAA expired on June 30, 2022, and has yet to be reauthorized. This means that no new certifications can or have occurred since July 1, 2022. However, customers of companies that have been previously certified can continue to be served. The planned allocation for the period October 1, 2022, through September 30, 2023, for Michigan Works! Southwest is \$704,435. This represents a decrease in TAA funding in comparison to last year's allocation of \$800,297. The Trade services that will be available to workers over the course of their participation in the program include case management activities, such as comprehensive assessments, employability skills assistance, and career counseling. TAA program funds can also be used to fund classroom, on-the-job, and registered apprenticeship training. There will also be a focus on the required dual enrollments between TAA and the WIOA Dislocated Worker Program.

**Partnership. Accountability. Training. Hope. (PATH) FY 2023 Plan (Exhibit B5)** - Amy Meyers reported Michigan Works! Southwest received a FY 2023 allocation for the Partnership. Accountability. Training. Hope. (PATH) program in the amount of \$2,820,197. The PATH program is supported by Temporary Assistance for

Needy Families (TANF) federal funds and Penalty and Insurance (P & I) State funds. The allocation reflects a minimal increase in comparison to the FY2022 allocation for PATH which totaled \$2,817,292. Individuals eligible for participation in PATH include Family Independence Program (FIP) cash assistance recipients and applicants referred to the program by the Department of Health and Human Services (DHHS). FIP applicants begin with a 10-day Application Eligibility Period (AEP) where they have the opportunity to work one-on-one with a career coach to identify and address barriers to employment and begin working on other activities related to gaining employment. PATH also provides individuals with training, work experience opportunities, and supportive services to help obtain and retain employment.

In responding to comments and questions from Board members, Mark Waurio reported that most PATH participants have multiple barriers. The most frequent barriers identified include housing, transportation, and childcare. The initial focus is on removing these barriers to better prepare the individuals for employment. For performance, the State only follows the Work Participation Rate (WPR). Locally, additional goals are set; for instance, a local goal was set for the average wage, and it currently is much higher than the goal. He also noted that the WPR fluctuates throughout the year and Jennifer Klemptow reported the annual trend has been that the WPR is lower in the summer months. Mr. Waurio reported that currently Michigan Works! Southwest is ranked fourth in the State for WPR. Ben Damerow reported the WPR is a flawed performance level because it tracks process and activities but not outcomes. He also reported that there is a movement at the federal level with TANF reauthorization to include performance changes that align with WIOA performance measures.

Jakki Bungart-Bibb reported local staff serve on Statewide workgroups. She is serving on the RESEA Work Group, Sarah Pohl serves on the PATH Work Group, and Ben Damerow is serving on a UIA Modernization Task Force.

**Motion made by Jackie Murray and supported by Frank Tecumseh to approve the Food Assistance Employment and Training (FAE&T) FY2023 Plan, the Barrier Removal Employment Success (BRES) FY 2023 Plan, the Reemployment Services and Eligibility Assessment (RESEA) Plan, the Trade Adjustment Assistance (TAA) AY 2021/FY 2023 Allocations and Plan, and the Partnership. Accountability. Training. Hope. (PATH) FY 2023 Plan. Motion carried.**

### **WDB Renewal Appointment (Exhibit C)**

Kathy Olsen requested board consideration and approval for the renewal appointment of Windy Rea, Admissions Counselor for Michigan Job Corps, Human Learning Systems, to the Michigan Works! Southwest Workforce Development Board (WDB) for another two-year term beginning October 1, 2022, and ending September 30, 2024. She reported that Ms. Rea should have been included on the list of renewals that was presented to the WDB at last month's meeting.

**Motion made by Kris Jenkins and supported by Mike Quinn to approve the reappointment of Windy Rea, Admissions Counselor for Michigan Job Corps for another two-year term beginning October 1, 2022, and ending September 30, 2024. Motion carried.**

### **OLD BUSINESS**

None.

### **PUBLIC TIME**

Amanda Sutherland announced that the Michigan Works! Service Center in Coldwater is moving next week to 398 Marshall Street. The move is scheduled to be complete by October 31, 2022. During the move, there will be a focus to ensure there is no disruption of services. A grand opening celebration will be held soon. Kris Jenkins commented that the new site is a more visible location.

Representative Julie Rogers reported the economy and workforce development are topics of many conversations. There are no legislative days until after the mid-term elections. The 60<sup>th</sup> District office received a non-partisan grant to help get out the vote during the weekend and Monday before the election – November 5, through November 8,

2022. The grant will be used to pay canvassing workers \$30/per two-hour shift. Individuals working in this position must be 18 years of age or older. Individuals interested in this opportunity should contact the 60<sup>th</sup> District office.

**MEMBERS’ TIME**

Kris Jenkins reported the demographics in Branch County are changing with an increasing population of Latino, middle Eastern and Amish. There is an effort to help cultivate awareness of the changing demographics through community events that includes a global cuisine event this evening, October 20, 2022, hosted by the Branch Area Career Center. She also reported that on Saturday, November 5, 2022, the Branch County Career Center will be celebrating 50 years of promoting careers. The event will be held from 10:00 a.m. to 2:00 p.m. and includes a free lunch, as well as some planned activities.

Kris Jenkins thanked Representative Julie Rogers for allowing her son to interview Representative Rogers. Ms. Jenkins reported that one of her son’s school assignments was to interview a policy maker.

**UPCOMING MEETINGS**

- The next meeting of the full WDB is scheduled for Thursday, November 17, 2022, from 9:00 – 10:30 a.m. at Duncan Aviation, 15745 South Airport Road, Battle Creek, Michigan.
- The next WDB Executive Committee meeting will be Thursday, December 15, 2022, from 9:00-10:00 a.m. at a Kalamazoo location TBD.

Other upcoming committee meetings listed on the agenda included:

- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, October 25, 2022, from 8:00 – 9:30 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.
- The Disability Awareness Resource Team (DART) Committee meeting is scheduled for Tuesday, November 8, 2022, from 2:00-4:00 p.m.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, December 5, 2022, from 1:00-3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Road, Kalamazoo, MI 49002.

**CLOSED DOOR SESSION**

**Motion by Frank Tecumseh and supported by Kris Jenkins to move into a Closed Door Session for the purpose of discussing pending litigation.**

**A Roll Call Vote to move into a Closed Door Session was taken. Ayes: Lisa Godfrey, Kris Jenkins, Jackie Murray, Mike Quinn, and Frank Tecumseh; Nays: None. Motion carried.**

WDB members moved into a Closed Door Session at 10:01 a.m.

**A Roll Call Vote was taken to move back into the public WDB Executive Committee meeting at 10:24 a.m. Ayes: Lisa Godfrey, Kris Jenkins, Jackie Murray, Mike Quinn, and Frank Tecumseh; Nays: None. Motion carried.**

**ADJOURNMENT**

There being no other reports or business for the Board, the meeting was adjourned at 10:24 a.m.

\_\_\_\_\_  
Kathy Olsen Date

\_\_\_\_\_  
Lisa Godfrey Date

**APPROVED**

These minutes were approved on \_\_\_\_\_