
**Workforce Development Board Executive Committee
Meeting Minutes
April 20, 2023**

CALL TO ORDER: Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 9:03 a.m. at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan 49001.

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

WDB Members Present:

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

WDB Executive Members Absent

Dave Maurer (PS)*

Other WDB Members Present

John Fiore (MRS) Brian O'Donnell (PS) Charles Rose, alternate for
Jeff Heppler (PS) David Pawloski (Labor)[∇] Jose Orozco (CBO)
Karla Meeks (PS)[∇]

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

Jakki Bungart- Bibb Amy Meyers Amanda Rosenberg
Ashley Iovieno Kathy Olsen

Michigan Works! Services / Program Staff Present:

Paige Daniels (YOU/KRESA)[∇] Amanda Sutherland [∇] Attended Virtually
YOU/KRESA)[∇]

Guests Present:

Bud Norman (Branch County)[∇] Kristine Stevens (GOCC)

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.

PUBLIC TIME

No comments.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Jackie Murray and supported by Randall Hazelbaker to approve the Workforce Development Board (WDB) March 16, 2023 Executive Committee meeting minutes Motion carried.

COMMITTEE REPORTS

Monitoring Committee

Jackie Murray reported that the Monitoring Committee recently met to review the WIOA Youth programs and services. The Committee interviewed three participants and when asked how they heard about the program, the responses included that they learned about it from youth staff and at a shelter where one of the youth volunteered. When asked what the best method was to use to reach youth, the Committee was surprised to learn that community and fun events received a higher recommendation than social media. During the meeting, a staff monitoring report was also reviewed. Staff had reviewed twenty-one (21) files that included a sampling of all the youth programs. It was noted that the administrative recommendations made at last year's monitoring were being addressed. Staff reported that four participants were also interviewed during the staff monitoring. In summarizing, Ms. Murray reported that one corrective action was required to ensure activities are opened and closed in alignment with WIOA requirements; one administrative recommendation was made for the implementation of enhanced strategies and standards to ensure participants are exited from the program in a timely manner, and that staff determine the appropriate time to exit the program; and there was a continuous improvement recommendation to ensure staff are actively reviewing participants subject to Measurable Skills Gains (MSGs) performance measures, and manually ending the MSGs, in alignment with the guidance in the WIOA manual and internal standards. Paige Daniels, Executive Director of Career Development at Kalamazoo RESA, gave a very thorough presentation. Ms. Daniels also reported that Kalamazoo RESA is acquiring a mobile lab that can be changed out to promote various industries. The mobile lab was primarily funded by a couple of local businesses and to begin with, it will target the manufacturing industry. Jakki Bungart-Bibb noted that the mobile lab is a notable example of what unrestricted funding can accomplish.

Career Educational Advisory Committee (CEAC)

Kris Jenkins reported the Career Educational Advisory Council (CEAC) recently met. Career Education Planning Districts (CEPD) regions 20 and 21 provided Career Technical Education (CTE) reports on Perkins V funding. Tentative allocations for the next school year were \$628,553 for Region 20 which includes Kalamazoo and St. Joseph Counties and \$51,677 for Region 21 which includes Barry, Branch and Calhoun Counties. Lists ranking the occupational clusters in each of the State's ten prosperity regions were included in the CEAC meeting agenda packet. The MiSTEM Network announced scholarships are available to instructors for two summer workshops. One is titled "Algebra in Manufacturing Processes, Entrepreneurship and Design" (AMPED) and the other is "Geometry in Construction" (GIC). Both will take place June 26-29, 2023 in Sault Ste. Marie, Michigan. The link to more information and to apply was included in the CEAC agenda packet.

St. Joseph County education updates included new welding booths, a work-based learning luncheon, the showcasing of the CTE Public Safety program at the CTE Showcase in Lansing, a MiCareerQuest™ event scheduled to be held on May 9, 2023, the development of a new culinary arts program to begin next fall, and the hiring of a new instructor for their CTE Construction Trades program. Education updates for *Branch County* included funding from the State School Aid Section 61(i) grant that will be used for teacher retention and recruitment. An eighth grade Discovery program for at-risk students just concluded. The youth were identified as having some interest in industrial arts and they worked on special projects with 11th and 12th grade mentors. *Calhoun County* education representatives reported to the CEAC that they were working diligently to increase the number of youth apprenticeships. Calhoun County reported they do not have machining or electrical technician available at the ISD and they are working with the Branch Area Career Center and Kellogg Community College to increase the opportunities for students interested in these career pathways. The physical renovation of space was just completed for the welding lab and Calhoun ISD will be adding thirty (30) seats. They are currently interviewing for an instructor. Calhoun County also applied for and received a State School Aid Section 61(i) grant for regional improvement.

Kellogg Community College has signed on as a supporter of the Electric Vehicle (EV) Job Academy which is a statewide initiative to share curriculum for the EV consortium. *Glen Oaks Community College* held a Health Education Career Fair on March 28, 2023. *Adult Education* is experiencing an increase in the number of enrollments, and it is hopeful that additional funding will become available for adult education. *Business representatives* who attended the meeting reported that it has been difficult to get youth and their parents interested in manufacturing careers. Business representatives also noted that they are beginning to see a slowdown in the manufacturing industry. CEAC members also had a discussion regarding the amount of money spent on youth athletics and suggested those funds would be better spent if they were applied towards a college education. They also discussed creative ways to promote youth who sign up to attend a college or an apprenticeship training program.

Board member, Jeff Heppler added that he sees industries such as manufacturing, agriculture and recreation/hospitality as important industries in Southwest Michigan and the importance of teaching youth the job skills to acquire employment in these industries.

Disability Awareness Resource Team (DART)

John Fiore reported the Disability Awareness Resource Team (DART) recently met. Life Coach, Tina Bravata, provided a professional development opportunity for members. The title of the presentation was “Supporting Customers through Motivation and Empowerment”. Members discussed emerging issues that included the expansion of dental services covered under Medicaid and the need to contact legislators and ask them to raise the maximum limit allowed for financial assets so that individuals do not lose their benefits. It was also noted that some federal legislative representatives are advocating for Medicaid work requirements. Disability awareness training opportunities included the DART Desktop Training modules, workshops offered by Disability Network Southwest Michigan, and workshops offered by the Kalamazoo Public Library ONEPlace. Agency updates were also provided at the DART meeting. Arc Community Advocates is seeking an Executive Director. Michigan Rehabilitation Services (MRS) is recruiting for a Certified Nurse Assistant (CNA) class that is scheduled to begin in July; plans are to hold a CNA class twice a year. MRS is partnering with MWSW, YOU/KRESA, MCTI, the Kalamazoo Promise, the Northside Neighborhood Association, and other entities to recruit participants. Disability Network Southwest Michigan is expanding their outreach throughout their eight-county service area, with a focus on reaching individuals in rural locations. Goodwill Industries offers free financial classes and coaching in Kalamazoo County. There are no income requirements; however, the focus is to serve the ALICE population. The staff for these classes are certified and the Financial Coaching Coordinator is Kathleen Wine; she can be reached at kwine@goodwillswmi.org or 269-382-0490 x249. The application period for the summer program at Youth Opportunities Unlimited closed on April 10 and staff are currently assigning enrollees to a coach. Younger youth will be working with a team and a coach, and the older youth will have a paid internship in the community. The Recovery Institute continues to work with the drug court and focuses on working with individuals who have abused drugs. The Michigan Department of Labor and Economic Opportunity (LEO) expects to release an RFP by July 1 to award \$15 million of COVID Relief funds to expand the current Barrier Removal Employment Success (BRES) funding. This will be a competitive RFP and any entity can apply. Lastly, the Oklahoma School for the Deaf is offering free ASL classes during their spring semester that runs February 13 through July 31, 2023. The link for more information is <https://courses.osd.k12.ok.us/>.

NEW BUSINESS

WDB Plans

WIOA Local Plan (Exhibit B) - Amanda Rosenberg reported that the Workforce Innovation and Opportunity Act (WIOA) states that each Workforce Development Board is responsible for the development of a Local Plan. The Local Plan serves as a four-year action plan to develop and integrate service delivery strategies and to support the State’s vision of strategic and operational goals. This Local Plan was modified to align with the Boards’ decision to allow Michigan Works! Southwest to provide

Wagner–Peyser Employment Services, directly. This Local Plan Modification was posted for a 30-day public review and comment period beginning March 15, 2023. No comments or questions were received.

FY23 Going PRO Talent Fund (GPTF) (Exhibit B2) – Amanda Rosenberg reported the Going PRO Talent Fund provides opportunities through competitive awards to employers to assist in training and retaining new and current employees. The allocation for this plan totals just over \$3.4 million and is reflective of the Cycle I awards. She reported that Michigan Works! Agencies receive an award based on the total number of company applications approved for Talent Fund funding. This award reflects the training of 1,721 local individuals at 31 companies. She further reported that companies may also apply for funding as part of an Industry Led Collaborative (ILC). Training funded by the Talent Fund must fill a demonstrated need experienced by an eligible employer. A list of allowable training is provided on the plan document.

Motion made by Kris Jenkins and supported by Frank Tecumseh to approve the WIOA 4-year Local Plan Modification and the FY23 Going PRO Talent Fund Cycle I awards. Motion carried.

State Apprenticeship Expansion (SAE) – Amanda Rosenberg reported the State Apprenticeship Expansion (SAE) grant was awarded to Michigan Works! Southwest through the State of Michigan on April 1, 2021, for the development and expansion of Registered Apprenticeship Programs in Southwest Michigan. On April 3, 2023, the State of Michigan approved a modification to the grant, extending the funding term from March 31, 2023 to June 30, 2024, and updating the local elected official for Michigan Works! Southwest to reflect Mr. John Taylor. This grant is not a funding source that requires WDB approval, and therefore a vote is not required. However, as this funding falls under the auspices of this Board, staff wanted to make the Board aware that this modification is scheduled for review and approval at the Kalamazoo County Board of Commissioners meeting on May 3, 2023.

Requests for Proposals Update

As a follow up to the Michigan Works! Southwest’s Workforce Development Board meeting held in March, Amanda Rosenberg provided an update on the current Requests for Proposals (RFPs).

RFP 2023-1 to secure a One Stop Operator was posted publicly on Friday, March 14, as planned. The due date for proposal submissions was April 14; however, no notice of intent to bid or proposals were received. This RFP, along with the solicitation list, is undergoing internal review for necessary updates to ensure appropriate potential bidders are reached. Information regarding the status of this RFP moving forward will be shared with the Board via email.

RFP 2023-2 was released to secure a merit-based staffing contractor for the Trade Adjustment Assistance (TAA) Program. The RFP was posted on Friday March 24, and one Letter of Intent to bid was received.

RFP 2023-3 was released to secure an entity to provide General Outreach and Communications; and two Letters of Intent to bid were received.

Proposals for RFP 2023-2 and RFP 2023-3 are due by the end of the day on Friday, April 21, 2023. Staff expect to hold reviews for both RFPs on Tuesday, May 2, 2023 at 1:00 p.m. Board members were asked to please email Kathy Olsen if they are available to assist.

Announcements

Kathy Olsen asked members to save the date of Wednesday, December 6, 2023 for an evening meeting and year-end celebration that will take place from approximately 5:00-7:00 p.m. Additional information will be provided as details are confirmed.

STAFF REPORTS

Business Services Update and Dashboard (Exhibit D)

Ashley Iovieno provided a Business Services and Dashboard Report update (Exhibit D). The Dashboard was emailed to members prior to the meeting. The Dashboard included data pertaining to unemployment rates, job demand, the Going PRO Talent Fund, and employers served. She also provided updates pertaining to the Labor Market newsletter, and MiCareerQuest™ St. Joseph County.

Unemployment Rates - Ms. Iovieno reported unemployment rates for the month of January 2023 were listed on page two of the Dashboard. The Michigan Unemployment rate was reported to be 4.3%. with the national rate coming in at 3.6% and the four counties located in the Michigan Works! Southwest service area ranges from 4.1% to 5.1%. St. Joseph County was reported to be at 5%, Kalamazoo County was at 4.1%, Branch County was at 4.9%, and Calhoun County was at 5.1%.

Job Demand - Page three of the Dashboard included details of job demand in the Southwest Prosperity Region. The in-demand jobs data continues to show Registered Nurses at the top, followed by retail salespersons, and then first-line supervisors/retail, for a total of 16,611 ads, which is a 15.5% increase from last month. Employers with the most job openings closely aligned with the occupations showing the most openings.

Going PRO Talent Fund (GPTF) - Since the last Workforce Development Board meeting, one additional company received a Going PRO Talent Fund award; however, the Dashboard does not reflect this addition since notification was received yesterday, after the Dashboard was prepared. The number reported by Amanda Rosenberg under the Plans for this meeting was the accurate number of total companies awarded. The application period for Cycle 2 independent applications is still on track to open on May 1. To date, three information sessions for employers have been held, as well as multiple one-on-one meetings. Ms. Iovieno further reported there has been a lot of interest in Industry Led Collaboratives (ILCs) and approximately four are in process of applying within the Michigan Works! Southwest four-county area. The ILC application period will remain open until the funding is exhausted.

Employers Served - Page five of the Dashboard shows the number of employers served and services provided, this includes data through March 2023. Ms. Iovieno noted that staff are hearing from more employers asking for assistance in filling openings as seasonal job openings begin to pick up.

Michigan's Labor Market News – A March issue of Michigan's Labor Market Newsletter was not released; instead, the State published Industry Cluster Reports. The just released April edition of Michigan's Labor Market Newsletter focuses on the eight industry clusters in Michigan which include Agriculture, Construction, Energy, Healthcare, Hospitality and Tourism, Information Technology, Manufacturing and Mobility. The map of the month features the share of online job advertisements by the Michigan Prosperity Regions. Michigan Works! Southwest is included in Region 8, which had 7.3% of the total ads statewide, with manufacturing ads reported to be at 10.9% and healthcare ads were reported to be at 10.4%. Region 8 was lower in the hospitality and tourism ads, which were reported to be at 6.5%.

MiCareerQuest™ St. Joseph County – Ms. Iovieno reported Michigan Works! Southwest is excited to be partnering with St. Joseph County Intermediate School District, the Three Rivers Area Chamber of Commerce, Southwest Michigan First, Glen Oaks Community College, and many other organizations to bring the MiCareerQuest™ to Saint Joseph County students on May 9, 2023 at the Doyle Center in Sturgis, Michigan from 8:00 a.m. to 3:00 p.m. So far, over forty-five (45) employers are registered, and staff are wrapping up recruiting last-minute employer registrations for the event. Additionally, volunteer opportunities are still available. She invited Board members to stop by to check out the event and offered to provide a tour. Anyone interested in an employer booth, volunteering, or a tour, should contact her at iovieno@upjohn.org.

Burning Glass Analytics and Real Time Jobs Data (Exhibit C) - 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 February 1, 2023, through March 31, 2023, was included in the meeting notice.

Operations Update and Dashboard (Exhibit E)

Amy Meyers reported the Services Dashboard (Exhibit E) was emailed to members prior to the meeting and includes services data through March 31, 2023. She reported data is run at a specific point in time for the monthly Dashboard reports and most performance measures as reported on page 4 of the Dashboard are exit-based. The Measurable Skills Gain (MSG) is an annual measure, and it is expected that the MSG performance will be higher at the end of the program year.

Ms. Meyers reported Barrier Removal Employment Success (BRES) funding has historically been awarded to Michigan Works! agencies. This funding is less restrictive and is used to fill gaps in our service area and primarily assist individuals who fall within the ALICE population to gain or maintain employment. An RFP for additional BRES funding from the State is expected soon, as the source for the additional funds is ARPA funding and it cannot be distributed by formula. Therefore, the RFP application will be open to entities outside of the Michigan Works! agencies.

The State monitoring review for Partnership. Accountability. Training. Hope (PATH), Food Assistance Employment and Training (FAE&T), Clean Slate, and Barrier Removal Employee Success (BRES) programs occurred during March of 2023. Ms. Meyers reported the review resulted in no findings, all activities satisfied federal program requirements, and no further action is required. The site visit included not only a participant file review, but monitoring staff also observed actual program orientations that Michigan Works! Southwest staff provide for both PATH and FAE&T customers. The State monitors also reviewed program operations and best practices with staff. Ms. Meyers expressed a thank you to the Michigan Works! Southwest direct services staff and the monitoring staff for their assistance in preparing for this monitoring visit. Jakki Bungart -Bibb also expressed thanks to Amy Meyers, the MWSW team, and the service providers for the work they put into the monitoring visits and noted that it is a rare instance for MWSW to receive a finding or a corrective action.

As a follow-up to the modification to the local four-year plan reported on earlier in the meeting that identifies Wagner-Peyser Employment Services to be provided by Upjohn employees, these services will begin being provided by Upjohn employees on Monday, April 24, 2023 at the Coldwater and Three Rivers locations. In partnership with Kalamazoo RESA, it was determined that this was the best route to maintain appropriate staffing levels and levels of customer service.

Director's Report (Exhibit F)

Wage and Benefit Survey - Jakki Bungart-Bibb reported in the fall of 2022, the Upjohn Institute conducted a wage and benefit survey. The survey focused on manufacturing and healthcare establishments in Prosperity Region 8, which includes Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties. The results of that survey were recently released and can be found on the Upjohn Institute [website](#). The survey examined issues related to employee attraction and retention. It also examined alternative ways companies are trying to meet labor demand. With the release of these results, Upjohn Institute President Mike Horrigan, along with partners across the region, presented the results in a Legislative roundtable on Monday, April 17, 2023, and a media roundtable on Tuesday, April 18, 2023. Several articles were published because of these roundtables. [The link to the survey was sent to members following the meeting.] She expressed thanks to Ashley Iovieno and the Business Solutions Professionals,

economic development partners, Berrien, Cass, and Van Buren Michigan Works and Kinexus for their assistance with the survey.

ETA Conference – Ms. Bibb reported that a representative from Michigan Works! Southwest was recently invited to attend the U.S. Department of Labor (USDOL) Vision 2030 Workforce Convening in Virginia. The USDOL Employment and Training Administration (ETA) will provide an opportunity for the public workforce system to come together to ensure that an economy that works for all is built. This convening will be an opportunity to highlight and uplift existing programs, build partnerships, and break down silos, catalyze success by scaling up together, and create strategic plans to meet the needs of the future. In service of this important work, ETA will share their vision for the next decade, focused on four guiding pillars: (1) Open Opportunities for Vulnerable Workers and Communities; (2) New Industry Partnerships that Lead to Real, Good Jobs; (3) Build a Better Care Economy; and (4) Action Today for the Future of Work. This monumental task requires all facets of the workforce development system to come together. Attendees will include representatives from state and local workforce boards, education and training providers, state workforce agencies, community colleges, employers, unions, industry associations, training intermediaries, philanthropy, community-based organizations, academic researchers, and federal and other government partners. Ms. Bibb will be the representative from Michigan Works! Southwest who will be attending this invite only conference.

Employer Resource Network® (ERN)® - Ms. Bibb reported that Kelli Adams, Michigan Works! Southwest Employer Resource Network® Director, was recently awarded the 2023 Change Maker Award for her work in the development and administration of the largest and most successful ERN® in the nation. Kelli was recognized at a national conference held in Ohio in March 2023.

Michigan Works! Association Advocacy Newsletter – Ms. Bibb reported that the Michigan Works! Association recently published their inaugural Michigan Works! Advocacy Newsletter. Through this newsletter, the Association will be sharing stories and lifting up the voices of workforce partners. The first edition highlights the state and federal legislative priorities for the workforce system. State highlights included the Michigan Skills Fund, Youth Work Experience, Michigan Works! Infrastructure Funding, the Going PRO Talent Fund, the BRES Program, Youth Career Awareness & Exploration, and Michigan Reconnect. Federal highlights included Wagner-Peyser Employment Services, the Workforce Innovation and Opportunity Act (WIOA) Re-authorization, Pell Eligibility Expansion, Temporary Assistance for Needy Families (TANF) Re-authorization, and Trade Adjustment Assistance (TAA) Re-authorization.

Childcare Executive Order - On April 18, 2023, President Biden signed an executive order designed to address the childcare crisis. The order includes more than fifty (50) directives to nearly every agency to take action on fixing the childcare and long-term care system. Additional information can be found [here](#) and the [link to the Executive Order](#) was also sent to members following the meeting. Ms. Bibb further reported that Michigan Works! Southwest recently applied to be part of an initiative focused on childcare and is waiting to hear if the application was accepted. Additionally, Pulse, within the Upjohn Institute's Center for Workforce Innovation and Solutions, was asked by the State to take on some of the work related to childcare. Lisa Godfrey noted that childcare has been a workforce issue for 30+ years and Jackie Murray added that the pandemic elevated the need for this to be addressed as many individuals dropped out of the workforce due to the lack of childcare and/or the cost.

OLD BUSINESS

None.

PUBLIC TIME

None.

MEMBERS' TIME

Dave Pawloski reported he will need to attend the next meeting via Zoom.

UPCOMING MEETINGS

- The next meeting of the full WDB is scheduled for Thursday, May 18, 2023, from 9:00 – 10:30 a.m. at the Branch County Community Health building, 570 Marshall Road, Coldwater, Michigan.
- The next WDB Executive Committee meeting is scheduled for Thursday, June 15, 2023, from 9:00-10:30 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

Other upcoming committee meetings listed on the agenda included:

- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, May 15, 2023, from 1:00-3:00 p.m. at Kalamazoo RESA, Wile Auditorium, 1819 E. Milham Rd, Portage, Michigan. [This meeting was cancelled.]
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, May 23, 2023, 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, June 20, 2023, 2023, from 2:00-4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Ave., Kalamazoo, Michigan.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 10:09 a.m.

Kathy Olsen

Date

Lisa Godfrey

Date

APPROVED

These minutes were approved on _____