
**Workforce Development Board Executive Committee
Meeting Minutes
August 17, 2023**

CALL TO ORDER: Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 9:02 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

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

WDB Members Present:

Lisa Godfrey (PS)*	Jackie Murray (PS)* [∨]	* Exec Committee
Kris Jenkins (Educ)*	Brian O'Donnell (PS)*	
Randall Hazelbaker (PS)*	Frank Tecumseh (PS)*	

WDB Executive Members Absent

Dave Maurer (PS)*

Other WDB Members Present

Al Ives (PS) Dave Pawlowski (Labor)[∨]

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

Jakki Bungart- Bibb	Amy Meyers	Amanda Rosenberg
Ashley Iovieno	Kathy Olsen	Shelby Springett ^(∨)

Guests Present:

Lanre Ajayi (GOCC)	Kylee Johnson (for State Rep. Julie Rogers 41 st District) [∨]	Kristine Stevens (GOCC) [∨] Attended Virtually
--------------------	--	--

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

There were no public comments.

COMMITTEE REPORTS

There were no committee reports.

APPROVAL OF MINUTES (Exhibit A1)

Motion made by Brian O'Donnell and supported by Alan Ives to approve the July 20, 2023, Workforce Development Board (WDB) Executive Committee meeting minutes. Motion carried.

NEW BUSINESS

WDB Plans (Exhibits B1-B2)

Amanda Rosenberg requested Board consideration and approval for two workforce development plans.

MiSTAIRS Funding for Apprenticeship Success Coordinators (Exhibit B1)

The first plan presented by Ms. Rosenberg was the 2023 MiSTAIRS (Michigan Statewide Targeted Apprenticeship Inclusive and Readiness System) funding for Apprenticeship Success Coordinators. She reported that this funding supports Apprenticeship Success Coordinators (ASCs) assisting employers in the registration, launch, and reporting of Registered Apprenticeship Programs (RAPs). Michigan Works! Southwest was awarded a total of \$116,527. The allocation was based on active apprentices, employers, and labor force and unemployment rates by region, using 2022 data. Complete funding allowability is described on the plan summary document. The intent of MiSTAIRS is to institutionalize a standard approach to improve Registered Apprenticeship Programs (RAP) access across the state for eligible participants aged sixteen (16) and older, who are not enrolled in an apprenticeship at the time of service.

Michigan Works! Area (MWA) Apprenticeship Success Coordinator (ASC) and MWA Registered Apprenticeship Program (RAP) Intermediary Functions (Exhibit B2)

Ms. Rosenberg reported that the second plan for review is the Michigan Works! Area (MWA) Apprenticeship Success Coordinator (ASC) and Registered Apprenticeship Program (RAP) Intermediary Functions funding, which is also in support of Apprenticeship Success Coordinators. The grant amount is \$161,282 for the period April 2023 through June of 2025. This funding can also be used for intermediary services to grow the use of the Registered Apprenticeship Programs (RAP) model, as both ASC and intermediary focused activities support the registered apprenticeship model. The full list of required activities and services was detailed in the plan summary document.

Motion made by Kris Jenkins and supported by Brian O'Donnell to approve the plans for MiSTAIRS Funding for Apprenticeship Success Coordinators and the Michigan Works! Area (MWA) Apprenticeship Success Coordinator (ASC) and MWA Registered Apprenticeship Program (RAP) Intermediary Functions. Motion carried.

WDB Policies

Kathy Olsen reported that the WDB policy changes presented last month for approval were based on a draft of a State policy. She reported the draft State policy was finalized and there were no additional changes.

WDB Memberships (Exhibit C)

Kathy Olsen requested Board consideration and approval of renewal appointments for current members representing the private sector, to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties) for a two-year term beginning October 1, 2023 and ending September 30, 2025. Private sector renewals include the following members:

- Ms. Jessica Eyster, HR Manager, IAC Group (St. Joseph)
- Ms. Lisa Godfrey, Owner, Lisa A. Godfrey Attorney at Law (Kalamazoo)
- Mr. Randall Hazelbaker Owner, Hazelbaker Antiques (Branch BOC)
- Mr. Jeff Heppler, Police Chief, Village of Augusta, and Owner, Hit-Em Here (Kalamazoo BOC)
- Mr. Jared Hoffmaster, Assistant Vice President and Investment Officer at Century Bank and Trust (St. Joseph BOC)
- Mr. Alan Ives, Vice President of Operations, Kadant Johnson LLC (St. Joseph)
- Mr. Derek King, Owner, King Jewelers (Calhoun BOC)
- Mr. David Maurer, President, Humphrey Products, Inc. (Kalamazoo)
- Ms. Karla Meeks, Human Resource Director, Stewart Sutherland, Inc. (Kalamazoo)
- Ms. Jacquelyn Murray, Director of Human Resources, Marshall Excelsior Company (Calhoun)
- Mr. Brian O'Donnell, Project Executive, Hi-Tech Electric Company (Kalamazoo)
- Ms. Sabrina Radenovic, HR Business Partner, Stryker (Kalamazoo)
- Mr. David Sutherland, Senior Manager, Human Resources, Asama Coldwater Manufacturing, Inc. (Branch)

- Mr. Frank Tecumseh, CEO, FireKeepers Casino Hotel (Calhoun)
- Ms. Elizabeth Van Dussen, HR Manager, Duncan Aviation (Calhoun)

Motion by Brian O'Donnell and supported by Randall Hazelbaker to approve the renewal of memberships for the current private sector members as presented for another two-year term beginning October 1, 2023 and ending September 30, 2025.

STAFF REPORTS

Business Solutions Update and Dashboard (Exhibit D)

Ashley Iovieno provided a Business Solutions and Dashboard Report update (Exhibit D). 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 most recent edition of the state's Labor Market newsletter. She reported that the Business Solutions Dashboard and the link to the Labor Market News will be sent to members following the meeting.

Unemployment Rates - Ms. Iovieno reported unemployment rates for the month of June 2023 were listed on page two of the Dashboard. The Michigan unemployment rate was reported to be 3.6% with the national rate also reported at 3.6% and the four counties located in the Michigan Works! Southwest service area ranged from 4.3% to 4.9%. St. Joseph County was reported to be at 4.7%, Kalamazoo County at 4.3%, Branch County at 4.3%, and Calhoun County at 4.9%.

Job Demand - Page three of the Dashboard included details of job demand in the Southwest Prosperity Region. For the first month in a long time, registered nurses were not at the top, but instead a close second to Retail Salesperson for a total of 16,272 ads which is a 3.2% decrease from last month. The employers with the most openings aligned closely with the occupations with the most openings.

Going PRO Talent Fund (GPTF) – The Going PRO Talent Fund (GPTF) dashboard page was updated to include all current awards to Michigan Works! Southwest for Cycle 1, Cycle 2, and Industry Led Collaboratives (ILCs). The grand total awarded to area companies was approximately \$4.6 million. This was reported to be the highest amount Michigan Works! Southwest has received in Going PRO funds. She then reported that it is already time to start thinking about FY24 GPTF Cycle, for which there is a webinar scheduled next week with the State where the necessary information to begin heavier outreach is expected to be shared.

Employers Served - Page five of the Dashboard highlights the number of employers served and services provided. A new program year began July 1, therefore the data presented is for the period July 1-31, 2023.

Michigan's Labor Market News – The August edition of the Labor Market Newsletter was just released. This month, Northwest Michigan Works! and Oakland County Michigan Works! were featured as part of the Michigan Works! regional updates. The map of the month features the Change in Female Labor Force Participation Rate by States from 2012-2022. Michigan saw the twelfth highest increase over the period with .3%; however, in 2022, Michigan ranked 40th with an annual participation rate of 54.8%.

Operations Update and Dashboard (Exhibit E)

Amy Meyers reported that in following up to what was reported at the July WDB Executive Committee meeting, she and Jakki Bungart-Bibb met with all staff in the Michigan Works! Southwest system, including Veterans Employment representatives and subrecipient staff from Youth Opportunities Unlimited and Workforce Development Institute, for a day of professional development last Friday, August 11, 2023. At that meeting, staff went into a deep dive into the goals that were shared with the Workforce Development Board. The professional development day also included overviews of each of the services Michigan Works! Southwest provides. Overall, it was a beneficial day, and she thanked all the staff who not only attended but also took the time to present and share information.

Ms. Meyers then reported on the Services Dashboard that will be emailed to members following the meeting. Data for the Partnership. Accountability. Training. Hope. (PATH) program appeared on page 2 of the Dashboard and she highlighted that the PATH program has had the lowest cost per employment in the state for the last two quarters. The performance numbers for the Workforce Innovation and Opportunity Act (WIOA) and Wagner-Peyser (W-P) were included on page 4 of the Dashboard. She reported that the final numbers that will be submitted to the U.S. Department of Labor (USDOL) will not be available until next week. Page 5 of the Dashboard included data for the Employer Resource Network® (ERN®). She reported that the United Way of South Central Michigan recently awarded the ERN® \$30,000 for three years to assist in success coaching efforts. She also highlighted an employer testimonial from a representative of Duncan Aviation regarding ERN® services who stated, “Duncan Aviation team members have benefited significantly from our SWM ERN® Success Coach, April Gordon, and her commitment to helping our team members achieve personal and professional goals, overcome obstacles, and stay engaged at work. . . .” The full quote appeared on slide five of the Dashboard.

STAFF REPORTS

Director’s Report (Exhibit F)

Jakki Bungart-Bibb thanked the Michigan Works! Southwest staff who planned and prepared for the staff professional development day that occurred on Friday, August 11, 2023.

The Director’s Report (Exhibit F) was distributed at the meeting and will be emailed to members following the meeting.

Federal Update

Jakki Bungart-Bibb reported that in July, both the House and Senate Committees released their FY 2024 bill for Labor Health and Human Services, Education, and related agencies. The links to a summary of both appropriations bills were included in the Director’s Report.

- [Summary of Senate Committee LHHS Appropriations Bill](#)
- [Summary of House Committee LHHS Appropriations Bill](#)

Page two of the Director’s Report included a comparison of the amounts for each specific workforce related program in the FY23 Omnibus for Labor, HHS, Education; the FY24 House bill for Labor, HHS, Education bill; and the FY24 Senate bill for Labor, HHS, Education. Ms. Bibb reported that the FY24 House bill zeroed out funding for WIOA Youth along with a few other programs; and both the FY24 House and FY24 Senate bills drastically cut the Trade Adjustment Assistance Program. She also reported that the TAA Program was not reauthorized and although new companies and their workers cannot be served under TAA, staff can still provide other services to affected companies and employees, as well as TAA services to companies and employees previously certified.

Advocacy Efforts

Ms. Bibb reported that the proposed bills are the beginning of a process and although Michigan Works! anticipates changes, Michigan Works! also wants to be proactive and voice concerns now. Therefore, in response to the proposed appropriations bills, the Michigan Works! Association has initiated a campaign to advocate for support of workforce development programs. To date, more than 2,300 signatures have been obtained. She encouraged members to please sign-on and to share the advocacy efforts with their networks and to contact legislative representatives. The text of that advocacy effort appears below and in the Director’s report, along with a link to send a message to lawmakers.

“We Need Your Active Support!

On July 13, the U.S. House Appropriations Committee released its budget bill which included a 50.1% cut to the Workforce Innovation and Opportunity Act (WIOA) funding. This is one of the key federal workforce programs that provides support to youth, adults, and dislocated workers. These cuts include

outright elimination of WIOA Youth programs and a \$712 million rescission of available WIOA Adult program funds beginning October 1, 2023.

In Michigan alone, these proposed cuts would result in more than 16,000 fewer residents being served directly under WIOA Adult and WIOA Youth programs, which would severely limit the ability of the workforce system to help individuals achieve upward economic mobility, while at the same time making it harder to assist employers in hiring, retaining, and training a dedicated workforce.

The Michigan Works! Association needs your active support and urges you to send a message to your Congressional leaders to oppose these proposed cuts and keep Michiganders working! To oppose these proposed cuts, click the button below to send a letter to your Congressional leaders.

[Send a message to your lawmaker now!](#)

OLD BUSINESS

None.

PUBLIC TIME

Kristine Stevens, from Glen Oaks Community College apologized for entering the meeting a few minutes late. She added that she invited Lanre Ajayi, also from Glen Oaks, to attend today’s meeting so that he could meet the staff and board members.

MEMBERS’ TIME

None.

UPCOMING MEETINGS

- The next meeting of the full WDB is scheduled for Thursday, September 21, 2023, from 9:00 – 10:30 a.m. at the Three Rivers Chamber of Commerce, 1116 N. Main Street, Three Rivers, Michigan.
- The next WDB Executive Committee meeting is scheduled for Thursday, October 19, 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 Monitoring and Evaluation Committee meeting is scheduled for Tuesday, October 24, 2023, from 8:00-9:30 a.m. at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan.
- The Disability Awareness Resource Team (DART) Committee meeting is scheduled for Tuesday, September 19, 2023, 2023, from 2:00-4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Ave., Kalamazoo, Michigan.
- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 18, 2023, from 1:00-3:00 p.m. at Kalamazoo RESA, Wile Auditorium, 1819 E. Milham Rd, Portage, Michigan.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 9:32 a.m.

Kathy Olsen Date

Lisa Godfrey Date

APPROVED

These minutes were approved on _____