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**Workforce Development Board Executive Committee  
Meeting Minutes  
June 15, 2023**

**CALL TO ORDER:** Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 9:00 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**

Morris Applebey (Labor)              Al Ives (PS)                                      Jose Orozco (CBO)  
Jeff Heppler (PS)                      Karla Meeks (PS) <sup>∇</sup>

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

Jakki Bungart- Bibb                      Amy Meyers  
Ashley Iovieno                              Kathy Olsen

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

Blaine Farr (WDI) <sup>∇</sup>                      Sarah Mansberger (YOU/KRESA)              Amanda Sutherland YOU/KRESA)

**Guests Present:**

Kylee Johnson                              Kristine Stevens (GOCC) <sup>∇</sup>                      <sup>∇</sup> Attended Virtually  
(for Rep. Julie Rogers) <sup>∇</sup>

**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 (Exhibits A1 & A2)**

**Motion made by Frank Tecumseh and supported by Jose' Orozco to approve the Workforce Development Board (WDB) April 20, 2023 Executive Committee meeting minutes and the May 18, 2023 Full Board quarterly meeting minutes. Motion carried.**

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## COMMITTEE REPORTS

### Monitoring Committee

Jackie Murray reported the Monitoring Committee met on May 23, 2023 to review programs and services provided by direct services which included Partnership. Accountability. Training. Hope. (PATH); Food Assistance Employment and Training (FAE&T); Learn, Earn And Provide (LEAP); Barrier Removal Employment Success (BRES); and Clean Slate. During the meeting, three participants were interviewed, two of them had participated in the PATH program and one had participated in Clean Slate to have past offenses expunged from her record. All three indicated they benefitted from the services provided. Ms. Murray provided a very thorough summary of the purpose of each program, as well as the file monitoring results. She also reported that Mark Waurio, PATH Manager, provided a PowerPoint presentation that included an overview of the PATH and FAE&T programs. Jennifer Klempnow, Innovative Solutions Director, provided a PowerPoint presentation that included overviews of the LEAP, BRES, and Clean Slate programs.

**Highlights of the PATH and FAE&T Programs** reported by Ms. Murray included the following: As of May 2022, PATH and FAE&T have transitioned away from electronic/TuaPATH files and have instead reverted to all hard copy/paper files; over the past year, the most common barriers reported by PATH participants have been childcare, transportation, criminal background, lack of soft skills, and motivation; and staff reported enhanced collaboration with Bethany Christian Services to better serve refugee participants. **Highlights of Clean Slate, LEAP and BRES Program Operations** reported included: An attorney was contracted to help determine expungement eligibility for CSP. This allows for a faster, smoother process as staff no longer must wait for a Pro Bono attorney to review the client's ICHAT. To diversify training, LEAP participants have also been offered information about training opportunities through Goodwill, MiLEAP, Fatherhood Networks, ICON, and Computer Literacy trainings at Willard Library and the Kalamazoo Literacy Council. Local LEAP participants and program successes have been highlighted across the nation. Michigan Works! Southwest was a key partner in assisting Bay County with implementing the LEAP program. Staff stated the most common BRES supportive services offered over the course of the past year were housing and utility assistance.

**Summary of Outcomes for PATH and FAE&T Programs - Corrective Actions** included the following: (1) Continued Corrective Action to enhance PATH processes and procedures related to the accuracy of acceptable documentation and the calculating and inputting of participation hours to ensure documentation aligns with program requirements and reported outcomes. (2) Continued Corrective Action for the enhancement of internal PATH monitoring procedures to ensure an effective internal monitoring process is in place that better ensures the validity and accuracy of participant information and its compliance with program requirements. Due to the continuation of both previous corrective actions, Program Management was required to submit a formal mitigation plan. The plan has been received and approved. (3) Corrective Action is also required to ensure PATH ISS outcomes, including those related to the Employment Goal, Assessments, and Action Plan, and subsequent updates, are entered into OSMIS for all participants. Two *Administrative Recommendations* were made. The first was to ensure the use of PATH and FAE&T forms and documentation aligns with federal, state, and local requirements, both in how forms are utilized, as well as how information from those forms is entered into OSMIS. The second, due to limited progress being made, the enhancement of strategies to increase the diversity of PATH activity engagement for participants remained as an *Administrative Recommendation*. There were no recommendations made during this monitoring review for *Continuous Improvement*.

**Summary of Outcomes for Clean Slate, LEAP and BRES Program Operations** - There were no *corrective actions*. An *administrative recommendation* was made for BRES staff to review internal procedures for implementing new forms to better ensure staff and participants utilize the correct document versions. Three *continuous improvement* recommendations were made: (1) Strengthen processes to ensure LEAP files contain all required information and that documentation requirements are consistently applied across participants. (2) Review internal BRES standards for supportive service approval to ensure services and required eligibility documentation is consistent across customers. (3) Review processes regarding BRES participant exits to ensure the timeliness of OSMIS participant exits.

## NEW BUSINESS

### Request for Proposal Update

**One Stop RFP** – Amy Meyers reported there were no bidders for the first release of the One-Stop Request for Proposal (RFP). It was re-released; however, prior to the re-release, the RFP was rewritten, and additional potential bidders were added to the solicitation list. Ms. Meyers also noted that with the change

in relationship with Kalamazoo RESA, there were considerable differences in the RFP that was released due to separating Employment Services and One-Stop functions. Ms. Meyers reported one bid was received and following the staff and WDB RFP Committee reviews, a decision was made to award the contract to Janet Bloomfield Consulting. The effectiveness and efficiency of the contractor will be monitored throughout the term of the contract.

**Workforce Development Agreement** (Exhibits B1-B3) – Amy Meyers reported the county contract, or “Workforce Development Agreement” is renewed every two years with an annual modification done to reflect the actual budget for the year prior and to update the planned budget for the upcoming year. The purpose of the Agreement is for the county to establish a relationship with the W.E. Upjohn Institute for Employment Research (Michigan Works! Southwest) for the planning, administration, Workforce Development Board staffing, and program and fiscal management of the four-county workforce development system and to define the terms and conditions of this undertaking. As outlined on the plan document (Exhibit B1), the funding allocation budget currently planned for the year beginning July 1, 2023 is estimated at \$9.8 million (additional details were provided in Exhibit B2). The estimated budget for the upcoming year is based on the current information provided through a draft policy from the State. The Agreement will be updated at the end of the year to reflect actual funds awarded from the State, which may or may not include additional Barrier Removal Employment Success (BRES) and Going PRO Talent funding. In addition, a budget modification to the year that began on July 1, 2022 and is ending June 30, 2023 is included in the Agreement. The modification reflects an actual budget of \$12,833,208 (additional details were provided in Exhibit B3). This Agreement will be an action item on the June 20, 2023 Kalamazoo County Board agenda.

## **WDB Plans**

***Memorandums of Understanding (MOUs)*** (Exhibit C1) and ***Infrastructure Funding Agreements (IFAs)*** (Exhibit C2)

Under the Workforce Innovation and Opportunity Act (WIOA), the development and execution of Memorandums of Understanding (MOUs) with all One-Stop partners is required. Also, in accordance with the WIOA, the MOUs must include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded in the local area. The MOU is acceptable to be renewed once every three years, while the IFA must be updated and reviewed annually. The MOU portion of the document assists all local partners with effective coordination and collaboration, and each partner agrees to a partnership to best serve job seekers and employers in the communities served. The required partner list of those who are identified on the MOU are included on the overview that was included in the packet. (Exhibit C1). The infrastructure funding agreement outlines the Infrastructure costs of all the One-Stop Centers located in the MW! Southwest service area, which are defined as non-personnel costs necessary for the general operation of the One-Stop centers. The financial contribution of each partner was determined by a methodology set forth by the state, as outlined in the IFA document. (Exhibit C2). These MOUs and IFAs have been distributed to all local partners for their review as well. The state partners, including Veterans, Unemployment Insurance Agency (UIA), Michigan Rehabilitation Services (MRS), and Bureau of Services for Blind Persons (BSBP) will be submitting one combined MOU for the State. Staff anticipate that it may be available for Board review at the July meeting.

Board members discussed the need for additional partners for English as a Second Language (ESL), especially in Branch and Calhoun Counties. Staff committed to following up with Voces to further discuss addressing ESL options.

**Motion made by Kris Jenkins and supported by Morris Applebey to approve the Memorandums of Understanding and the Infrastructure Funding Agreements. Motion carried.**

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**MiREACH** (Exhibit C3)

Amy Meyers reported Michigan Works! Southwest was awarded \$148,409 to support the Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH) initiative, which provides tuition and support services to individuals entering healthcare occupations directly impacting patient care in rural communities. This is the first time this funding has been distributed and funding is for the period of April 1, 2023 – December 31, 2024. Funding allocations are determined by the Michigan Works! area's number of healthcare institutions which qualify as Healthcare Professional Shortage Areas. In the MW! Southwest four-county area, all of Branch and St. Joseph counties qualify, along with portions of Calhoun County (including Homer, Marshall, and Albion). The funding can be used for training and related training expenses, including supportive services, if needed, with a \$5,000 maximum per participant. Participants must meet WIOA eligibility criteria and MW! Southwest will strive to serve members of the Asset Limited Income Constrained Employed (A.L.I.C.E.) population, those who are unemployed and underemployed, along with underrepresented populations. In addition, the employer partners must have job openings in one or more of the targeted occupations that are outlined on the plan document (Exhibit C3), including, nurses, home health aides, nursing assistants, and pharmacy techs. To assist with employer identification, staff plan to work with existing healthcare consortium members.

**Motion made by Randall Hazelbaker and supported by Jackie Murray to approve the MiREACH plan. Motion carried.**

**WDB Bi-Annual State Recertification** (Exhibit D)

Kathy Olsen reported local Workforce Development Boards are required to be recertified by the Governor every two years on a two-year cycle that begins on July 1. This differs from the local Board member terms that have an October 1 start date. Part of the recertification process includes Board members attesting that they have no conflict of interest by completing local and State Conflict of Interest forms. The list of current members and the sector each represents was provided in Exhibit D.

**STAFF REPORTS**

**Business Services Update and Dashboard** (Exhibit F)

Ashley Iovieno provided a Business Services and Dashboard Report update (Exhibit F). 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 the Michigan Department of Corrections (MDOC) Job Fair.

**Unemployment Rates** - Ms. Iovieno reported unemployment rates for the month of April 2023 were listed on page two of the Dashboard. The Michigan Unemployment rate was reported to be 3.8% with the national rate coming in at 3.4% and the four counties located in the Michigan Works! Southwest service area ranges from 2.9% to 3.7%. St. Joseph County was reported to be at 3.4%, Kalamazoo County was at 2.9%, Branch County was at 3.2%, and Calhoun County was at 3.7%.

**Job Demand** - Page three of the Dashboard included details of job demand in the Southwest Prosperity Region. She reported 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 18,120 ads which is a 12.8% increase from last month. Employers with the most openings align closely with the occupations with the most openings. The link to the online jobs data was sent to members following the meeting.

**Going PRO Talent Fund (GPTF)** - The chart in the dashboard for the Going PRO Talent Fund has been updated to reflect all of cycle one awards as well as all Industry Led Collaborative (ILC) awards. Since last month's board report, where it was reported that four ILCs were submitted to the State for consideration, all four were awarded funding. This includes awards to thirty-two (32) companies, one (1) in Branch County, eighteen (18) in Calhoun County, one (1) in Kalamazoo County, one (1) in St. Joseph County, and

eleven (11) in other area counties. The total funding added is \$1,150,650. For FY2023 this brings the total Going Pro Talent Fund award amount to \$4,415,102 for Michigan Works! Southwest, which is approximately \$770,000 more than FY22's total and does not include any Cycle 2 awards that may be awarded.

The open application period for cycle two just ended, MW Southwest submitted twenty-seven (27) applications to the State for consideration. There were seventeen (17) applications from Kalamazoo County, six (6) from Calhoun County, one (1) from Branch County, one (1) from St. Joseph County, and two (2) from outside counties. The total funding request was \$956,842. The status of those applications should be announced prior to mid-July. She thanked the Business Solutions Team for all their work related to the Going Pro Talent Fund and noted that balancing cycle two applications along with so many ILC applications made for a busy, but successful, spring as this is the most MW Southwest has received for the Going PRO Talent Fund.

***Employers Served*** - Page five of the Dashboard highlights the number of employers served and services provided, this data is up to date as of May 2023.

***Michigan's Labor Market News*** – The June edition of the Labor Market Newsletter was just released. This report focuses on the 2022 Occupational Employment and Wage Trends. The map of the month features the 2022 Median Wage by Michigan County. The rates for Kalamazoo and Calhoun Counties were reported to be in the \$19.84 to \$21.71 range; Branch County was in the \$18.77 to \$19.83 range; and St. Joseph County was in the \$17.88 to \$18.76 range. The link to the Labor Market Newsletter was sent to members following the meeting.

***Michigan Department of Corrections (MDOC) Job Fair*** – Ms. Iovieno reported Michigan Works! Southwest is partnering with the Michigan Department of Corrections (MDOC) to hold a small job fair. The goal of this job fair is to help connect individuals who are either on parole or probation to local employers who are hiring. The event will also be open to job seekers currently receiving services as well as the public. This event will take place on July 12, 2023 at the Kalamazoo Service Center from 9:00 am to 12:00 pm.

***Burning Glass Analytics and Real Time Jobs Data*** (Exhibit E) - The labor market reports generated from Burning Glass Analytics and Real Time Jobs Data were not available for this meeting.

### **Operations Update and Dashboard (Exhibit G)**

Amy Meyers reported that the Employer Resource Network® (ERN®), highlighted on page five of the Dashboard, was recently awarded \$30,000 per year for a three-year period from the United Way of Southcentral Michigan to support the work of the ERN®. She thanked the United Way partners for this opportunity and stated that Michigan Works! Southwest looks forward to the opportunity to be able to focus these dollars on success coaching in the Kalamazoo and greater Battle Creek areas. Also, in alignment with the work of the ERN®, the Barrier Removal Employment Success (BRES), highlighted on page three of the dashboard, has recently increased collaboration with ERN® success coaches in assisting ERN® participants with resources, referrals, and support services to achieve a shared goal of assisting participants in overcoming barriers to maintaining employment. Since January 1, 2023, BRES has provided \$13,785.09 in support services to ERN® participants.

Ms. Meyers also reported that on June 7, 2023, State monitors were on-site to monitor the Trade Adjustment Assistance (TAA) program. There were no findings as a result of that monitoring and Data Validation (DV) passed at 100%. She noted that Data Validation is an extensive process with over one hundred fields to be reviewed and the goal of data validation is to ensure that reported data and information is accurate and that

both electronic records and paper files are subject to data validation. Ms. Meyers thanked Kalamazoo RESA staff and Michigan Works! Southwest monitoring staff for their work on ensuring accurate data collection.

In responding to questions from Board members, Ms. Meyers further reported the PATH program ends on September 30, 2023 and staff have not received updated data pertaining to the PATH participation rate. She also noted that the Work Participation Rate (WPR) is the best measure of success for this program. There has been some proposed legislation to revisit the PATH performance measures and to align them with WIOA. Performance Measures for Employment Services and Wagner-Peyser, listed on page 4 of the Dashboard, are negotiated every two years, and will be updated in the next program year that begins July 1. She reported that overall, Michigan Works! Southwest is doing very well. The first four measures listed are exit-based measures and the Measurable Skilled Gain (MSG) is an annual measure. Year-end final data will not be available until 6-12 weeks after the end of the program year. She offered to provide definitions in a follow-up email to members, as well as include hyperlinks to the definitions on future Dashboards.

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

**State Budget** - Jakki Bungart-Bibb reported legislative leaders and the Governor's administration reached a target agreement setting the framework for completion action on the 2023-24 fiscal year budget. It is unclear when the House-Senate conference committees might begin meeting to approve the final versions of budget bills for each department and major budget area. The goal is to have the budget finalized by the end of this month, if not sooner. There is a nonbinding statutory deadline of July 1, 2023 for the Legislature to complete work on the budget. A template is available if members are interested in writing to their legislative representatives.

**Federal – Fiscal Responsibility Act and the Debt Ceiling** – The House and Senate approved the Fiscal Responsibility Act that suspended the debt ceiling and the President signed this into law on June 3, 2023. Key measures of the Bill are listed below. [View the full text of the bill.](#)

- Suspend the debt ceiling until January 2025.
- Caps non-defense spending at \$704 billion for fiscal year 2024. Veterans Affairs (VA) healthcare spending would be excluded from this cap. Defense spending would be capped at \$886 billion in the fiscal year 2024.
- Rescinds about \$30 billion of unspent coronavirus relief funding.
- Rescinds \$1.4 billion of Internal Revenue Service (IRS) funding. It would also move \$20 billion of the \$80 billion allocated to the agency in the [Inflation Reduction Act of 2022](#) to non-defense funds.
- Enhances work requirements for the Supplemental Nutrition Assistance Program (SNAP) and the Temporary Assistance to Needy Families program (TANF).
- Simplifies environmental reviews for energy projects.
- Ends the [student loan debt repayment pause](#) in August 2023.

**ETA Conference** - The U.S. Department of Labor's Employment and Training Administration (ETA) provided an opportunity for the public workforce system to come together to ensure building an economy that works for all at the USDOL Vision 2030 Workforce that convened in May in Virginia. This was an invite only conference. ETA shared their vision for the next decade, focused on four guiding pillars:

- Open Opportunities for Vulnerable Workers and Communities
- New Industry Partnerships that Lead to Real, Good Jobs
- Build a Better Care Economy
- Action Today for the Future of Work

This monumental task requires all facets of the workforce development system to come together. Attendees included 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. Representing workforce development, Ms. Bungart-Bibb reported that she attended the conference, and during the conference she had the opportunity to meet with the Assistant Secretary of Labor to discuss local programs.

***Mackinac Policy Conference*** - The 2023 Mackinac Policy Conference focused on “the Power of &,” which invited dialogue among speakers and attendees on why Michigan needs an “and” approach instead of “either or” policy solutions. The “and” approach should create a healthy, productive tension among leaders with different points of view. When it comes to Michigan’s greatest issues and opportunities, “the Power of &” brings otherwise polarized sides closer together to provide the needed stimulus for leaders to bring nuanced thinking to problem solving. Michigan will benefit from an “and” approach when it comes to:

- Individual Freedom & Collection Action
- Sustainability & Economic Growth
- Investing in the Future & Financial Responsibility

Ms. Bibb reported she attended the conference, filling a seat for Mike Horrigan that was paid for by the Upjohn Institute. At the conference, she had the opportunity to meet with leaders from Ford regarding the battery plant being built in Marshall, as well as with state staff to discuss workforce development programs. Sessions she attended included ones presented by the Governor and others presented by local economist, Tim Bartik from the Upjohn Institute.

***Transition*** - Ms. Bibb thanked the Kalamazoo RESA staff for their partnership with Michigan Works! Southwest and noted their staff and planning has been critical to developing and transitioning the local service centers. She reminded everyone that Kalamazoo RESA will continue as a service provider for youth programs that include the Workforce Innovation and Opportunity Act (WIOA) Youth, Young Professionals (YP) and Jobs for Michigan (JMG) programs.

## **OLD BUSINESS**

None.

## **PUBLIC TIME**

Amanda Sutherland, administrator for workforce development for Kalamazoo RESA addressed the Board and noted that she was honored to serve as a leader to the KRESA team and the other workforce partners. Sarah Mansberger finished reading Ms. Sutherland’s prepared remarks and thanked Michigan Works! Southwest for their incredible support over the years through contracts, grants, new initiatives, annual reports, monitoring, and audits. She also highlighted the changes in responsibilities that occurred during the COVID-19 closure. In Ms. Sutherland’s remarks, she recognized the leadership of Eric Stewart, Paige Daniels, and Sarah Mansberger. In Ms. Sutherland’s closing remarks, she noted “this is not a goodbye, but I will see you later.” She wished the best to Mark Waurio and the rest of the Michigan Works! Southwest team.

Sarah Mansberger noted that many of the staff working in the workforce development programs are continuing with this work. A few have already begun employment with the Upjohn Institute and the others will be transitioning to employment with the Upjohn Institute in July.

Lisa Godfrey noted that she has been on the Workforce Development Board for over thirty years where she began by serving on the Monitoring and Evaluation Committee. Throughout her time on the Board, Kalamazoo RESA has been a strong partner and she hopes that strong relationship will continue.

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## MEMBERS' TIME

None.

## UPCOMING MEETINGS

- The next WDB Executive Committee meeting is scheduled for Thursday, July 20, 2023, from 9:00-10:30 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.
- The next meeting of the full WDB is scheduled for Thursday, September 21, 2023, from 9:00 – 10:30 a.m. in St. Joseph County.

Other upcoming committee meetings listed on the agenda included:

- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, June 27, 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, June 20, 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 10:05 a.m.

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Kathy Olsen

Date

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Lisa Godfrey

Date

## APPROVED

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