
**Workforce Development Board Executive Committee
Meeting Minutes
March 16, 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, 200 W. Van Buren Street, Battle Creek, MI 49017.

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

WDB Members Present:

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

WDB Executive Members Absent

Kris Jenkins (Educ)*
Dave Maurer (PS)*

Other WDB Members Present

Charles Rose, alternate for
Jose Orozco (CBO)

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) [∨] Sarah Mansberger (KRESA) [∨] [∨] Attended Virtually
Blaine Farr (WDI) [∨] Amanda Sutherland YOU/KRESA) [∨]

Guests Present:

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

COMMITTEE REPORTS

No reports.

NEW BUSINESS

WDB Plans

AY2021 WIOA Statewide Activities – Young Professionals 2023 Initiative (Exhibit B) - Amanda Rosenberg reported Michigan Works! Southwest received an allocation of \$250,000 WIOA statewide activities funding for the Young Professionals 2023 Initiative. The period for this funding is March 1, 2023 through February 29, 2024. Michigan Works! Southwest applied for this funding, with the opportunity to request up to \$375,000. The amount awarded is a decrease from the 2022 award which was \$450,000. The goal for the use of this funding is to increase career awareness and preparation while reducing youth unemployment. This will be accomplished by introducing under-represented young adults to the world of work while providing income. Examples of allowable services and expenditures are listed on the plan summary document (Exhibit B). As with previous years, Michigan Works! Southwest will be partnering with Kalamazoo RESA Youth Opportunities Unlimited (YOU) to provide the programming.

Motion made by Frank Tecumseh and supported by Jackie Murray to approve the plan for the AY2021 WIOA Statewide Activities – Young Professionals 2023 Initiative. Motion carried.

WDB Plans – Public Announcement

Posting of an Update to the WIOA Local Plan – Amy Meyers reported in response to KRESA’s announcement to no longer bid to provide Employment Services (ES), Reemployment Services and Eligibility Assessment (RESEA), and Trade Adjustment Assistance (TAA) services, and the WDB’s vote to allow direct service delivery of these services at the January 2023 meeting, a modification to the local plan was made. Modifications are required when the conditions warrant it, and in this case the updates are necessary to acknowledge the updated service delivery model, effective July 1, 2023. The updated WIOA local plan has been posted on the Michigan Works! Southwest website for the required thirty-day comment period. A notice with the website link was also emailed to WDB members, WDB committee members, and community partners. She encouraged members to review the plan and to please let her know if they have any questions or comments. Upon conclusion of the thirty-day comment period, staff will present the modified plan to the Board for approval.

Requests for Proposals Update

As a follow up to the Michigan Works! Southwest’s January meeting, Amanda Rosenberg reported Michigan Works! Southwest has finalized the One-Stop Operator Request for Proposal (RFP) and it is expected to be released and posted on the website this coming Friday, March 17, 2023.

Two additional RFPs are tentatively scheduled to be posted on Friday, March 24, 2023. The first one is for a Merit-Based staffing contractor for Trade Adjustment Assistance (TAA) determinations and the second RFP is for General Outreach and Communications. Following the projected procurement schedule, Michigan Works! Southwest will need two groups of WDB reviewers. Staff expect to hold reviews for the One-Stop and TAA RFPs on Wednesday, April 26, 2023 at 9:00 a.m. and Outreach reviews on Tuesday, May 2, 2023, at 1:00 p.m. Please email Kathy Olsen if you are available to assist.

STAFF REPORTS

Business Services Update and Dashboard (Exhibit D)

Ashley Iovieno provided a Business Services update and Dashboard Report (Exhibit D) update. 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, MiCareerQuest™ St. Joseph County, and the Wage and Benefit survey.

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 at 4.3%, the national rate was reported to be at 3.6% and the four counties in the Michigan Works! Southwest service area ranged from 3.5% to 4.5%. They were as follows: St Joseph County was at 4.1%, Kalamazoo County was at 3.5%, Branch County was at 4% and Calhoun County was at 4.5%.

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 12,754 ads, which is a 4.3% decrease from last month. Employers with the most job openings closely aligned with the occupation showing the most openings, which was healthcare.

Going PRO Talent Fund (GPTF) - Since the last Workforce Development Board meeting, one additional company received a Going PRO Talent Fund award; page four of the dashboard reflects this addition. The total awarded to companies increased to \$3,230,467. The individuals to be trained and number of new hires also increased. The new company that was awarded is located in Calhoun County. One additional company may receive an award this cycle if their tax issues are addressed by the first week of April. The Industry Led Collaborative (ILC) portion of the Going PRO Talent Fund application is on track to open March 22, 2023. This week, staff tested the application portal to help the state make sure everything is working properly before its launch. The second cycle for the Going PRO Talent Fund is also on track to open May 1, 2023 and it will stay open until the end of May.

Employers Served - Page five of the Dashboard shows the number of employers served and services provided, this includes data through February 2023. Ms. Iovieno noted that demand is starting to pick up again due to interest in cycle two of the Going PRO Talent Fund application period.

Michigan's Labor Market News - The release of the March edition of the Labor Market Newsletter has not been released. Once it is released, a link will be sent to Board members.

MiCareerQuest™ St. Joseph County – Ms. Iovieno announced that Michigan Works! Southwest is partnering with Saint Joseph County Intermediate School District, the Chambers of Commerce, Southwest Michigan First, Glen Oaks Community College, and many other organizations to bring the MiCareerQuest™ back to Saint Joseph County students. The event is scheduled for May 9, 2023 at the Doyle Center in Sturgis, Michigan. Staff are currently recruiting employers for the event and soon efforts will shift to recruiting volunteers. Anyone interested in either option, should contact her at iovieno@upjohn.org.

Wage and Benefit Survey - Ms. Iovieno announced the final report for the wage and benefit survey conducted last fall is now available. Currently, staff are distributing the results to the respondents; this will be followed by sending it out to others through the employer newsletter and partner contacts. Staff have also scheduled Mike Horrigan, president of the Upjohn Institute, to present at employer group meetings to discuss and showcase the results.

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 January 1, 2023, through February 28, 2023, was included in the meeting notice.

Operations Update and Dashboard (Exhibit E)

Amy Meyers reported the Services Dashboard was emailed to member prior to the meeting and it includes services data through February 28, 2023. She highlighted page three of the Dashboard that included data from the Clean Slate initiative and the activity regarding expungements.

Ms. Meyers also reported on the State's recent programmatic review of the Workforce Innovation Opportunity Act (WIOA) and Wagner Peyser (W-P) for the Michigan Works! Southwest area. There were no administrative recommendations and no findings. Data Validation (DV) passed with a 95% accuracy. She noted that 80% accuracy is required to pass and includes the review of approximately 150 different data elements within a participant file. If one element fails, the entire file fails. The programmatic review requires extensive work from staff and the admin team and she thanked them for their efforts. A couple of activities that were highlighted by the State as best practices

included the work of the Disability Awareness Resource Team (DART) Committee and the local provision of the State Apprenticeship Expansion (SAE) grant.

Ms. Meyers also provided an update on the transition of the provision of services for Wagner-Peyser, Trade, and other services to be provided by Upjohn. Upjohn staff have been meeting regularly with the KRESA leadership team in preparation for the transition. Staff training is occurring and some of the job positions have been posted. Chair, Lisa Godfrey expressed appreciation for the update.

Director's Report

Jakki Bungart-Bibb reported there was great attendance at the open house / ribbon cutting for the new Branch County Michigan Works! Service Center. Attendees included staff, employers, educators, community organization, and representatives from the Michigan Works! Association. She especially thanked the staff who organized the event, as well as the staff and Board members who were able to attend.

Ms. Bibb reported that the Michigan Department of Labor and Economic Opportunity (LEO) held a roundtable event in Kalamazoo on March 13, 2023. The purpose was to present the Governor's budget. Ms. Bibb reported that she advocated for more funding for the Going PRO Talent Fund and the importance of flexible funding for supportive services such as the Barrier Removal Employment Success (BRES) funds which are used to assist individuals where more restrictive State and Federal dollars cannot be used.

Ms. Bibb also reported the Michigan Works! Association's strategic plan was approved at yesterday's Board of Directors meeting which was held in Lansing. Following the meeting, Michigan Works! directors and Workforce Development Board representatives met with legislators and/or their staff to share information regarding the work of Michigan Works! The WDB vice chair, Jackie Murray, and Ms. Bibb had seven legislative visits on their schedule. Legislative priorities discussed during the meetings included skills training, youth work experience and career exploration, service center upgrades, the Going PRO Talent Fund (GPTF), Barrier Removal Employment Success (BRES) funding, and Michigan Reconnect. They also took the opportunity to invite legislators to visit the Michigan Works! Southwest area to tour a service center and/or attend local workforce events. As a WDB member representing the private sector, Jackie Murray was able to share how the funding helps employers. Ms. Murray was also able to share information regarding how WIOA eligibility affects workers who receive layoff notices.

Lastly, Ms. Bibb reported that Amy Meyers and she will be attending the National Association of Workforce Boards (NAWB) Conference at the end of March. She further reported that while she in in Washington D.C., she has meetings scheduled with Senator Stabenow and Senator Peters.

OLD BUSINESS

None.

PUBLIC TIME

None.

MEMBERS' TIME

None.

UPCOMING MEETINGS

- The next WDB Executive Committee meeting is scheduled for Thursday, April 20, 2023, from 9:00-10:30 a.m. at the Michigan Works! Southwest Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan. (Kalamazoo Room).
- The next meeting of the full WDB is scheduled for Thursday, May 18, 2023, from 9:00 – 10:30 a.m. [Following the meeting, the location was confirmed to be held at the Branch County Community Health building, 570 Marshall Road, Coldwater, Michigan.]

Other upcoming committee meetings listed on the agenda included:

- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, March 20, 2023, from 1:00-3:00 p.m. at the Upjohn Institute, 300 S. Westnedge Ave., Kalamazoo, Michigan.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, March 21, 2023, from 3:30-5:00 p.m. at Youth Opportunities Unlimited, 422 E. South Street, Kalamazoo, Michigan.
- The Disability Awareness Resource Team (DART) Committee meeting is scheduled for Tuesday, April 18, 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 9:23 a.m.

Kathy Olsen

Date

Lisa Godfrey

Date

APPROVED

These minutes were approved on _____