
**Workforce Development Board
Executive Committee Meeting Minutes
March 21, 2024**

CALL TO ORDER: Workforce Development Board Chair, Jackie Murray, called the meeting to order at 9:00 a.m. at the Michigan Works! Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

INTRODUCTIONS: Individuals attending in-person and virtually were introduced.

WDB Executive Members Present:

Randall Hazelbaker (PS)*	Jackie Murray (PS)*	
Kris Jenkins (Educ)*	Brian O'Donnell (PS)*	* Exec Committee
David Maurer (PS)* ^v	Frank Tecumseh (PS)*	^v Attended virtually

WDB Executive Members Absent

Lisa Godfrey (PS)*

Other WDB Members Present

Morris Applebey (Labor)	Jeff Heppler (PS)	Jose Orozco (CBO)
-------------------------	-------------------	-------------------

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

Jakki Bungart-Bibb (MWSW)	Kathy Olsen (MWSW)	Shelby Springett (MWSW)
Amy Meyers (MWSW)	Amanda Rosenberg (MWSW)	

Guests

Madeline Hollander ^v (for Representative Rogers)	Ben McCloud (for Congressman Huizenga)	Trevor TenBrink ^v (for Congressman Huizenga)
--	---	--

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

Kathy Olsen asked members present if there were any items on the agenda 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

None.

APPROVAL OF MINUTES (*Exhibit A*)

Kathy Olsen reported on corrections to the February 15, 2024 quarterly meeting minutes. On page 1 and in the header on the following pages, Annual Meeting should be changed to Quarterly Meeting; and under the Recognitions section, on page 1, September should be changed to November and on page 2, September should be changed to December.

Motion made by Randall Hazelbaker and supported by Brian O'Donnell to approve the February 15, 2024, Workforce Development Board quarterly meeting minutes with the noted corrections. Motion carried.

COMMITTEE REPORTS

Monitoring and Evaluation Committee

Dave Maurer reported the Monitoring Committee met on February 27, 2024 to review Employment Services (ES), Reemployment Services Eligibility Assessment (RESEA), and the Trade Adjustment Act (TAA). The committee interviewed three participants, and they were very complimentary of the services received from Michigan Works!

Southwest staff. One participant who was a seasonal employee, expressed disappointment with his experience with Unemployment Insurance, which was not part of the monitoring visit. With many services and resources now requiring some knowledge of computer technology, it often appears that a customer’s overall assessment of services depends on their comfort using technology and this was apparent with this individual. However, the participant also reported that the staff at the Service Center were very helpful and were able to assist him when he needed in-person assistance. Another participant reported being engaged with Michigan Works! off and on for ten years. She received CDL training and drove a bus for both the city and for Greyhound. She encountered some life changes and needed to find other employment where she could be at home more and eventually secured a job working for Michigan Works! Southwest and is now teaching workshops and assisting others with finding employment. Target measures for Employment Services were above target goals. Staff monitoring reported that a small number of RESEA participant files contained inconsistent or contradictory entries regarding data and program staff have been requested to review and correct those files. A continuous improvement recommendation was also made to ensure RESEA file documentation is consistently completed. Data reflected a small number of Trade Act participants which is most likely because there have been no new Trade certifications since July 1, 2022. In some of the Trade Act files, documentation was missing, and program staff have been asked to correct those files and to ensure that case note documentation clearly highlights TAA customer activities, participation, and outcomes. Also, since Trade Act services transitioned to Upjohn, there has been a lack of participant engagement and communication; program staff are being encouraged to implement a strategy to address this.

Disability Awareness Resource Team (DART) Committee

Kathy Olsen reported the Disability Awareness Resource Team (DART) Committee met on February 27, 2024. Goodwill Industries of Southwestern Michigan gave a presentation that included information about its mission, values, history, community impact, and a variety of programs offered through its mission services department. Members in attendance shared updates pertaining to their respective organizations which included the annual Walk for the Homeless in Kalamazoo on April 13, 2024 and a Veterans’ Resource Fair on March 12, 2024 in Augusta. Information was also shared regarding disability awareness workshops and professional development opportunities for staff.

Career Educational Advisory Council (CEAC) Committee

Kris Jenkins reported Tim Staffin representing the Career Education Planning District (CEPD) 36 that includes Barry, Branch & Calhoun Counties and Jim Berry representing CEPD 47 that includes Kalamazoo and St. Joseph Counties discussed the Comprehensive Local Needs Assessment (CLNA) process as both have completed and submitted their CLNAs for this cycle. Both CEPDs are seeing the same struggles with math, reading and credential attainment. Plans are in place to address achieving credential attainment and with the number of credentials earned this year, they should be above their target goals. Achieving the math and reading goals will be a bit more challenging. Dr. Diane Owen-Rogers then reviewed the MiSTEM regional strategic plan. She also shared information pertaining to upcoming opportunities for STEM professional development that focuses on connecting Career Technical Education (CTE) and general education content standards. Representatives from the construction trades reported that within the building trades sector they are seeing an increase in the number of apprenticeships, which is exciting considering the large demand for workers. The education sector was encouraged to continue sharing the opportunities and the high wage careers in the skilled trades with students. Business representatives reported that as the cost of labor increases, more industries may increase automation which will also increase the demand for the skilled trades positions in mechatronics and machinists. Education representatives also provided updates. Highlights included many students from Career and Technical Student Organizations (CTSO) competed at the State level with several qualifying for Nationals in BPA, DECA and FFA. The Branch Area Career Center (BACC) received 61(s) funds to support the agricultural program. In St. Joseph County, there will be a MiCareerQuest™ event on May 7, 2024. Kalamazoo RESA is hiring career pathways department heads as they continue to move towards staffing their new Career Tech building. Calhoun ISD is working to construct a building to house their Adult Training Program with the assistance of their CTE students.

NEW BUSINESS

Plans

Amanda Rosenberg requested Board consideration and approval of three workforce development plans. They included the following: (1) **FY2023 Going Pro Talent Fund Program Administration Employer Led Collaboratives (ELC) Plan** as described in *Exhibit B1* that was included in the agenda packet; (2) **CY2023 Reemployment Services and Eligibility Assessment (RESEA) Program Plan** as described in *Exhibit B2* that was included in the agenda packet; and (3) **AY2023 WIOA Statewide Activities Funding for 2024 Young Professionals Initiative Plan** as described in *Exhibit B3* that was included in the agenda packet.

Motion made by Frank Tecumseh and supported by Morris Applebey to approve FY2023 Going Pro Talent Fund Program Administration Employer Led Collaboratives (ELC) Plan, CY2023 Reemployment Services and Eligibility Assessment (RESEA) Program Plan, and the AY2023 WIOA Statewide Activities Funding for 2024 Young Professionals Initiative Plan. Motion carried.

Request for Proposal (RFP) Announcement

Amanda Rosenberg reported that two Requests for Proposals (RFPs) were publicly posted on the MW! Southwest website. They were RFP 2024-1 for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker services, and RFP 2024-2 WIOA Youth services. Multiple letters of intent have been received for both proposals and staff are seeking additional volunteers to assist in the review of proposals received.

STAFF REPORTS

Business Solutions Update and Dashboard

Amy Meyers provided an update on the services to businesses that included the Business Solutions Dashboard (*Exhibit C*), the Going PRO Talent Fund (GPTF), Michigan’s Labor Market News, the recent release by the State of Michigan of the ‘Women in the Michigan Workforce’ report, Lightcast Data Analytics (*Exhibit D*), and MiCareerQuest™ St. Joseph County.

GPTF Employer Led Collaboratives - Amy Meyers reported that staff are now preparing for the Employer Led Collaborative (ELC) part of the GPTF grant. The application period of ELCs opens on March 26, 2024 and staff have already heard from several partners interested in applying. The application period for ELCs will remain open until the funds are exhausted. GPTF Cycle 2 application dates were also announced. The Cycle 2 GPTF application period opens on April 22, 2024 and closes on May 10, 2024 at 4:59 p.m. The training period for Cycle 2 GPTF grants will be from July 1, 2024 to June 30, 2025.

Michigan’s Labor Market News – The [February 2024 edition](#) “features a labor market update on the veteran population in the Michigan Works! Region 7B area (pg. 8), a map illustrating the change in union participation by state (pg. 7), and a data spotlight on Michigan annual average workforce data by race and gender (pg. 16).”

Women in the Michigan Workforce 2024 Report – The [Women in the Michigan Workforce 2024 report](#) “aims to highlight key factors that contribute to challenges women in the workforce face. Discrepancies in average pay, hours worked, and labor force participation are just some of the areas highlighted. This report is an updated version of the [2021 Women in the Michigan Workforce report](#) with an expanded focus on education, training, and regional information.

Lightcast Data Analytics (Exhibit D) – The Lightcast report replaces the previously used Burning Glass reports. It includes a breakdown of job demand data broken down by individual counties (Branch, Calhoun, Kalamazoo, and St. Joseph), the four-county MWSW area, and all of Region 8 (seven counties). The information provided is pulled from job postings, including occupations, companies, wages, and skills. Members were asked to review the reports and advise MWSW staff if there were any additional data points that they would like to review, or if they have any questions regarding the report.

MiCareerQuest™ St. Joseph County – As reported earlier by Kris Jenkins during the CEAC Committee report, the MiCareerQuest™ St. Joseph County is scheduled for May 7, 2024 at the Doyle Center in Sturgis. This event will be for ninth grade students throughout the county to explore career paths. Staff are currently seeking employers to reserve a booth. The employers should plan to provide hands-on activities. Staff are also seeking volunteers for this event. If interested in either option, individuals should contact Lynn Page via email at LPage@upjohn.org or Ashley Iovieno via email at Iovieno@upjohn.org

Operations Update and Dashboard (*Exhibit E*)

Amy Meyers reported on MWSW operations that included a recent US DOL audit, the State of Michigan Cycle I Monitoring, MWSW outreach, and Services Dashboard highlights (*Exhibit E*).

US DOL Audit – The U.S. Department of Labor monitored the State of Michigan on the Trade Adjustment Act (TAA) program and services provided. Michigan Works! Southwest was one of two areas in the state that was selected as part of that monitoring.

State of Michigan Cycle I Monitoring – During the month of January, the State of Michigan monitored MW! Southwest. Topics covered included Allowable Cost, Cost Allocation, and Cost Classification; Audit and Audit Resolution; Budgeting Systems and Internal Controls; and Financial Reporting. There were no findings or administrative recommendations.

Outreach – Last summer, MWSW procured an agency to help support outreach efforts, and in response to that Request for Proposal (RFP) staff have spent the last few months working with LKF Marketing to develop electronic and digital outreach materials for the MWSW system. She distributed printed copies of some of the materials that have been developed so far.

Services Dashboard (*Exhibit F*) – Ms. Meyers highlighted page three of the Services Dashboard that included information pertaining to the Learn Earn and Provide (LEAP) Program. She reported the program name has changed to Gain Employment Maintain Support (GEMS). The scope and goal of the program has not changed, and GEMS services will continue to be offered to unemployed or underemployed child support payers and participation can be voluntary or court ordered. Future Dashboard reports will reflect this name change.

Mobility Grant – Amy Meyers reported, “Western Michigan University is one of three research universities selected by the State of Michigan to receive funding to support research, educational and technical workforce training initiatives for students and professionals in the mobility industry.” The WMU grant was awarded to the [Center for Advanced Vehicle Design and Simulation](#) (CAViDS). The role of Michigan Works! Southwest is a non-funded partnership and staff will be focused on training and retraining connections for three employers associated with the grant. [LINK to the WMU news article.](#)

Brian O’Donnell recommended inviting WMU and the companies that are associated with the Mobility grant to the EV Consortium meetings as well as another company located in Calhoun County that outfits already manufactured vehicles. MWSW staff will follow up by contacting representatives from WMU and the companies mentioned.

Director’s Report (*Exhibit F*)

Jakki Bungart-Bibb distributed a written Director’s Report (*Exhibit F*) which was also posted on the MWSW website. Topics covered in the report included a summary of the Michigan Works! Association’s Legislative Day; the National Association of Workforce Boards (NAWB) Conference; the State of Michigan’s Workforce Plan; President Biden’s Proposed 2025 Budget; Governor Whitmer’s State budget; and a federal update regarding the proposed Stronger Workforce for America Act, including its commendable provisions as well as areas of concern.

NAWB Conference - Jakki Bungart-Bibb provided additional information regarding the NAWB Conference and reported that she was invited to participate on a panel at the conference along with representatives from Jobs for the Future. MW! Southwest was one of sixteen (16) organizations selected nationwide to participate in the Job Quality

Academy in 2023 and the panel will be discussing the work of the Academy. The industry focus for the local group is on childcare and other local partners for the Academy include MW! Southwest's Business Solutions Team, the Employer Resource Network® (ERN®) and Pulse. Her contribution to the panel discussion will be related to the work being done in the region as it pertains to childcare, the regional childcare plan, and how the team is incorporating the job quality principles in the work of that plan.

Lifelong Learning Act - Ms. Bibb also reported on items that were not included in the written report. The first item being that Senator Gary Peters introduced bipartisan legislation (Senate Bill 3877) earlier this month that would provide states and local Workforce Development Boards with budgetary flexibility to implement programming that responds directly to local employment needs. The legislation named *Lifelong Learning Act* would update the Workforce Investment and Opportunity Act (WIOA) to allocate additional resources to workforce training programs that address current talent shortages by upskilling existing employees and reconnecting individuals to the job market. [LINK](#) to the Media Release and [LINK](#) to the Legislation.

Registered Apprenticeships Executive Order - The second item not on the written report was that on March 6, 2024, President Biden signed an Executive Order on “Scaling and Expanding the Use of Registered Apprenticeships in Industries and the Federal Government and Promoting Labor-Management Forums.” [LINK](#) to the Executive Order.

OLD BUSINESS

None.

PUBLIC TIME

Guest Ben McCloud reported he works for Congressman Huizenga, and he invited members to stop in the office when they are in Washington D.C.

MEMBERS' TIME

Coldwater Chamber Legacy Award – WDB Member, Randall Hazelbaker, received the Legacy Award at the annual Coldwater Area Chamber Awards on March 7, 2024. Kris Jenkins reported that Mr. Hazelbaker keeps a good record of local history, advocates preserving historical buildings, and he is respected throughout Branch County. [LINK](#) to more information.

Tools and Trade Expo – Morris Applebey reported a Tools and Trade Expo is scheduled for April 24-25, 2024, from 10:00 a.m. to 6:00 p.m. at the [Kalamazoo Expo Center](#). Several vendors will have interactive, hands-on displays and information regarding career opportunities at the event; and students and families can meet with individuals who work in the trades, local contractors, and apprentices to learn more. This event is organized in partnership with the SW Michigan Building and Construction Trades. The point person for this event is Jon Current and individuals with questions should contact him via email at jcurrent@ibew131.com or via phone at 269-382-1762 ext. 104. He distributed a flyer at the meeting. [LINK](#) to the Facebook event page.

Cinco de Mayo Celebration - Jose Orozco reported a Cinco de Mayo Celebration is scheduled for Saturday, May 4, 2024, beginning at 3:00 p.m. in Battle Creek, Michigan. The event is sponsored by Voces Battle Creek and will include food, fun, and music. Agencies can sign up for a booth and a \$50 donation is requested to help offset the costs of the event. For more information, individuals should contact Jose Orozco via email at joseorozco@vocesbc.org. [LINK](#) to the Facebook event page.

Member Agency Job Openings - WDB Member, Jose Orozco reported that Voces Battle Creek is seeking an Early Childhood Director. WDB member, Kris Jenkins, reported the Branch ISD has multiple job openings and is most in need of an Assistant Superintendent of Finance and Operations and Early Education Teachers. With a focus on universal pre-K education, she stressed the importance of filling these positions. [LINK](#) to the Voces job posting and [LINK](#) to the Branch ISD job postings.

EV Summit - Brian O'Donnell reported workforce development resources introduced at the EV Summit can be shared with the EV Consortium members.

MEETING FOLLOW-UP

Links to further information regarding items reported on during the Business Solutions, Operations, and the Director's Staff Reports, as well as information shared during Members' Time, were emailed to WDB members following the meeting.

UPCOMING MEETINGS

Jackie Murray referred members to the list of upcoming WDB meetings that were listed on the agenda.

- The next Executive Committee meeting is Thursday, April 18, 2024 from 9:00-10:30 a.m.
- The next Monitoring and Evaluation Committee is Tuesday, March 26, 2024 from 8:00-9:30 a.m.
- The next Disability Awareness Resource Team (DART) meeting is Tuesday, April 16, 2024 from 2:00-4:00 p.m.
- The next Career Educational Advisory Council (CEAC) meeting is Monday, May 13, 2024 from 1:00-3:00 p.m.
- The next Full Workforce Development Board meeting is Thursday, May 16, 2024 from 9:00-10:30 a.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting was adjourned at 10:08 a.m.

Kathy Olsen

Date

Jackie Murray

Date

APPROVED

These minutes were approved on _____