

**Workforce Development Board
Meeting Minutes – September 14, 2018**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:03 a.m. at the Glen Oaks Community College Business Development Center, 62249 Shimmel Rd, Centreville, MI 49032.

INTRODUCTIONS – Chair Lisa Godfrey welcomed everyone in attendance and requested that each person introduce themselves.

WDB Members Present:

Morris Applebey (Labor)*
Allen Balog (PS)
Mike Bearman (PS)*
Jamie Bos (PS)
Paul David (PS)*

Karen Doubleday (DHHS)
Dan Dunn (PS)
John Fiore (MRS)
Lisa Godfrey (PS)*
Kris Jenkins (Educ)*

Colleen Knight (CBO)*
Matt Lynn, (CBO)
David Maurer (PS)*
Julie Rogers (PS)*
Ken Willcutt (Labor)
*Exec Committee

WDB Members Absent:

Omar Alston/Lisa Johansen (DOC)
Richard Anderson (Labor)
John Banks (PS)
Trevor Bidelman/Richard Frantz,
alternate (Labor)
Jill Bland (EconDev)
Sarah Frink (PS)
Randall Hazelbaker (PS)

Derek King, alternate
for Bearman (PS)
Jill Murphy, alternate
for Fiore (MRS)
Mark O'Connell (Educ)
Jan Opalewski (PS)
Windy Rea (Job Corps)

Randy Sowles, alternate for Jenkins
(Educ)
Cayden Sparks (PS)
David Sutherland (PS)
Frank Tecumseh (PS)
Roger Tuinier (alternate
for Rogers)
Patty Vanaman (WDA)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Ben Damerow
Ashley Iovieno

Amy Meyers
Kathy Olsen

Sarah Pohl
Kara Stewart

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA)
Curt Mastos (HRDI)
Dallas Oberlee (WEUI-PATH)

Lisa Smith (YOU/KRESA)
Eric Stewart (YOU/KRESA)

Amanda Sutherland
(YOU/KRESA)

Other Guests in Attendance

Paul Aivars (GOCC)
Tiffanie Clawson
(USDOL/Office of
Apprenticeship)

Amy Stender (PS)
Scott Evans (PS)
Cathy Knapp (SW Mi First)
Dawn Strawser (PS)

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

Kathy Olsen asked if there were any items on the agenda for which a member had a conflict of interest or the appearance of a conflict of interest and if so, they should declare the conflict at this time. There were no conflicts declared.

Kathy Olsen also reminded members to turn in their annual Conflict of Interest forms, both local and State, if they have not already done so. Blank forms were available at the meeting.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Jamie Bos and supported by Coleen Knight to approve the Workforce Development Board Executive Committee meeting minutes of August 10, 2018. Motion carried.

CITIZENS' TIME

No comments.

RECOGNITION OF ACHIEVEMENTS

Ben Damerow presented Karen Carlisle with a certificate of recognition for her longstanding career and commitment to workforce development. Over the past 25 years, Karen's contributions have positively impacted thousands of lives, especially youth, in the Michigan Works! Southwest area.

COMMITTEE REPORTS

Career & Educational Advisory Council (CEAC) (Exhibit B) – Kathy Olsen reported the next meeting of the Career & Educational Advisory Council (CEAC) has been moved to October 11, 2018 from 10:00 a.m. to 12:00 p.m. The meeting will be held at Kalamazoo RESA. The date change was made in part due to educational providers currently being occupied with meeting the Marshall Plan for Talent concept paper deadline. Kathy Olsen summarized the Marshall Plan for Talent key objectives and reported she was aware of five Marshall Plan submissions to date. The submissions included one from the Marshall Opportunity School for a Production/Assembly Talent Consortium focused on six schools located in Eastern Calhoun and Western Jackson Counties. The second being submitted is from Western High School in Jackson County for a Robotics Talent Consortium which is also focused on schools in Eastern Calhoun and Western Jackson Counties and includes a physical training location in Albion. The third is for a Nursing Talent Consortium submitted by Lakeview/Harper Schools. The fourth is a Healthcare Careers Consortium submitted by Battle Creek Public Schools to build a health careers academy within a current school. The fifth is the Southwest Michigan Talent Consortium Regional Plan (7 counties) that is focused on Manufacturing, IT, Professional Trades and Healthcare and includes program and professional development incorporating STEM and project-based learning strategies, career exploration, internships, and virtual mobile labs.

Disability Awareness Resource Team (DART) (Exhibit C1-C3) – John Fiore reported two additional 'At Your Desktop Trainings' have been developed and released to Michigan Works! Southwest staff. Both were included in the agenda packet for today's meeting (Exhibit C2 & C3). Mr. Fiore also reported members of the DART committee gave a presentation at the Michigan Works! Annual Conference. The presentation, focused on the history of DART, emerging issues, and the importance of keeping disability a normal and regular part of the conversation. The presentation also included testimonials from two area employers. Mr. Fiore informed members that accessible voting booths will be available at polling stations for November's election. The booths can be utilized by any voter and individuals were encouraged to try them out to help test the usability. Mr. Fiore further reported that the Michigan Career and Technical Institute (MCTI) is currently seeking a CNA instructor.

Veterans Committee (Exhibit D) – Kathy Olsen reported a flyer for the upcoming Veterans Employer Summit was included in the agenda packet (Exhibit D). The event is taking place at Zeigler Motorsports on September 20, 2018 from 12:00 – 6:00 p.m. Lunch is included and there is no charge to attend; however, a RSVP is required. The event is focused on assisting employers with attracting and retaining veterans. Board member, Julie Rogers highlighted the fact that Zeigler Motorsports was constructed on a former Brownfield site and there is meeting space available for rent for team building events.

NEW BUSINESS

FY18 Michigan Advanced Technician Training (MAT²) Employer Training Grant (Exhibit E) – Amy Meyers reported Michigan Works! Southwest received an allocation of up to \$63,000 for Michigan Advanced Technician

Training (MAT²) Employer Training Grants for local employers for Fiscal Year 2018. The MAT² program, which is based on a German apprenticeship model and created to achieve a competency based, industry-driven technical training program is open to any MAT² employer who is sponsoring a MAT² student by paying the student's college tuition at an approved MAT² academic provider, paying a stipend during the work period, and registering the student as an apprentice with the USDOL. Funding may be available to the employers to supplement these costs. Allowable trainings currently include Computer Numerically Controlled (CNC), Information Technology (IT), Mechatronics and Technical Product Design (TPD) at an applicable college during the three-year MAT² period. Locally, both Lippert and Benteler are currently active with MAT² in partnership with Kalamazoo Valley Community College (KVCC).

Motion made by David Maurer and supported by Paul David to approve the FY18 Michigan Advanced Technician Training (MAT²) Employer Training Grant. Motion carried.

STAFF REPORTS

Marketing (Exhibits F1-F6) – Kathy Olsen reported the Marketing Report (Exhibit F1), included in the agenda packet, provides a list of upcoming events for businesses, job seekers and the public. A flyer for Amnesty Day scheduled for this afternoon (Exhibit F2) was also included in the agenda packet. Ben Damerow reported the Amnesty event targets Kalamazoo County citizens with nonviolent misdemeanors or warrants and it will take place at First Congregational Church in downtown Kalamazoo, with employers and service agencies available to meet with individuals in the adjoining Bronson Park. Ms. Olsen also highlighted the Melody Barnes “‘We the People’: The Promise of Democracy” event happening at Western Michigan University (Exhibit F3a & F3b), as well as the upcoming Project Connect / Veterans Stand Down event on October 5 in St. Joseph County (Exhibit F4), Project Connect in Kalamazoo County on October 10 (Exhibit F5), and a Homeless Health Fair / Project Connect / Veterans Stand Down event on October 19 in Battle Creek (Exhibit F6). Business events highlighted included the Going Pro Talent Fund remaining information sessions and the VCAT Employer Summit.

Program Operations / Special Initiatives

Michigan Works! Annual Conference –Dallas Oberlee thanked John Fiore, Kathy Olsen, Kara Stewart, and KRESA staff for presenting at the Michigan Works! Annual Conference. Presentation topics included collaborative efforts, disability awareness, the MyCity Summer Youth Employment Program, and the Early Childhood Development apprenticeship training.

Workforce Innovation Fund (WIF) - Dallas Oberlee reported the Workforce Innovation Fund (WIF) grant implementation phase will be ending September 30, 2018. An evaluation phase will begin on October 1, 2018 and will continue for one year.

Time Limited Food Assistance (TLFA) – Dallas Oberlee reported the Food Assistance Employment and Training (FAE&T) Program is changing to a Time Limited Food Assistance (TLFA) Program. The change went into effect for Kalamazoo County on January 1, 2018 and it is expected to rollout in Branch, Calhoun and St. Joseph Counties on October 1, 2018. Unlike Kalamazoo County, where all eligible individuals were referred to the program on January 1, individuals will be referred to the program in Branch, Calhoun and St. Joseph counties upon their redetermination. Based on the 5-10% participation seen in Kalamazoo County, anticipated numbers for the remaining counties are: 13-25 in Branch County, 80-160 in Calhoun County and 23-45 in St. Joseph County.

Jobs for Michigan Grads (JMG) – Dallas Oberlee reported Debra James, a Kalamazoo RESA employee, was selected as the Jobs for Michigan Grads (JMG) Career Specialist of the Year. Ms. James was praised by KRESA staff for her ability to build relationships and address barriers to get students back into school, find them employment, and in keeping the youth engaged and connected.

Strategies 4 Success (S4S) – Dallas Oberlee reported the Strategies 4 Success (S4S) program is funded through a grant from the United Way of the Battle Creek and Kalamazoo Region. The program recently reported that 84% of the S4S participants reported growth and gained income.

Business Services and Going PRO Talent Fund/Skilled Trades Training Fund (STTF) Update – Kara Stewart reported information sessions for the Going PRO Talent Fund, formally known as the Skilled Trades Training Fund (STTF), are coming to an end. Staff are currently working on closing out the current year grants. The application period for the Talent Fund opened on September 12, 2018 and will close on October 3, 2018.

Labor Market Information (LMI) (Exhibit G) – The website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data that identified the 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 MW Southwest Area for the period July 1 through August 31, 2018 was included in the agenda packet (Exhibit G).

Dashboard Report (Exhibit H) – Amy Meyers reported page one of the Dashboard Report (Exhibit H) represents July 2018 information for labor participation, as well as real time labor demand data for the four-county region. Data pertaining to activities at Michigan Works! Southwest service centers was included on page two of the Dashboard. Highlights included over 20,000 visitors to the Michigan Works! Southwest service centers and 278 employers received assistance with filling 555 jobs. The data on page three of the Dashboard reflected PATH and AEP data. Year-to-date, 677 individuals were served in PATH with a work participation rate (WPR) of 74.10%, well above the state required rate of 50%. Average PATH wages were reported to be \$10.66, which appeared to be at one of the highest points for the year. Additional trend data will be provided at the next meeting. Page four of the Dashboard included a summary of staff reports for the Going PRO Talent Fund and the Amnesty Day event, as well as data for the Employer Resource Network / Workforce Innovation Fund (ERN/WIF) grant and the Career and Educational Advisory Council (CEAC) registered apprenticeships and career pathway/exploration event data.

Director's Report – Ben Damerow distributed a copy of the Director's Report dated September 14, 2018.

Workforce Development Policy Leadership – Mr. Damerow reported on July 19, 2018 a National Council for the American Worker and an American Workforce Policy Advisory Board were commissioned by President Trump with the purpose of gaining leadership on workforce development policy. The council will be led by the secretaries of labor and commerce, the assistant to the president for domestic policy, the adviser to the president for the Office of Economic Initiatives, and a selection of other cabinet secretaries and senior executive branch officials. The American Workforce Policy Advisory Board will be composed of 25 members appointed by the president representing employers, educational institutions and states will support the council. A representative in D.C. is currently working to ensure that local representation is on the Board.

Federal Budget – Mr. Damerow reported a committee-passed Senate spending plan for fiscal year 2019 would level funding for core workforce development programs and provide a \$25 million increase for adult education. It was also stated that the Senate and House bills for apprenticeship grants had minor differences in appropriated amounts for apprenticeship grants, however both bills provided an increase from the \$145 million FY 2018 appropriation.

BC Vision – Attracting and Retaining Diverse Talent – Mr. Damerow reported a three-part series, designed to share key statistics impacting the local workforce and to foster discussion on best practices and case studies, will begin in September. The series, in partnership with BC Vision, Kellogg Community College, Battle Creek Unlimited and the United Way of the Battle Creek and Kalamazoo Region, will target CEO's, Operations and HR leaders. Mr. Damerow thanked Matt Lynn of the United Way of Kalamazoo and Battle Creek Region for his continued leadership.

Michigan Works! Annual Conference – Mr. Damerow thanked Kara Stewart and other Michigan Works! Southwest staff and partners who presented at the Michigan Works! Annual Conference that was held earlier this month in Grand Rapids, Michigan. He announced that the 2019 Michigan Works! Annual Conference will be taking place in Kalamazoo and will bring in 600-700 attendees to the area. Dates of the event will be sent out once confirmed. Mr. Damerow also reported that he was re-elected as chair of the Directors' Council.

PROGRAM: Going PRO Talent Fund & Apprenticeship Training Opportunities

The program, presented by Tiffaie Clawson of the USDOL/Office of Apprenticeships and Kara Stewart, Business Services Coordinator for Michigan Works! Southwest, covered basic information regarding the process of registering an apprenticeship with the USDOL and applying for the Going PRO Talent Fund grant. Ms. Clawson provided a PowerPoint presentation that detailed the step-by-step process of registering a new apprenticeship and reported new standards had just been released, shortening the application to only eight pages. USDOL registered apprenticeship programs are highly customizable and nationally recognized with a 92% retention rate for employees after one year. Board members discussed affirmative action requirements for the registered apprenticeship as well as common schedules for wage increases.

Kara Stewart reported that twenty information sessions for the Going PRO Talent Fund will have taken place in the Michigan Works! Southwest service area by the end of September, with over 100 employers in attendance. The application period for the grant opened on September 12, 2018 and applications are due on October 3, 2018 by 5:00 pm. The goal of the highly competitive grant is to upskill new and current employees and funding can also be used to supplement new apprenticeship opportunities. Funding for the Talent Fund became a line item on the state budget earlier this year and ensures continued funding for the grant.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

Paul David thanked Kara Stewart and Ashely Iovieno for their tremendous support during the completion of the Skilled Trades Training Fund (STTF) close outs for fiscal year 2018.

Mike Bearman reported his practice has been sold resulting in his need to step down as a member of the Michigan Works! Southwest Workforce Development Board effective at the close of this meeting. Ben Damerow thanked Mr. Bearman for his advocacy, especially for residents of the Albion Area. On behalf of the WDB, Lisa Godfrey also expressed appreciation to Mr. Bearman for his service on the Board.

Julie Rogers reported she was elected to the [Michigan Association of Counties \(MACo\)](#) Board of Directors. Ms. Rogers thanked Ben Damerow and Michigan Works! Southwest for their support.

UPCOMING MEETINGS

Future meetings were highlighted.

The next meeting of the **full Workforce Development Board** is scheduled for Friday, November 9, 2018 from 8:00 – 9:30 a.m. at Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

The next **Executive Committee** is scheduled for Friday, October 12, 2018 from 8:00 a.m. – 9:30 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, October 24, 2018 from 8:00 a.m. – 9:30 a.m. at Michigan Works! Service Center, 1601 S. Burdick St, Kalamazoo, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, November 13, 2018 from 2:00 - 4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

The next **Career Educational Advisory Council (CEAC)** meeting is scheduled for Thursday, October 11, 2018 from 10:00 a.m. to 12:00 p.m. at the Kalamazoo Regional Educational Service Agency (KRESA), 1819 E. Milham Rd, Kalamazoo, Michigan.

Veterans Committee

The next VCAT Region 8 quarterly meeting date and location is to be determined; the VCAT Employment Subcommittee is scheduled for September 19, 2018 at 9:00 a.m. at the Upjohn Institute; the VCAT Education Committee is scheduled for September 28, 2018 at 10:00 a.m. at a location TBD; and the VCAT Employer Summit is scheduled for September 20, 2018 from Noon – 6:00 p.m. at Zeigler Motorsports (*Exhibit D*).

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:27 a.m.

Kathy Olsen

Date

Lisa A. Godfrey, Chair

Date