

**Workforce Development Board
Meeting Minutes – February 15, 2019**

CALL TO ORDER - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 8:01 a.m. at Battle Creek Unlimited, 4950 W. Dickman Road, Battle Creek, MI 49037.

INTRODUCTIONS – Chair Randall Hazelbaker welcomed everyone in attendance and requested that each person introduce themselves.

WDB Members Present:

Allen Balog (PS)	Shabaka Gibson, alternate (EconDev)	David Maurer (PS)*
Trevor Bidelman (Labor)	Lisa Godfrey (PS)*	Frank Tecumseh (PS)
Jill Bland (EconDev)	Randall Hazelbaker (PS)*	Roger Tuinier (PS)
Paul David (PS)*	Kris Jenkins (Educ)*	*Exec Committee
John Fiore (MRS)	Lisa Johansen (DOC)	

WDB Members Absent:

Richard Anderson (Labor)	Derek King (PS)	David Sutherland (PS)
Morris Applebey (Labor)*	Colleen Knight (CBO)*	Patty Vanaman (WDA)
John Banks (PS)	Matt Lynn (CBO)	Ken Willcutt/Kathi Cain-Babbitt, alternate (Labor)
Jamie Bos (PS)	Mark O’Connell (Educ)	
Karen Doubleday (DHHS)	Windy Rea (Job Corps)	
Dan Dunn (PS)	Cayden Sparks (PS)	

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb	Ashley Iovieno	Kathy Olsen
Ben Damerow	Amy Meyers	Sarah Pohl

Michigan Works! Services / Program Staff Present:

Cheryl Beard (WEUI-PATH)	Curt Mastos (HRDI)	Eric Stewart (YOU/KRESA)
Stephanie Bourne (WEUI-PATH)	Will Sloan (HRDI)	
Paige Farrell (YOU/KRESA)	Lisa Smith (YOU/KRESA)	

Other Guests in Attendance

Benjamin McLeod (Senator Bizon’s office)

TRANSPARENCY AND INTEGRITY OF WDB DECISIONS

Conflict of Interest and Disclosure – Sarah Pohl 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.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Lisa Godfrey and supported by Kris Jenkins to approve the Workforce Development Board Executive Committee meeting minutes of December 14, 2018. Motion carried.

CITIZENS’ TIME

No comments.

COMMITTEE REPORTS

Career & Educational Advisory Council (CEAC) (Exhibit B1-B2) – Kris Jenkins reported the Career & Educational Advisory Council (CEAC) meeting on February 4, 2019 included a MIHEART (Michigan Higher Education Attainment Roundtable) Total Talent Report presentation by the Michigan College Access Network (MCAN). The presentation included data pertaining to the four-county Michigan Works! Southwest area. The MIHEART workgroup, which has been meeting under the sponsorship of MCAN, has a goal to continue to drive attention and action on the talent attainment agenda which is dedicated to helping Michigan realize a goal of 60% of individuals earning valuable post-secondary credentials by 2025. Deb Kolberg from Kalamazoo RESA also shared information on the Buck Institute for Education's (BIE) Project Based Learning and professional development opportunities available to instructors this summer. CEAC members shared updates and discussed best practices regarding innovative projects in the Southwest Michigan area during the meeting. Workforce Development Board members were referred to the two handouts included in the agenda packet (Exhibits B1-B2), Michigan's Talent Priority "Top 10" Recommendations and a Public Policy Infographic, both of which supported comments on education made during Governor Whitmer's State of the State address.

Disability Awareness Resource Team (DART) – John Fiore reported the Disability Awareness Resource Team (DART) members participated in a Windmills Training module during the meeting on February 12. Members were referred to a handout that he distributed at the WDB meeting detailing the Windmills training topics ; all of which are available to employers at no charge.

Mr. Fiore also referred members to an additional handout distributed at the meeting titled Michigan Rehabilitation Services (MRS) FY2018 Statistics highlighting 2018 accomplishments as well as a list of services available through MRS.

Mr. Fiore reported seven At Your Desktop trainings have been released by the DART Committee, with two new topics, Social Security and Substance Abuse, in development. The desktop training modules, developed by MRS staff who serve on the DART's curriculum committee, are shared with Michigan Works! Southwest staff. He further reported the State is also interested in utilizing the training, with the possibility of releasing updated/edited versions statewide.

Mr. Fiore reported planning is underway for the 2019 Career.Life.Expo. The early entry VIP hour for Veterans and individuals with disabilities will return this year, and members of the DART committee are committed to having strong representation at the event.

NEW BUSINESS

Integrated Education and Training (IET) Programs (Exhibit C) – Amy Meyers requested board consideration and approval of the Integrated Education and Training (IET) Program Plan. Ms. Meyers reported Michigan Works! Southwest received an allocation of \$125,000 to implement Integrated Education and Training (IET) programs in collaboration with Adult Education partners. An IET program must include the three required components which are adult education and literacy activities, workforce preparation activities and occupational training. All three components must occur simultaneously, which is different from the traditional model in which individuals are directed to complete adult education services prior to enrolling in occupational training. She reported this is the first time Michigan Works! Southwest has received this funding and staff have been meeting with local adult education providers to assess their needs. A majority of the allocation will go to direct client services, such as training and supportive services.

CY19 Michigan Works! System Plan (MWSP) (Exhibit D) – Amy Meyers requested board consideration and approval of the Michigan Works! System Plan (MWSP) for Calendar Year (CY) 2019. Ms. Meyers reported the MWSP is a nonfinancial plan and is inclusive of a series of certifications, assurances, stipulations and administrative procedures applicable for all programs funded through the Workforce Development Agency (WDA).

The MWSP is an annual plan and the required administrative procedures are included on the plan document, including identification of board leadership and the one-stop operator. Ms. Meyers reported there have been no changes to the required system plan documentation since last year.

Motion made by John Fiore and supported by Paul David to approve the Integrated Education and Training (IET) Programs Plan and CY19 Michigan Works! System Plan (MWSP). Motion carried.

Predictive Analytics Grant (Exhibit I) – Amy Meyers reported an overview of the Predictive Analytics grant was included in the agenda packet (Exhibit I). The grant does not require a vote by the Workforce Development Board; however, it does require a sign off by the Board of Commissioners Chairperson. The grant, approved by the Talent Investment Agency (TIA) in the amount of \$300,000, will fund development of a predictive analytics tool, through a partnership with the Upjohn Institute, in collaboration with the Michigan Bureau of Labor Market Information and Strategic Initiatives.

Once developed, the application will offer a set of tools that provide job seekers and staff customized information about employment prospects using web-based data and occupational information such as job postings, O*NET, and current labor market information. Once the application is ready for use, individuals entering the Michigan Works! Service Centers will participate in an automatic intake process via designated tablets, which will also house the predictive analytics application, job matching job seekers with employment opportunities. The plan is for the tool to be piloted in the Michigan Works! Southwest four-county area and then expanded statewide.

Workforce Development Board members discussed the need to continue educating employers on the importance of developing a common language and definitive skill sets between companies in job descriptions, both for job seekers and to provide uniform data for applications such as the Predictive Analytics tool.

WDB Membership Changes (Exhibit E) – Kathy Olsen requested board consideration and approval of changes for representation on the Michigan Works! Southwest Workforce Development Board. The changes included appointing Jessica Eyster, Human Resources Assistant at Fabri-Kal to replace Jan Opalewski, representing the Private Sector for the remaining balance of a two-year term that ends September 30, 2019. Ms. Olsen reported that Jan Opalewski retired from Fabri-Kal in December of 2018. Ms. Olsen also requested that Cathy Knapp be appointed as a second alternate for Jill Bland, representing the Economic Development sector for the balance of a two-year term that ends September 30, 2020.

Motion made by Allen Balog and supported by Paul David to approve the Workforce Development Board membership change appointing Jessica Eyster to replace Jan Opalewski, representing the private sector, for the remainder of the two-year term ending September 30, 2019; and appointing Cathy Knapp as second alternate for Jill Bland, representing economic development, for the remainder of the two-year term ending September 30, 2020. Motion carried.

STAFF REPORTS

Director's Report – Ben Damerow distributed a copy of the Director's Report dated February 15, 2019.

Temporary Assistance for Needy Families – Mr. Damerow reported the Temporary Assistance for Needy Families (TANF) bill expired September 30, 2018; however, most states had funding available through the first quarter to continue to assist individuals. The TANF Extension Act of 2019, which extended the grants through June 30, 2019, passed the House and Senate in January and was signed by the President on January 24, 2019. Should the federal budget be approved, TANF reauthorization is expected to be a priority of the legislature, with the proposed alignment with WIOA performance measures will likely receive ongoing bipartisan support.

State of the State – Mr. Damerow reported Governor Whitmer outlined three programs to increase postsecondary education attainment during her State of the State address. One program, currently titled Michigan Reconnect, would train mid-career adults to equip them with skills for in-demand occupations, providing funding for two years of debt-free community college for eligible students who are not interested in a four-year university, and two years

of tuition assistance for those who wish to attend four-year universities. These programs are in alignment with the Governor's plan to bring the statewide post-secondary credential attainment rate from 43% in 2014 to 60% by 2030. Additional details about the programs are expected when the budget is released in early March.

Vision for Prosperity Pre-Apprenticeship Training – Mr. Damerow reported Michigan Works! Southwest received funding from the Local Initiatives Support Corporation (LISC), the City of Kalamazoo and the United Way of the Battle Creek and Kalamazoo Region to provide pre-apprenticeship training to 24 Kalamazoo County residents. The curriculum for the training is modeled after a similar training program provided by HRDI in Detroit. The training, consisting of instruction and work experience for 35 hours a week for nine weeks, with weekly stipends provided to participants, will begin its first cohort in early March. Youth Opportunities Unlimited (Y.O.U.) / KRESA will be assisting with assessments and testing for potential participants. An article focused on the training was recently released by MLive and is available online.

Federal & State Legislator Update – Mr. Damerow provided an update on current Federal & State Legislators for those not in attendance during the December Executive Committee meeting. Local Representatives and Senators were highlighted with Mr. Damerow commenting that though significant turnover took place in the House and Senate, representation for the Michigan Works! Southwest area remained fairly consistent.

Marketing (Exhibits F1-F2) – 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 the Michigan Veteran Affairs Agency (MVAA) Veteran Friendly Employer Workshop was also included in the agenda packet (Exhibit F2). She reported the event will take place at the Consumers Credit Union corporate office on March 6, 2019 and registration is open to all employers interested in becoming a certified MVAA Veteran Friendly Employer.

Sarah Pohl distributed a copy of Michigan Works! Southwest's 2017/2018 Annual Report. The report details Michigan Works! Southwest outcomes through the end of 2018, including close out data for the Skilled Trades Training fund (renamed the Going PRO Talent Fund) and the number of individuals who received training.

Program Operations / Special Initiatives

None.

Business Services and Skilled Trades Training Fund (STTF) Update – Ashley Iovieno reported the 2019 Michigan Works! Impact Awards ceremony will be taking place February 27, 2019 in Lansing. Every year, Michigan Works! Agencies across the state recognize an employer and/or a community member who has made a difference in workforce development. This year, Michigan Works! Southwest nominated Southwest Child Care Resources to receive the award for their creativity and innovation in creating the Early Childhood Education Apprenticeship. An individual currently enrolled in the apprenticeship training is also being recognized for her dedication to her professional growth. Sandy Standish from KC Ready 4's, Lisa Smith from Youth Opportunities Unlimited (Y.O.U.), Pastor Armstrong from New Genesis, Inc., and Kara Stewart and Ben Damerow from Michigan Works! Southwest will also be attending the event.

Ms. Iovieno reported 34 employers within the Michigan Works! Southwest area received the Going PRO Talent Fund award, totaling approximately \$1.5 million to provide training to a projected 1,300 new and current employees. A list of the employers who received the award is available on the last page of the Dashboard Report that was included in the agenda packet (Exhibit H). The focus for staff now is speaking with employers who were not awarded funding to determine if there are similar training needs which could create the opportunity to receive funding through an Industry Led Collaborative (ILC).

As reported by John Fiore earlier in the meeting, meetings to plan the Career.Life.Expo. are currently taking place. The event is scheduled for March 26, 2019 from Noon until 5:00 p.m. at the Kalamazoo Expo Center. Transportation will once again be available to and from the event from designated locations in both Kalamazoo

and Calhoun Counties. Computers will be available for use onsite, with staff available to assist in resume creation, updating, and printing. Save the date announcements have been sent to employers and recruitment for volunteers is currently underway.

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 December 1, 2018 – January 31, 2019 was included in the agenda packet (Exhibit G).

Dashboard Report (Exhibit H) – Amy Meyers reported page one of the Dashboard Report (Exhibit H) provides a comparison from December 2017 to December 2018 for all four counties within the Michigan Works! Southwest area. The Real Time Labor Demand section, which contains data pulled from online job postings, continues to reflect a need in the seven-county prosperity region for truck drivers and healthcare practitioners. Ms. Meyers reported this information is consistent with reports from the previous months.

Members were directed to the second page of the Dashboard with highlights including over 65,000 visitors to the Service Centers since July 2018, and assistance provided to 731 employers in filling 1,250 jobs.

Page three of the Dashboard included data specific to the Partnership.Accountability.Training.Hope. (PATH) program. She reported the work participation rate remains above the state’s goal of 50%, as does the Application Eligibility Period (AEP) pass rate.

The final page of the Dashboard included information on awardees of the Going PRO Talent Fund, as mentioned by Ms. Iovieno, as well as a flyer for the Vision for Prosperity Apprenticeship Readiness Program.

PROGRAM: MyCity – Summer Youth Employment Program

The program, presented by Eric Stewart, Paige Farrell and Lisa Smith of Youth Opportunities Unlimited (Y.O.U) / KRESA, detailed the purpose and future of the MyCity Summer Youth Employment Program. The program, which has been well established within Kalamazoo and piloted in Battle Creek in Summer of 2018, is a career pathway program for local youth, offering the opportunity for participants to explore different career pathways in a hands-on setting, while interacting with local employers.

A video highlighting the program and showcasing actual footage of youth engaged with the program was shown to Board members. The three tracks, Career 101, Career 2.0 and Career NOW were detailed, as were changes currently being made to evolve the MyCity Summer Program from “neighborhood crews” to “career exploration”, while still maintaining the community improvement component. Eric Stewart, Director of Y.O.U., reported that Y.O.U. is looking to add value in the effort to address ongoing talent shortages.

It was also reported that this summer’s MyCity participants in Kalamazoo County will be part of the Kalamazoo Metro’s pilot for youth mobility which would provide funding for free bus service for local youth.

Board members requested information on alignment with other initiatives designed to support career exploration and measures to ensure that efforts are not duplicative. It was reported that additional career exploration would only benefit the participant as they learn about different career tracks and that due to the eligibility parameters and the hands-on nature of the program, there is currently no issue with duplicative programming. It was also reported that the MyCity Summer Program will continue to look for opportunities to expand the program within the four-county region.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

Jill Bland reported Apprenticeship 101 Information Sessions are currently taking place, offering an opportunity to teach and expose employers to apprenticeship in a group format. Five more events are scheduled for this year, with approximately 70 employers having already attended a session. A similar event will be taking place on March 14 in partnership with Y.O.U., focusing on how to create a talent pipeline by starting with high school students. Internship 101 sessions are also being scheduled, which provide the opportunity for employers to engage with a panel of representatives from various companies who have found success with internship programs.

Kris Jenkins extended an invite to Board members for the Great Start Collaborative Community Celebration on February 26, 2019 from 5:30 p.m. until 7:30 p.m. Awards will be given at the event to recognize community members who have made a difference in Early Childhood Education. She distributed copies of the invitation at the meeting.

Kathy Olsen reported Anita Schlabach of Glen Oaks Community College received recognition from ACT as a College and Career Readiness Champ for her work with Early Middle College.

David Maurer reported that a redesign for Career Tech Education (CTE) in Kalamazoo is currently being explored. He emphasized the need to provide education providers with more explicit information on projected industry growth and expected skills gaps to assist in determining the direction and programs that should be offered. It is his recommendation that the Workforce Development Board bridge that gap and provide this information, similar to what is provided on the first page of the Dashboard, to Education for Employment (EFE) and CTE programs. It was also suggested that the Predictive Analytics Tool may assist in gathering the information necessary for informed educational programming decisions.

UPCOMING MEETINGS

Future meetings were highlighted.

The next meeting of the **Full Workforce Development Board** is scheduled for Friday, May 10, 2019 from 8:00 – 9:30 a.m. at Branch Area ISD Career Center, 370 Morse St, Coldwater, MI.

The next **Executive Committee** is scheduled for Friday, March 8, 2019 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, February 27, 2019 from 3:30 p.m. – 5:00 p.m. at Youth Opportunities Unlimited, 422 E. South St, Kalamazoo, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, April 9, 2019 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 Monday, March 25, 2019 from 1:00 – 3:00 p.m. at Kalamazoo Regional Educational Service Agency (KRESA), 1819 E. Milham Rd, Kalamazoo, Michigan.

Veterans Committee

The next VCAT Region 8 quarterly meeting is April 23, 2019 at 10 a.m. at Battle Creek VA; the VCAT Employment Subcommittee meeting is scheduled for February 20, 2019 at 9:00 a.m. at the Upjohn Institute; the VCAT Education Committee is scheduled for February 28, 2019 at 11:00 a.m. at the Upjohn Institute; and the MI Veterans Affairs Agency (MVAA) Employer Event is scheduled for March 6, 2019 from 12:00-3:00 p.m. at Consumers Credit Union's Corporate Office (*Exhibit D2*).

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:11 a.m.

Kathy Olsen

Date

Randall Hazelbaker, Chair

Date