

**Workforce Development Board
Meeting Minutes – November 8, 2019**

CALL TO ORDER - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 8:00 a.m. at the W.E. Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007.

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

WDB Members Present:

Richard Anderson (Labor)	Dan Dunn (PS)	David Maurer (PS)*
Morris Applebey (Labor)*	Shabaka Gibson, alternate for	Chantal Paxton (PS)
Allen Balog (PS)	Jill Bland (EconDev)	Windy Rea (Job Corps)
Jamie Bos (PS)	Lisa Godfrey (PS)*	Frank Tecumseh (PS)*
Kathi Cain-Babbitt, alternate for	Randall Hazelbaker (PS)*	Eva Tobolic (PS)
Ken Willcutt (Labor)	Kris Jenkins (Educ)*	*Exec Committee
Karen Doubleday (DHHS)	Colleen Knight (CBO)*	

WDB Members Absent:

Trevor Bidelman (Labor)	Lisa Johansen (DOC)	David Sutherland (PS)
Jill Bland (EconDev)	Derek King (PS)	Roger Tuinier (PS)
Jessica Eyster (PS)	Mark O’Connell (Educ)	Michael Wilson (CBO)
John Fiore (MRS)	Marcie Stowell (PS)	

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff Present:

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

Michigan Works! Services / Program Staff Present:

Sam Dougherty (HRDI)	Amy Holman (WEUI-PATH)	Eric Stewart (YOU/KRESA)
Tanisha Gonzalez (YOU/KRESA)	Dallas Oberlee (WEUI-PATH)	

Other Guests in Attendance:

John Curran (for Sen. Sean McCann)	Mike Hoss (SW MI Behavioral Health)	Sharday Lawrence (BSBP)
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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 Colleen Knight to approve the Workforce Development Board Executive Committee meeting minutes of October 11, 2019. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Colleen Knight reported the Monitoring and Evaluation Committee reviewed One-Stop Operator, Employment Services and Trade Act Services, all of which are provided by Kalamazoo RESA (KRESA). A representative of KSS Services was interviewed onsite about their experience and the services they received. The employer disclosed that they were a state-wide agency who has used other Michigan Works! Agencies for their hiring needs, however prefers the services provided by Michigan Works! Southwest staff. The employer also reported that the email blasts sent to local job seekers that includes the company's job postings is most helpful. Staff were described as timely, friendly and knowledgeable in strategies to engage job seekers that meet the employer's requirements. Two participants were also interviewed, one in person and another via conference call. Both participants received services through the Trade Act after being laid-off from Benteler Automotive, and both reported although they received letters notifying them that they were eligible for assistance, it was a phone call from staff that engaged them with the program and resulted in their receiving services. The participants reported staff were timely, responsible and encouraging. Areas recommended for improvement included less paperwork and assistance with childcare. Both participants enrolled in training programs through the Trade Act, one at the Kellogg Community College Regional Manufacturing Training Center where he is gaining certification in welding, and the other, who has completed training and is now waiting for testing to gain certification in the healthcare field at Ross Medical.

Committee members also reviewed the Monitoring Report for One-Stop Operator, Employment Services and Trade Act Services, which resulted in no findings. Program staff provided a presentation detailing their goals for 2020.

Career and Educational Advisory Council – Kris Jenkins reported the Career Educational Advisory Council (CEAC) met on November 4, 2019. The first agenda item was the recertification of the CEAC for Michigan Works! Southwest. This included the review of the CEAC summary of activity that includes metrics, as well as an updated membership roster and the 2020 meeting schedule. All of which are also listed under new business (Exhibits C-1 through C-3) on today's agenda for approval by the WDB.

Ms. Jenkins further reported that a good share of the CEAC meeting was spent working on the Strategic Plan for 61(b) funding for Prosperity Region 8 and that this plan is also on today's agenda under new business (Exhibit D) for WDB approval. She explained that 61(b) is legislated funding for Career and Technical Education (CTE) and CTE Early Middle College (EMC) programs that include a 13th year of high school. Students are dually enrolled in aligned pathways with colleges and/or apprenticeships, that includes certifications or 2-year degrees. The purpose of these programs is to increase the number of Michigan residents with high-quality degrees or credentials, and to increase the number of students who are college and career ready upon high school graduation. When this legislation was put into place, funding was allocated by Prosperity Regions. In order to be eligible to continue to receive this funding, a new Strategic Plan is required every three (3) years. Since the legislation was enacted, the Region 8 Talent District Career Council (TDCC) was divided into two CEACs; however, the 61(b) strategic plan is still required to be submitted for the entire Prosperity Region 8.

The list of minimum requirements for the 61(b) plan includes the identification of regional employer need based on a ranking of all national career clusters. Factors taken under consideration for the ranking included ten-year job opening projections and median wage for each standard occupational code in each career cluster as obtained from the US Bureau of Labor Statistics. This ranking was then modified taking into consideration Michigan Labor Market Information and local data to accurately reflect local employer demand for talent. She noted there was a mismatch of data and local demand regarding careers in Graphics Communications. Tim Staffen, CTE Director

for Calhoun ISD, provided a strong case at the CEAC meeting that included employer input, advocating for this career pathway as one of the top five (5) in the Michigan Works! Southwest area.

CEAC members approved changes to the draft document distributed at the CEAC meeting and the final version of the Region 8 Strategic Plan for 61(b) funding is presented to you today under new business (Exhibit D).

The remaining portion of the CEAC meeting was used to provide Executive summaries of the results and findings of the Comprehensive Local Needs Assessments (CLNA) that were completed for Region 20 (Kalamazoo & St. Joseph Counties) and Region 21 (Barry, Branch & Calhoun Counties). The CLNA summaries included further breakdown of career cluster annual employment openings and wage rankings, current CTE programs and enrollments, student performance data and gaps and business and industry gaps.

NEW BUSINESS

FY20 Partnership.Accountability.Training.Hope. (PATH) (Exhibit B) – Amy Meyers requested board consideration and approval of the Fiscal Year 2020 Partnership.Accountability.Training.Hope. (PATH) plan. Ms. Meyers reported for fiscal year October 1, 2019 through September 30, 2020, Michigan Works! Southwest received an allocation totaling \$3,022,693 for the PATH program, representing a small decrease from the FY2019 allocation which was \$3,046,796.

Ms. Meyers reported individuals eligible for participation in the PATH program include Family Independence Program (FIP) cash assistance recipients and applicants referred to the Program by the Department of Health and Human Services (DHHS). The FIP applicants begin with a 21-day application eligibility period (AEP) where individuals work one-on-one with PATH Career Coaches to identify and address barriers to employment as well as focus on their goals. The PATH program also provides individuals with training, work experience opportunities, and supportive services to help obtain and retain employment and utilizes the Goal4 It!^(R) coaching model.

Motion made by Colleen Knight and supported by Kathi Cain-Babbitt to approve the FY20 Partnership.Accountability.Training.Hope. (PATH) Plan. Motion Carried.

Career and Educational Advisory Council (CEAC) Recertification (Exhibit C1-C3) – Kathy Olsen requested board consideration and approval of the recertification of the Career & Educational Advisory Council (CEAC), including its membership, metrics and 2020 meeting schedule.

Ms. Olsen reported the roles and responsibilities of the CEAC are described in the CEAC summary (Exhibit C-1), which also includes proposed metrics. The proposed metrics include establishment of 20 registered apprenticeships; establishing or participating in 25 career pathway and exploration events through events such as MiCareerQuest; and promoting and positively impacting the Governor's post-secondary attainment goal of 60 percent by 2030, which is a new metric this year and will be tracked by staff.

Approximately half of the members listed on the CEAC roster (Exhibit C-2) are for the remainder of current terms that end June 30, 2020 as well as renewal term of July 1, 2020 through June 30, 2022. The term for the other members listed ends on June 30, 2021. New appointments on the list include Diane Fort as a public-school parent representative, Michael Goldin, replacing Irene Elksnis Geisler, representing Glen Oaks Community College; Patti Henning, replacing Suzanne Gardner, as an alternate for Dr. Deb Coates, representing Kalamazoo Valley Community College; and James Callahan, replacing Mike Corliss, as a new alternate for James Brylowski, representing the Southwest Michigan Building Trades. Although one position is currently vacant due to staff changes at Kellogg Community College (KCC), the CEAC roster as presented meets all requirements for State recertification. The KCC position on the CEAC will be filled at a later time.

The CEAC 2020 meeting schedule (Exhibit C-3) was also included in the agenda packet.

Motion made by Allen Balog and supported by David Maurer to approve the Career & Education Advisory Council (CEAC) recertification, which includes the committee’s membership, metrics and 2020 meeting schedule. Motion Carried.

61b Regional Plan (Exhibit D) – Kathy Olsen requested board consideration and approval of the 61(b) Regional Plan, as discussed in the Career & Educational Advisory Council (CEAC) committee report. Kris Jenkins reported the plan (*Exhibit D*) would need to be corrected to change the Branch/Calhoun CEPD number to 36, in alignment with section two of the document.

Motion made by Colleen Knight and supported by Kathi Cain-Babbitt to approve the 61(b) Regional Plan with the noted correction to change the CEPD number for Branch/Calhoun to 36. Motion Carried.

WDB Election of Chair and Vice Chair

Motion made by Lisa Godfrey and supported by Kathi Cain-Babbitt to nominate and approve the continuation of Randall Hazelbaker as Chair through September 30, 2020 and the appointment of Frank Tecumseh as Vice Chair for the Michigan Works! Southwest Workforce Development Board for the period November 8, 2019 through September 30, 2020. Motion carried.

STAFF REPORTS

Business Services / Talent Fund / LMI (Exhibit E) – Ashley Iovieno reported that the Going PRO Talent Fund application process has shifted from a focus on independent applications to applications for Industry-Led Collaboratives (ILCs). The submission deadline for ILC applications is November 15, 2019 for those wishing to start training in January of 2020 but ILC applications can continue to be submitted.

MiCareerQuest Southwest took place at the end of October at the Kalamazoo Expo Center. During the event approximately 4,500 students participated in hands-on career pathway activities and interacted with approximately 75 local employers. Staff from Kalamazoo RESA, Southwest Michigan First and Michigan Works! Southwest devoted many hours to planning and volunteering for the event.

Ms. Iovieno introduced Shawn DeYoung. Mr. DeYoung will be the Michigan Works! Southwest Business Services representative for both Branch and St. Joseph counties.

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 September 1, 2019 – October 31, 2019 was included in the agenda packet (*Exhibit E*).

Dashboard Report (Exhibit F) – Jakki Bungart-Bibb reported page one of the Dashboard Report (*Exhibit F*) included information specific to programs and the Michigan Works! Southwest service centers. Highlights included an increase in employee contacts related the Employer Resource Network®, as well as 442 employers served, and 1,216 jobs filled with Michigan Works! Southwest assistance. A spike in visitors to the Service Centers was also displayed in the graph on page one of the report, which Ms. Bibb attributed to lay-offs that occurred in Branch and St. Joseph Counties. New metrics for the Career and Educational Advisory Council were also included on page one, as well as the PATH work participation rate, employment rate and average wage, which Ms. Bibb stated was the highest level achieved locally.

Page two of the report contained the most recent data for labor participation which was for the month of August, as well as a summary of information regarding the recent MiCareerQuest Southwest event.

Director’s Report – Ben Damerow referred board members to a copy of the Director’s Report dated November 8, 2019 which had been distributed prior to the meeting. Mr. Damerow reported not much had changed in relation to the FY2020 federal budget since the last WDB Executive Committee meeting held in October. Continuing

Resolutions to fund the federal government through November 21, 2019 have been passed and another Continuing Resolution is expected to follow.

At the State level, Mr. Damerow reported the FY2020 State Budget negotiations are still underway. Disagreements have arisen pertaining to transferring funds between departments and supplemental budget bills are expected before Thanksgiving. A hearing is scheduled to take place on Tuesday for the Going PRO Talent Fund which will hopefully result in an agreement on funding.

PROGRAM: Region 8 Veterans Community Action Team (VCAT)

The program, presented by Mike Hoss, Veteran Navigator for Southwest Michigan Behavioral Health, detailed focus and goals of the Region 8 Veterans Community Action Team (VCAT).

The presentation outlined the four pillars of the Region 8 VCAT: employment, education, healthcare and quality of life. Michael Wilson serves as the Region 8 VCAT Coordinator and outreach events that took place during the past year under his leadership were highlighted. They included the Battle Creek VA Veteran Job Fair, the Healthcare Subcommittee Mobile Healthcare Enrollment Program, and the annual Employer Summit. For the remainder of 2019, the Region 8 VCAT, which encompasses all of Prosperity Region 8, is participating in strategic planning for 2020, with an annual meeting scheduled to take place on January 7, 2020 to start the new year. Marketing and outreach will be a focus moving forward to ensure the VCAT committees are reaching those in need of services. Other plans for 2020 include an inaugural Southwest Michigan Resource Fair during the summer, a fourth annual Employer Summit in September, and a third annual Vets and Family Expo in August at the Kalamazoo County Fair.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

Allen Balog commented that Michael Wilson is a resident of St. Joseph County, he is a very dedicated individual and he is an excellent choice to serve as the regional coordinator for the Region 8 Veteran Community Action Team (VCAT).

Eric Stewart, on behalf of Kalamazoo RESA, shared their excitement for the passing of the CTE millage. He expressed special thanks to Dave Maurer for his leadership in helping to share information regarding the millage. KRESA is excited to get started on planning for the future and noted the passing of the millage will have a huge impact on the future of CTE in Kalamazoo County. It was also reported that residents of St. Joseph County also overwhelmingly passed a CTE millage.

Richard Anderson shared concerns over the state budget as well as issues concerning levels of lead in the water supply throughout the State and the huge expected costs to remediate.

Kris Jenkins reported she was honored to have participated in the search for a new president for Kellogg Community College (KCC). She reported four candidates were identified and interviewed and an announcement is planned for the November KCC board meeting.

UPCOMING MEETINGS

Future meetings were highlighted.

The next meeting of the **Full Workforce Development Board** is scheduled for Friday, February 14, 2020 from 9:00 – 10:30 a.m. [note new time] at Battle Creek Unlimited, 4950 W. Dickman Rd, Battle Creek, Michigan.

The next **Executive Committee** is scheduled for Friday, December 13, 2019 from 9:00 a.m. – 10:30 a.m. at Michigan Works! Southwest Service Center, 200 W. Van Buren St, Battle Creek, Michigan. [This meeting was cancelled due to lack of agenda items.]

The next **Monitoring and Evaluation Committee** is scheduled for Tuesday, January 28, 2020 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, November 12, 2019 from 2:00 - 4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

Clarification was given on the next **Career Educational Advisory Council (CEAC)** meeting which is scheduled for Monday, February 10, 2020 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 TBD; the VCAT Employment Subcommittee meeting is scheduled for December 18, 2019 at 9:00 a.m. at the Upjohn Institute [this meeting was cancelled due to lack of agenda items]; and the VCAT Education Committee is scheduled for December 12, 2019 at 11:00 a.m. at the Upjohn Institute.

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:54 a.m.

Sarah Pohl

Date

Randall Hazelbaker, Chair

Date