

**Workforce Development Board
Meeting Minutes – February 14, 2020**

CALL TO ORDER - Workforce Development Board Chair, Randall Hazelbaker, called the meeting to order at 9:00 a.m. at Battle Creek Unlimited, 4950 W. Dickman Rd, Suite #1, Battle Creek, Michigan.

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

WDB Members Present:

Morris Applebey (Labor)*	Kris Jenkins (Educ)*	Frank Tecumseh (PS)*
Trevor Bidelman (Labor)	Cathy Knapp (alternate for Jill Bland (Econ Dev)	Liz Van Dussen (PS) *Exec Committee
Dan Dunn (PS)	David Maurer (PS)*	
John Fiore (MRS)	Mike Quinn (PS)	
Randall Hazelbaker (PS)*		

WDB Members Absent:

Richard Anderson (Labor)	Jessica Eyster (PS)	Windy Rea (Job Corps)
Allen Balog (PS)	Lisa Godfrey (PS)*	David Sutherland (PS)
Jill Bland (Econ Dev)	Lisa Johansen (DOC)	Eva Tobolic (PS)
Kathi Cain-Babbitt, alternate for Ken Willcutt (Labor)	Derek King (PS)	Michael Wilson (CBO)
Karen Doubleday (DHHS)	Colleen Knight (CBO)*	Ken Willcutt (Labor)
	Chantal Paxton (PS)	

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff Present:

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

Michigan Works! Services / Program Staff Present:

Sam Dougherty (WDI)	Dallas Oberlee (WEUI-PATH)	Amanda Sutherland (YOU/KRESA)
Jennifer Klemptow (WEUI-PATH)	Eric Stewart (YOU/KRESA)	

Other Guests in Attendance:

Dr. Adrien Bennings (KCC)	Shabaka Gibson (BCU)	Sharday Lawrence (BSBP)
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TRANSPARENCY AND INTEGRITY OF WDB DECISIONS

Conflict of Interest and Disclosure – 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.

APPROVAL OF MINUTES (Exhibit A)

Motion made by Kris Jenkins and supported by Dave Maurer to approve the Workforce Development Board Executive Committee meeting minutes of January 10, 2020. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Dave Maurer reported the Monitoring and Evaluation Committee met on January 28, 2020 at the Youth Opportunities Unlimited office to review the Workforce Innovation and Opportunity Act (WIOA) Youth Program. The review covered the youth services provided in all four counties and participants from three of the counties met with the committee. He shared information regarding two of the youth. One youth started out as an intern at the KVCC Food Innovation Center where she learned about indoor farming and innovative approaches. This student reported that she fell “in love” with the work and when a KVCC funded position became available at the Food Innovation Center, KVCC offered, and she accepted, a part-time position. One of the other students learned about the youth program during a presentation at her high school. Following graduation, she followed up with YOU staff and enrolled in Certified Nurse Assistant (CNA) training. This youth reported that she intends to continue in a healthcare career path. Mr. Maurer reported there were no concerns with the programmatic review of the WIOA Youth Program, files were found to be standardized across the four counties and there were no non-compliance issues to be addressed. Opportunities for improvement which included continuing to work on improving case notes, were discussed with the service provider.

Career and Educational Advisory Council (CEAC) – Kris Jenkins reported the Career Educational Advisory Council (CEAC) met on February 10, 2020. The meeting agenda included two presentations. The first presentation was provided by Sam Morseau and it pertained to Tribal Partnerships. There are 12 federally recognized tribes in Michigan. The Pokagon Band of Potawatomi is a federally recognized Indian tribe located in Southwest Michigan and there are multiple actively managed investments that include professional services, construction services, manufacturing services and commercial real estate services. These services equate to many tribal owned businesses located throughout Southwest Michigan and lots of opportunities for partnerships.

The second presentation provided at the CEAC meeting was on the MiSTEM initiative and was given by Jason Luke, the MiSTEM Regional Director. She reported the MiSTEM region includes eight counties in Southwest Michigan and that STEM, which is sometimes referred to as STEAM, is a combination of Science, Technology, Engineering and Math and Art. The MiSTEM initiative has four pillars one of which is integrated business and education for the primary in-demand areas of Information Technology, Advanced Manufacturing, Healthcare and Professional Trades. Another pillar focuses on empowering teachers. Ms. Jenkins further reported there will be a staffing change with MiSTEM in the near future because Jason Luke will be moving to a different position at KRESA.

Disability Awareness Resource Team (DART) – John Fiore reported he will include highlights from the recent Disability Awareness Resource Team (DART) meeting during his presentation at today’s meeting.

NEW BUSINESS

WDB Local Policy Updates (Exhibits B1-B3)

Kathy Olsen reported changes to two local policies were being presented to the Board for approval. A summary of the changes was included in the agenda packet (Exhibit B-1).

WDB Policy 19, Rev 04 Participant Attendance and Satisfactory Progress - She reported the changes to *WDB Policy 19, Rev 04 Participant Attendance and Satisfactory Progress* (Exhibit B2) included updating federal and state policy references, updating language within the policy to align with federal and state policy language, and adding a section under “Additional Requirements for Trade Participants” to address the Individual Service Strategy (ISS) and required documentation to demonstrate satisfactory progress.

WDB Policy 20, Rev 02 Incentive Payments - She reported the changes to *WDB Policy 20, Rev 02 Incentive payments* (Exhibit B3) included updating federal and state policy references, renaming the policy from “performance Payments” to Incentive Payments” to align with Workforce Innovation and Opportunity Act (WIOA) language, and updating language throughout the policy to align with the new policy name.

Motion made by Kris Jenkins and supported by Dave Maurer to approve the changes to WDB Policy 19, Rev 04 Participant Attendance and Satisfactory Progress and WDB Policy 20, Rev 02 Incentive Payments. Motion Carried.

WDB Appointments (Exhibits C1-C2) - Kathy Olsen requested board consideration and approval of the appointment of Elizabeth Van Dussen, HR Manager at Duncan Aviation, as a private sector representative, representing Calhoun County for the balance of a two-year term than began on October 1, 2019 and which ends on September 30, 2021. Ms. Van Dussen would be replacing Marcie Stowell who has changed employment and no longer works for an organization in the MW Southwest area.

Ms. Olsen also requested Board consideration and approval of Sharon Meyer, representing Speedway, as an alternate member to the Monitoring Committee through June 30, 2020 for current member Eva Tobolic. She noted the WDB Bylaws require WDB approval of non-WDB members to the Monitoring Committee.

Motion made by Frank Tecumseh and supported by John Fiore to appoint Elizabeth Van Dussen, HR Manager at Duncan Aviation, as a private sector representative, representing Calhoun County for the balance of a two-year term than began on October 1, 2019 and which ends on September 30, 2021; and to appoint Sharon Meyer, representing Speedway, as an alternate member for Eva Tobolic on the WDB Monitoring Committee through June 30, 2020. Motion Carried.

STAFF REPORTS

Business Services / Talent Fund / LMI (Exhibit D) – Ashley Iovieno reported the third annual *Career.Life.Expo.* is scheduled for Wednesday, February 26, 2020 from 1:00-4:00 p.m. at the Kalamazoo County Expo Center. Employers wishing to have a booth can still register, and individuals desiring to volunteer for the event can still do so through the online volunteer portal.

Ms. Iovieno reported the *Wage and Benefit Survey* mentioned at previous meetings is being released today.

Ms. Iovieno also provided updates regarding *layoffs and closure announcements* in the Michigan Works! Southwest area. She reported staff have scheduled an appointment with IAC in Mendon regarding services for the individuals being affected by this plant closure. Notifications received for additional layoffs include 17 individuals at Melling in Battle Creek and 20 individuals at Earthfare in Portage. Earthfare will be closing at the end of this month and Michigan Works! Southwest information packets were already delivered. This company had additional part-time workers that were also affected. Borg Warner announced a planned layoff for the third quarter of 2020. Twenty-six individuals affected were offered a transfer opportunity and 23 positions are being eliminated.

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, 2019 – January 31, 2020 (*Exhibit E*) was included in the agenda packet email sent out prior to the meeting.

Dashboard Report (Exhibit F) – Jakki Bungart-Bibb provided highlights of the monthly Dashboard Report (Exhibit F). She reported the number of visitors to the Michigan Works! Southwest Service Center has continued to increase. From July 1, 2019 through January 31, 2020 staff have served 593 employers and assisted with 2,345 jobs filled. Over 500 participants have been enrolled in the WIOA Adult, Dislocated Worker and Youth Programs

during this same time period. The hourly wage for the Food Assistance Employment and Training (FAE&T) and the Partnership.Accountability.Training.Hope. (PATH) Program is above \$11 an hour which is similar to last month. The metrics for the Career Educational Advisory Council (CAEC) include three new apprenticeships. In January 2020 an electrician maintenance apprenticeship at Morgan Olson and in December 2019 an electrician apprenticeship at Duncan Aviation and a mold maker, die-cast and plastic apprenticeship at Eimo Technologies. Duncan's engagement with exploring apprenticeships began with attendance at an Apprenticeship 101 session last year. Two new companies joined the Employer Resource Network in January 2020, they include Fibre Converters and Landscape Forms.

The second page of the Dashboard Report included information regarding the upcoming Career.Life.Expo. previously reported on at today's meeting during Ashley Iovieno's business services update. Ms. Bibb noted that the labor participation data, also on this page of the report reflects numbers from December 2019. The jobless rate for the counties in the MW Southwest area ranges from 3-3.5%. The rate for Michigan is 3.9% and the national rate is 3.5%.

In responding to a member's question regarding the increased number of visitors to the Service Centers, staff reported this could be attributed to multiple factors such as the underemployed seeking better jobs, staff doing a better job getting out into the communities and driving customers to the Service Centers, and individuals enrolled in programs returning for additional services. Staff noted that the previous method of collecting data when customers seek services at the Service Centers was low tech and the new tool being used for electronic intake provides more data such as a more accurate count of underemployed and unemployed customers.

Director's Report – Ben Damerow referred board members to a copy of the Director's Report dated February 14, 2020 which was distributed at the meeting. Mr. Damerow reported the House and Senate passed two separate spending packages for the *FY2020 federal budget* in December, both of which were signed by the President on December 20, 2019. These appropriations will fund the federal government through September 30, 2020. Lawmakers lifted the caps on discretionary spending by \$169 billion in 2020 and \$153 billion in 2021, totaling \$322 billion over the next two years. The Labor, Health and Human Services and Education appropriations were increased by over \$500 million compared to 2019.

On February 10, 2020 the President released his *FY2021 federal budget* proposal. The non-defense discretionary spending totaled \$722 billion. The budget proposes an 11% decrease to the Department of Labor which includes flat funding for the Workforce Innovation and Opportunity Act (WIOA) funding, increases for Apprenticeship Programs by \$25 million and decreases in funding for Dislocated Worker National Emergency Grants by \$110 million. The President's budget also includes a 7.8% decrease to the Department of Education that includes a \$763 million increase for Career and Technical Education.

On December 10, 2019, the House and Senate nearly unanimously passed supplemental spending bills to replace \$573 million of the nearly \$1 billion that was vetoed from the original *FY2020 State budget*. Items funded in the supplemental bill were largely focused on education and corrections. The House and Senate introduced similar supplemental funding bills to appropriate \$36 million to restore the Going PRO Talent fund and both were referred to their respective appropriations committees. Hearings are expected in early March and employers may be tapped to testify.

On February 6, 2020, the Governor released her proposed *FY2021 state budget* which includes a 4.9% increase in School Aid Funding, \$35 million for the Michigan Reconnect program to provide adults over 25 years of age, an opportunity to earn post-secondary certificates or an associate degree and \$27.9 million for the Going PRO Talent Fund. Mr. Damerow reported that he learned today that flat funding is proposed for the FY2021 Partnership.Accountability.Training.Hope. (PATH) Program.

Lastly, Mr. Damerow reported that four enrollees in the *Healthy Michigan Plan (HMP)*, Michigan's Medicaid expansion program, filed a lawsuit on November 22, 2019 challenging the implementation of the work

requirements. The lawsuit, brought in federal court in Washington, D.C., asked the judge to declare the federal approval of the requirements illegal and to block them from being implemented. No ruling has been made on the case. The report included numbers of non-exempt HMP beneficiaries by the four counties in the MW Southwest area. An increase in customers affected is expected at the Service Centers in March, once the sanctions become effective.

Kris Jenkins reported the Governor's Education budget is very important. The weighted formula is bringing equity to the process and superintendents are being encouraged to support this.

PROGRAM: Disability Awareness Resource Team (DART)

The program, presented by John Fiore, Southwest Michigan Regional Director for Michigan Rehabilitation Services (MRS) and co-chair of the Disability Awareness Resource Team (DART) provided a summary of the DART Committee that included information regarding its history, membership and work groups. He reported the DART Committee first met in July of 2000 and it has been an advisory committee of the Workforce Development Board (WDB). In 2014, under the Workforce Innovation and Opportunity Act (WIOA), DART became a standing committee for the MW Southwest WDB. He further reported that disabilities are experienced across every group of individuals, and the DART committee is focused on keeping disability issues, accessibility, and integration of disability related issues a consistent, normal and expected part of the conversation rather than an afterthought or once per year discussion. Mr. Fiore noted that membership of the DART Committee includes businesses, service providers, advocates and allies with expertise in assisting individuals with disabilities with their career, training and employment needs. A regularly updated list of member organizations, their contact information, service areas and a summary of resources offered by each agency is provided at every meeting. Meeting agendas also include presentations from members organizations. At the February meeting, Goodwill Industries and Integrated Services of Kalamazoo both provided comprehensive updates on the services that each of their organizations provides. Another standing meeting agenda item includes updates from all member agencies, such as the new accessible computer lab and current trainings and workshops offered by Disability Network of Southwestern Michigan; information regarding the training on developmental disabilities and dementia and the annual inclusion conference sponsored by the Arc Community Advocates. DART meeting agendas also include time for discussion of emerging issues such as pending federal and state legislation that will affect individuals with disabilities.

From the beginning, the DART Committee has provided support and training for Michigan Works! staff. Committee members recognized that sometimes it is a struggle to pull all frontline staff together for an in-person training and new staff are hired after a training has occurred. These were just a couple of reasons why the DART committee elected to move towards training modules that can be accessed by staff at any time at their desktop. A curriculum workgroup was formed and under the leadership of Jill Murphy from MRS, desktop modules have been developed on topics requested by frontline staff. To date, there are ten modules posted for staff and public use on the Michigan Works! Southwest website under the tab for the DART Committee on the About/Board page at <https://www.michiganworkssouthwest.org/about/board/>. Additional modules that take a deeper dive on some of the same subjects such as the recent one on the topic of anxiety have been requested. Training modules pertaining to a deeper discussion of depression and service animals are currently being developed. He noted that the short trainings do not provide all information; however, each module also includes links to additional resources and contacts for staff who have extensive training on the topic being discussed. Mr. Fiore reported the DART training modules have been recognized at the State level as a best practice and the committee is partnering with the MRS Business Network Division to standardize the formatting, ensure access and accessibility of the PowerPoints and to expand the availability of the training modules statewide. He further reported that MRS business services staff throughout Michigan are well connected to MW staff throughout the state. He also shared an unsolicited video testimonial developed by Barron Industries that demonstrated this strong partnership and their work with Barron Industries [MI WORKS_BARRON TESTIMONIAL.m4v](#)

Dave Maurer reported he shared the link to the DART Desktop Trainings with his HR staff at Humphrey Products.

John Fiore reported the Barron Video is a good example of the strong partnership between Michigan Works! (MW) and Michigan Rehabilitation Services (MRS) throughout the State. He added that Lisa Stanley from MRS works very closely with staff from MW Southwest when calling on businesses in the area.

Eric Stewart reported that he has served on the DART Committee for many years and that the members of this committee are very passionate about their work. On behalf of the MW Southwest service providers he stated that the trainings provided by DART have a huge impact on staff. He expressed appreciation for Jill Murphy's leadership regarding the training modules and Kathy Olsen's incredible note taking.

Ben Damerow reported the MW Southwest DART Committee is a best practice for Michigan and perhaps nationally as well. Kathy Olsen reported staff from the Grand Rapids area have visited the DART Committee and are working on replicating this work with a Disability Committee in the Grand Rapids area.

OLD BUSINESS

None.

CITIZENS' TIME

Kathy Olsen reported The Region 8 Veteran Community Action Team (VCAT) is in the process of developing a plan for 2020 Vet Fest Southwest that will be held for veterans and their families on July 25, 2020 at the VFW in Decatur. In addition to saving this date on calendars, she also reported there will be a VCAT fundraiser at Finley's Grill and Smokehouse on West Main in Kalamazoo on Wednesday, March 18, 2020 from 4:00-10:00 p.m. A portion of the proceeds from customers dining out that evening will be donated back to the VCAT.

Dr. Adrien Bennings reported that Kellogg Community College (KCC) will be conducting strategic planning and on March 3 and 4, 2020 there will be community input sessions at the Kellogg Room at the College. Both sessions are scheduled to last approximately 90 minutes. The College will also be seeking input from the community in Branch County prior to May 1, 2020.

MEMBERS' TIME

Cathy Knapp thanked Michigan Works! Southwest for expanding the Business Services Team and noted that the additional staff has been extremely useful for businesses.

Dave Maurer reported on the topic of industry credentials. He noted that it is important to recognize that training and credentials for each manufacturer is unique to their own individual operations. Community colleges can't instruct on all that is needed and often a third party is needed for company training. This has been supported by the State's Going PRO grants.

Kris Jenkins reported on the importance of everyone being counted in the 2020 Census and the effect these numbers will have on funding for many programs, such as early education. She encouraged everyone to complete all questions of the Census form and to help spread the word as to its importance. She also noted that the Census is hiring part-time workers; the jobs have flexible hours and are paying \$24 per hour. Ben Damerow reported Michigan Works! Southwest Service Centers has been involved in multiple Census committees. Eric Stewart reported there have been Census hiring events at all the MW Southwest Service Centers and the Service Centers will also serve as Census Hubs.

UPCOMING MEETINGS

Future meetings were highlighted.

The next meeting of the **Full Workforce Development Board** is scheduled for Friday, May 8, 2020 from 9:00 – 10:30 a.m. at the Branch Area ISD Career Center, 366 Morse Street, Coldwater, Michigan.

The next **Executive Committee** is scheduled for Friday, March 13, 2020 from 9:00 a.m. – 10:30 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

The next **Career Educational Advisory Council (CEAC)** meeting is scheduled for Monday, March 23, 2020 from 1:00 – 3:00 p.m. at Kalamazoo Regional Educational Service Agency (KRESA), 1819 E. Milham Rd, Kalamazoo, Michigan.

The next **Monitoring and Evaluation Committee** is scheduled for Tuesday, March 31, 2020 from 8:00 a.m. – 9:30 a.m. at the Michigan Works! Southwest Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, April 14, 2020 from 2:00 - 4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

Veterans Committee - The next VCAT Region 8 quarterly meeting is TBD; the VCAT Employment Subcommittee meeting is scheduled for Wednesday, February 19, 2020 at 9:00 a.m. at the Upjohn Institute; and the next VCAT Education Committee is scheduled for February 27, 2020 at 11:00 a.m. at the Upjohn Institute.

ADJOURNMENT

There being no other business, the meeting was adjourned at 10:10 a.m.

Kathy Olsen

Date

Randall Hazelbaker, Chair

Date