

**Workforce Development Board  
 Meeting Minutes  
 November 18, 2021**

**CALL TO ORDER:** Workforce Development Board Vice Chair, Dan Dunn, called the virtual meeting to order at 9:00 a.m.

Kathy Olsen introduced attendees. Randall Hazelbaker was participating from Branch County Board of Commissioners, Jared Hoffmaster was participating from St. Joseph County Board of Commissioners, and Mike Quinn was participating from Kalamazoo County Board of Commissioners.

**WDB Members Present:**

Dr. Adrien Bennings (Educ)	Jared Hoffmaster (PS)	Windy Rea (Job Corps)
Jill Bland (Econ Dev)	Kris Jenkins (Educ)*	Elizabeth VanDusen (PS)
Dan Dunn (PS)*	Dave Maurer (PS)*	Ken Willcutt (Labor)
John Fiore (MRS)	Jackie Murray (PS)*	* Exec Committee
Lisa Godfrey (PS)*	Jose Orozco (CBO)	
Randall Hazelbaker (PS)*	Mike Quinn (PS)	

**WDB Members Absent**

Richard Anderson (Labor)	Derek King (PS)	Angila Wilson (PS)
Trevor Bidelman (Labor)	Brian O'Donnell/Fritz Tull (Labor)	Mike Wilson (Veterans)
Karen Doubleday (DHHS)	Chantel Paxton (PS)	* Exec Committee
Jessica Eyster (PS)	David Sutherland (PS)	
Lisa Johansen (DOC)	Frank Tecumseh (PS)*	

**Michigan Works! / Upjohn Institute Staff Present:**

Jakki Bungart- Bibb	Aseel Hussein	Amy Meyers
Ben Damerow	Ashley Iovieno	Kathy Olsen
Mike Horrigan	Jessica Meskil	

**Michigan Works! Services / Program Staff Present:**

Paige Daniels (YOU/KRESA)	Sam Dougherty (WDI)	Amanda Sutherland (YOU/KRESA)
Dawn DeLuca (YOU/KRESA)	Sarah Mansberger (YOU/KRESA)	Mark Waurio (PATH/WEUI)

**Guests Present:**

Don Reid (USA Today Network)      Rep. Julie Rogers

**WORKFORCE DEVELOPMENT BOARD UPDATE**

Ben Damerow reported on the email sent to WDB members on November 9, 2021 announcing changes at Michigan Works! Southwest. He expressed his confidence in Jakki Bungart-Bibb's skills and abilities in moving forward as Director of Michigan Works! Southwest and noted that she has over 25 years of experience in workforce development. Ms. Bibb started out as a case manager and then transitioned to a program monitor. She then joined the Michigan Works! administration as the Monitor and for the last four years has been the Deputy Director of Operations. The change to her role as Director is more of an acknowledgement of the work she has been doing. Mr. Damerow also reported he is moving into a new role as Senior Director of the Center for Workforce Innovation and Solutions. The creation of the Center at the Upjohn Institute is a recognition of the significant growth that Michigan Works! Southwest has experienced during the past five years. He shared a visual diagram of the new organizational structure. He noted that when he became Director, Michigan Works! was strictly the administrative agency for

federal and state workforce development programs serving two counties with eight staff. Today, Michigan Works! Southwest is serving four counties and is providing direct services in addition to the administrative functions. The staff has grown to 64 and approximately 40% of the staff are not related to Michigan Works! Southwest workforce development programs. Private foundation funding supports the Neighborhood Hubs and approximately one year ago, the Upjohn Institute became the administrative agency for Pulse, which is focused on childcare. Most recently, in October 2021, Upjohn signed an agreement to become the administrator for the Employer Resource Network<sup>®</sup> (ERN<sup>®</sup>) for the entire State of Michigan, and this is an area for which additional growth is expected during the next couple of years. Ben Damerow thanked WDB members for their support and expressed a special appreciation to Frank Tecumseh and Dan Dunn as staff worked through this transition. He also expressed a special thanks to Randall Hazelbaker and Lisa Godfrey for their support over the years.

Mike Horrigan reported the creation of the Center for Workforce Innovation and Solutions at the Upjohn Institute is also a way to acknowledge the broad work that Ben's team has been doing, including that of Michigan Works! Southwest. The work of Michigan Works! and the staff's drive to find alternative ways to provide services has been instrumental to this growth. Michigan Works! has been a center of excellence and this change acknowledges the excellent work that has been done over the past ten years. Ben Damerow added that much of the growth came about through the strategic planning process at the Institute for which Mike Horrigan is the lead and he thanked Mike for his support, leadership, and guidance.

Jakki Bungart-Bibb also thanked Ben Damerow for his years of service in providing workforce development services in the communities served by Michigan Works! Southwest. She noted that Ben has been the driving force for many major initiatives both locally and statewide; and that he is a policy advocate, a change agent, and an inspirational leader. She stated that staff look forward to all that is to come from the Center under Ben's leadership.

Dan Dunn expressed congratulations to both Ben Damerow and Jakki Bungart-Bibb as they transition into their new roles.

## **TRANSPARENCY & INTEGRITY OF WDB DECISIONS**

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 Dr. Adrien Bennings and supported by Randall Hazelbaker to approve the WDB Executive Committee meeting minutes of October 21, 2021.**

## **ROLL CALL VOTE:**

**AYES: Dr. Adrien Bennings, Jill Bland, John Fiore, Lisa Godfrey, Randall Hazelbaker, Jared Hoffmaster, Kris Jenkins, Dave Maurer, Jackie Murray, Jose Orozco, Mike Quinn, Windy Rea, Elizabeth Van Dussen, Ken Willcutt.**

**NAYS: None. ABSTENTIONS: None. MOTION CARRIED.**

## **CITIZENS' TIME**

Representative Julie Rogers reported she has been named to the democratic minority vice-chair of the Military Veterans and Homeland Security Committee in the House. She also reported that most counties have a local veterans services office and has connected Michigan Works! Southwest with the Kalamazoo office. She encouraged Commissioners in the other counties to make the connection as well. She also announced that she is putting together a bipartisan veteran bill package and is seeking ideas. Individuals can email ideas to Representative Rogers at [JulieRogers@house.mi.gov](mailto:JulieRogers@house.mi.gov). Representative Rogers also expressed her confidence in Ben and Jakki as they take on their new roles.

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## COMMITTEE REPORTS

**Monitoring Committee** – Dave Maurer reported the Monitoring Committee recently met to review the One Stop Operator, Employment Services, and the Trade Act. He reported the typical format for the Monitoring meetings includes an interview with program participants and a review of the staff monitoring report that may include findings, corrective actions, and administrative recommendations. This is followed by a presentation from the service provider staff that covers an overview and highlights of the services provided. For this meeting, the committee interviewed three participants who shared exceptionally positive interactions with service center staff. One participant who had been employed at WMU expressed their frustration when they filed for unemployment and discovered that a fraudulent claim had been filed under their name and social security number. Resolution took months and the individual indicated that they were fortunate in that they had other financial support during this time but couldn't imagine what it would have been like without that support. They also reported that although the UI claim was outside of the scope of Michigan Works! responsibilities, the MW! staff were extremely helpful. There were no findings or corrective actions for the One Stop Operator and Employment Services reviews. For the review of the Trade Act services, corrective action was required to ensure documentation is present in each participant file to support participant expenses. In addition, one area noted as needing improvement was to ensure a copy the participant's resume is included in each participant's file to assist the career coaches as they provide employment assistance. He also reported the pandemic has influenced program metrics. Areas of focus in the coming year will be to increase the post-exit employment rate for participants receiving Employment Services and dual enrollment into the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program for Trade Act participants who are eligible.

**Disability Awareness Resource Team (DART)** – John Fiore reported the DART Committee met on November 16, 2021. A summary of the desktop training modules that included hyperlinks to each of the trainings was provided to members. The DART curriculum committee is working on developing additional training modules; One module will focus on long-term COVID; however, it has been a challenge to complete because the information is constantly changing. Another training under development will cover changes in transportation resources in the Michigan Works! Southwest area. Transportation has always been an issue for individuals with disabilities and COVID has had a direct impact on this resource. Individuals will need updated information on transportation changes in order to access and utilize these resources. The DART meeting agenda also includes time for members to discuss and brainstorm on solving unique customer needs. One example discussed was to identify resources to assist a job seeker who recently experienced a significant loss of two family members. The DART Committee also set their meeting schedule for 2022 and the next DART meeting will be on Tuesday February 8, 2022 from 2:00-4:00 p.m.

## NEW BUSINESS

### WDB Plans

#### **AY2020/FY2022 Trade Adjustment Assistance (TAA) Plan (Exhibit B1)**

Amy Meyers reported the Trade Adjustment Assistance (TAA) program is a federal program that assists U.S. workers who have lost their jobs because of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, and support necessary to becoming reemployed. The planned allocation for the period October 1, 2021 through September 30, 2022, for Michigan Works! Southwest is \$800,297. The Trade services that will be available to workers over the course of their participation in the program includes case management activities such as comprehensive assessments, employability skills assistance, and career counseling. TAA program funds can also be used to fund classroom, on-the-job, and registered apprenticeship training. The TAA program also is focused on dual enrollment of participants who are eligible for the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program.

#### **FY22 Partnership. Accountability. Training. Hope. (PATH) Plan (Exhibit B2)**

Amy Meyers reported Michigan Works! Southwest received an FY 2022 allocation in the amount of \$2,988,210 for the Partnership. Accountability. Training. Hope. (PATH) program. Individuals eligible for participation in PATH include Family Independence Program (FIP) cash assistance recipients and applicants are referred to the PATH Program by the Department of Health and Human Services (DHHS). FIP applicants begin with a 10-day Application Eligibility Period (AEP) where they have the opportunity to work one-on-one with a career coach to identify and

address barriers to employment and begin working on other activities related to gaining employment. She noted that as of October 1, 2020, the AEP time frame has been reduced from 21 days to 10 days with the intent to allow FIP recipients to receive the much-needed benefits more quickly. PATH also provides individuals with training, work experience opportunities, and supportive services to help obtain and retain employment.

In response to an inquiry regarding demographic data, Ms. Meyers reported this information is provided to the Monitoring Committee on an annual basis when each program is reviewed, and she offered to share that information following the meeting.

**Motion made by Randall Hazelbaker and supported by Jill Bland to approve AY2020/FY2022 Trade Adjustment Assistance (TAA) Plan and the FY22 Partnership. Accountability. Training. Hope. (PATH) Plan.**

**ROLL CALL VOTE:**

**AYES: Dr. Adrien Bennings, Jill Bland, John Fiore, Lisa Godfrey, Randall Hazelbaker, Jared Hoffmaster, Kris Jenkins, Dave Maurer, Jackie Murray, Jose Orozco, Mike Quinn, Windy Rea, Elizabeth Van Dussen, Ken Willcutt.**

**NAYS: None. ABSTENTIONS: None. MOTION CARRIED.**

**STAFF REPORTS**

**Business Services Activities**

Ashley Iovieno provided a PowerPoint presentation that included updates on business services operations. The focus of the presentation was on Apprenticeships and the Going PRO Talent Fund (GPTF).

*Apprenticeships* – Ms. Iovieno reported this week is National Apprenticeship Week. The definition of a registered apprenticeship was reviewed, along with the five core components that include apprenticeship jobs, on-the-job learning in a work setting, job-related classroom instruction, learning with the help of a mentor, and an industry-recognized credential. The key roles for employers, sponsors, educational providers, and supportive services were also explained. She reported that completion of apprenticeship training programs can be time-based, competency-based, or a combination of both. Apprenticeship training programs can be registered either through the U.S. Department of Labor or through the State Apprenticeship Agency (SAA). All apprentices that graduate from a Registered Apprenticeship (RA) program will receive a national, industry-recognized, portable credential. This credential is a way for employers to know that individuals who graduate from a RA program should be fully qualified to do the job. Ms. Iovieno highlighted the impressive benefits for employers and apprentices and reported funding is currently available through Michigan Works! Southwest through the Going Pro Apprenticeship (GPA) grant, the State Apprenticeship Expansion (SAE) grant, and the Going PRO Talent Fund (GPTF) grant.

*Going PRO Talent Fund (GPTF)* – The presentation also included an overview of the Going PRO Talent Fund (GPTF), a State grant that provides competitive awards to employers to assist in training, developing, and retaining current and newly hired employees. Ms. Iovieno reported that employers can be reimbursed for a portion of the cost for classroom training, new hire on-boarding and first year USDOL registered apprenticeships. She then explained the GPTF application process and provided results for each of the counties in the MW! Southwest area as well as an employer highlight from each county. In Calhoun County there were 17 employer applications submitted, six of which were new to the GPTF. There were 43 employer applications submitted from Kalamazoo County, and 23 of those applications were new to the GPTF. Four of the five employer applications submitted from Branch County were new to the GPTF, as were four of the eight applications submitted from employers in St. Joseph County. Eight additional applications were received from employers located in other counties and four of those were new to the GPTF. In total there were 81 FY22 applications submitted, which is a huge increase when compared to the previous two years.

In response to an inquiry from one member who expressed interest in funding to support English as a Second Language (ESL) training, Ms. Iovieno explained that although the opportunity for individual company applications

has closed for this fiscal year, there most likely will be an opportunity in the coming months where two or more employers can come together, combine similar trainings, and apply for an Industry Led Collaborative (ILC) grant. She offered to schedule a follow-up meeting with the member.

Jakki Bungart-Bibb thanked Ashley Iovieno and the entire Business Services Team for their combined efforts in helping employers apply for the Going PRO Talent Fund grants.

### **Labor Market Information (*Exhibit C*) and Operations Update**

***Michigan's Labor Market News*** – Jakki Bungart-Bibb reported [Michigan's November edition of Labor Market News](#) features an article on registered apprenticeships in Michigan [pg. 16]. The publication also includes updated and expanded reports on apprenticeships in Michigan including relative rankings. Kalamazoo County ranked ninth and Calhoun County ranked eleventh in the top 15 counties for active apprenticeships; and Michigan is among the top five states for active apprenticeships. The publication also shows that the State of Michigan is at 4.6% unemployment and the four counties in the Michigan Works! Southwest service area ranges from 3.8% to 5.3%. Following the meeting, the link to the Labor Market News was emailed to members and guests.

***Job Demand Dashboard*** - Ms. Bibb reported the [Job Demand Dashboard for Region 8](#) continues to show that the top occupations on the list remain the same as previous months - Registered Nurses, retail sales workers, frontline supervisors of retail sales workers, and customer service representatives.

Ms. Bibb also reminded members of an additional labor market information resource, [Regional Economic Trends](#), which is a monthly publication available on the [Upjohn Institute website](#). Each issue summarizes the latest county level data on employment, job growth, and job postings.

Following the meeting, the link to the Job Demand Dashboard for Region 8 and the link to the Upjohn Institute publications were emailed to members and guests.

***Burning Glass Analytics and Real Time Jobs Data (Exhibit C)*** - In addition to the verbal report, the website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data (*Exhibit C*) that identified 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 through October 31, 2021 was included in the agenda packet notice.

### **Operations Update**

Ms. Bibb reported the Michigan Works! Southwest Service Centers continue to be open to the public; however, the number of customers visiting the centers is still below what it was pre-pandemic. The teams continue to brainstorm as to how to engage job seekers and get them into the centers. She highlighted a pilot project that is taking place in the MW! Southwest service area. KRESA, the service provider that operates several programs including WIOA Youth, Employment Services, and Trade Adjustment Assistance, has taken the lead on a new pilot project. The project is a financial services career pathway and educational partnership with banks. She introduced Sarah Mansberger, the Executive Director for Workforce and Community Initiatives at KRESA, who then provided additional information on the project. Ms. Mansberger reported KRESA was approached by Social Policy Research Associates, a national firm, and the partnership is with them and U.S. Department of Labor's Office of Disability Employment Policy (ODEP). The intent of the pilot program is to focus on increasing partnerships between workforce providers and banks. The goal is to be able to tap into opportunities available through the Community Reinvestment Act (CRA). For those who may not be familiar with the Community Reinvestment Act, to meet the CRA guidelines, banks are required to conduct activities that help meet the needs of the banks' community, which includes an emphasis on low- and moderate-income individuals. One way that banks can meet those requirements is through engaging in community development activities which improve employment opportunities. It is a great fit between banks and workforce. KRESA staff are in the early stages of identifying their goals for this work. The pilot program runs through August 2022. KRESA is one of three organizations chosen nationally for this pilot and staff are excited for not only the technical assistance that will be included but also the opportunity to connect to a

community of other high performing workforce providers. A broad goal is to be able to increase local capacity around financial literacy, coaching, and programming for the individuals served as they are considering employment options.

### **Director's Report (*Exhibit D*)**

Jakki Bungart- Bibb reported on highlights of the Director's Report (*Exhibit D*) that was emailed to members prior to the meeting. She noted that the document includes hyperlinks for those who would like more details about each piece of legislation.

*Federal Updates* – She reported President Biden signed the \$1.2 trillion Infrastructure Investment and Jobs Act into law on Monday, November 15th. The infrastructure bill aims to revitalize the nation's roads, bridges, waterways, and public transit. The measure provides

- \$110 billion for roads, bridges, and major projects
- \$39 billion for public transit
- \$66 billion for railways
- \$65 billion to expand broadband infrastructure
- \$55 billion for clear water investments

The Congressional Budget Office (CBO) announced it will release a final estimate on the cost of President Biden's second piece of legislation, the Build Back Better Act, by Friday. The framework includes:

- Investment in children and caregiving,
- Funding to support efforts with climate change, and
- Expansion of affordable health care coverage.

### *State Updates*

*The MI New Economy Plan* - Ms. Bibb reported Governor Whitmer announced *MI New Economy*, her vision for a stronger, more resilient, and more equitable State of Michigan. MI New Economy is the Governor's plan to address the structural challenges the state was facing prior to COVID and challenges that intensified during the pandemic. The [MI New Economy Plan](#) has three pillars: Pillar 1: Grow the middle class; Pillar 2: Support small business; and Pillar 3: Build strong communities.

State officials met with local business, workforce development and community leaders across the state including a visit to Kalamazoo on November 1, 2021 to discuss the ways Michigan can achieve the goals laid out in the MI New Economy Plan. The events were part of a statewide tour designed to bring stakeholders together to discuss a comprehensive strategy to utilize American Rescue Plan funds to support small businesses, grow the middle class, and invest in our communities.

*Unemployment Insurance Agency Updates* - The reimplementation of the work registration requirement launched on November 8, 2021 at Michigan Works! Agencies across the State.

- Prior to the first certification for a new, additional, or reopened claim for unemployment insurance benefits, a claimant must register for work virtually or in-person at a Michigan Works! location within 10 days of filing a new, additional, or reopened claim.
- Work registration requires entering a profile on Pure Michigan Talent Connect (PMTTC) and verifying it with MWA staff.
- Work registration with MWA can be completed virtually or in-person.
- If the claimant fails to register with MWA he/she may be held ineligible for unemployment insurance benefits by the [Michigan Unemployment Insurance Agency](#).

### **PROGRAM**

Jakki Bungart- Bibb introduced Mike Horrigan, President, Upjohn Institute for Employment Research and thanked him for his time and energy developing a strategic vision for the Upjohn Institute and for his support for the Center for Workforce Innovation and Solutions and for Michigan Works!, which is a key part of that vision. She acknowledged his passion and support for the work that is being done and noted that it is invaluable.

The title of Mr. Horrigan’s presentation was *Impact of the 2020 pandemic related recession: Where are we now?* The presentation included information on recent employment trends, recent unemployment trends, the near unemployed, labor shortages and the ‘great resignation’, and inflation and inflationary expectations. Using data that is available data he spoke about local trends as well as national and Michigan.

Kathy Olsen reported on an auto manufacturing article that noted the auto industry is removing some vehicle options so that the chips can be used for more critical parts of the automobile. Mr. Horrigan reported he is also reading that there is a general movement to move chip production back to the United States because of the supply-side issue. He noted a lot of the supply-side issues are related to the pandemic. There is a shortage of workers in other counties for a variety reasons in a lot of countries and one way to mitigate risk is to bring production back to the U.S. Mr. Horrigan indicated that he will be looking at how Michigan will fair in the auto market during the next decade. This is an important question for Michigan to stay on top of in terms of where the competition will be for the new kinds of vehicles that will be produced. Jill Bland reported the Governor attended the national semi-conductor annual meeting yesterday and spoke about the new chip bill as well as other things. Dave Maurer added that although semi-conductors are important, we should also keep an eye on aluminum. He is seeing dramatic increases in aluminum prices for the first time in his 35 years. In addition to the prices, availability of product is also a concern.

**OLD BUSINESS**

None.

**CITIZENS’ TIME**

No comments.

**MEMBERS’ TIME**

No comments.

**UPCOMING MEETINGS**

Dan Dunn reminded members of upcoming meetings and noted that they may take place virtually, in-person or a hybrid of both, depending on the COVID-19 situation at the time.

- The next meeting of the full WDB is scheduled for Thursday, February 17, 2021 from 9:00 – 10:30 a.m.
- The next WDB Executive Committee meeting is scheduled for Thursday, December 16, 2021 from 9:00 – 10:30 a.m.

Other upcoming committee meetings were listed on the agenda. They included:

- The Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, December 6, 2021 from 1:00-3:00 p.m.
- The Monitoring and Evaluation Committee meeting is scheduled for Tuesday, January 25, 2022 from 8:00 – 9:30 a.m.
- The Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, February 8, 2022 from 2:00-4:00 p.m.

**ADJOURNMENT**

There being no other reports or business for the Board, the meeting was adjourned at 10:26 a.m.

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Kathy Olsen

Date

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Dan Dunn

Date