

**Workforce Development Board  
Executive Committee  
Meeting Minutes – December 9, 2016**

**CALL TO ORDER** - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:06 a.m. at the Michigan Works! Southwest Service Center, 200 W. Van Buren Street, Battle Creek, Michigan.

**WDB Executive Committee Members Present:**

Morris Applebey (Labor)	Kris Jenkins (Educ)	Dale Swift (PS)
Paul David (PS)	Dave Maurer (PS)	
Lisa Godfrey (PS)	Julie Rogers (PS)	

**WDB Executive Committee Members Absent:**

Mike Bearman (PS)	Shelley Klug (PS)
Colleen Knight (CBO)	Therese Zieleniewski (PS)

Other individuals in attendance at the meeting included:

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

Jakki Bungart-Bibb	Ben Damerow	Amy Meyers
Scott Cubberly	Bronwyn Drost	Kathy Olsen

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

Karen Carlisle (YOU/KRESA)	Curt Mastos (M-HRDI)	Will Slone (M-HRDI)
Cheryl Beard (WEUI-PATH)	Dallas Oberlee (WEUI-PATH)	Eric Stewart (YOU/KRESA)

**COMMITTEE REPORTS**

**Monitoring and Evaluation Committee** – No report

**Veterans Committee** – No report.

**Disability Awareness Resource Team (DART)** – No report.

**Talent District Career Council (TDCC)** – Kris Jenkins reported the Talent District Career Council (TDCC) met yesterday. Members discussed multi-organization collaboration and ideas for presentations at future TDCC meetings. A couple of options for presentations that are being considered include the Workforce Innovation & Opportunity Act (WIOA) and Adult Education.

Kris Jenkins reported Terri Tchorzynski, from Calhoun Area Career Center (CACC) in Battle Creek, Michigan was selected as the Michigan School Counselor of the Year and most recently was also selected as the 2017 National School Counselor of the Year. Terri and the other four finalists will be recognized at a White House event in early January that will conclude with a black tie event on January 6, 2017 with First Lady, Michelle Obama. This is the first time that a Career & Technical Education (CTE) Counselor has been recognized. Kris further reported that she and the Calhoun ISD board president will accompany Terri to Washington D.C. They will also be participating in a presentation to the National Press Club at the Swiss Embassy.

**Membership/Nominating Committee** – Ben Damerow reported the Membership/Nominating Committee met to review the application process for new members. Modifications were made to the form that is used to gather information about potential and new members. The committee also discussed current vacancies and how the

County Board offices could assist with identifying potential members. The application could be posted on the County websites along with applications for other County Board appointments. The committee plans to have the revised form completed by the end of 2016 in order that the County Board offices can begin promoting after the first of the year.

#### **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 Dale Swift and supported by Morris Applebey to approve the Workforce Development Board meeting minutes of November 11, 2016. Motion carried.**

#### **CITIZENS' TIME**

No comments.

#### **NEW BUSINESS**

**WDB Plans (Exhibit B1)** – Amy Meyers requested Board review and approval for the *One Stop Service Center Operations PY2016 Plan* (Exhibit B1). She reported \$151,833 was allocated to Michigan Works! Southwest; the funds will be used to support activities to improve customer service, inform and educate the public about all of our service centers, and upgrade the One-Stop Service Center facilities. Locally, funding will be distributed as outlined in the plan document, to provide general operational staff support at the One-Stop Service Centers, for outreach and public information sharing through marketing, and for additional improvements and upgrades to the Service Centers that will allow for enhanced customer service. She further reported this amount is a significant increase in funding compared to last year, which was \$28,000.

**Motion made by Kris Jenkins and supported by Morris Applebey to approve the One Stop Service Center Operations PY2016 Plan. Motion carried.**

#### **STAFF REPORTS**

**Marketing (Exhibit handed out at the meeting)** – Kathy Olsen distributed a handout listing future business, hiring/career events and employment preparation/training opportunities currently scheduled. She referred members to page four of the Dashboard Report (Exhibit F) for social media data and highlights of social media engagement for the month of November.

**Program Operations** – Dallas Oberlee reported last night's inclement winter weather affected the attendance for the *Steps Towards Employment* event at the Seasons of Change Church in the Edison neighborhood. The event aimed at assisting those with criminal backgrounds address barriers to employment. Four individuals did attend and they each received a lot of individual attention. The *Offender Success (OS) Program*, formerly known as Prisoner Reentry, began on October 1, 2016 with Branch and Calhoun Counties added to the contract. A one-year contract extension was granted; however, the one-year extension was recently changed to six months.

Dallas Oberlee reported the *Summer Youth Program* is a collaboration of Y.O.U./KRESA and the City of Kalamazoo that leverages additional resources in order to be able to offer services outside of the WIOA Youth Program. Youth, 14 to 18 years of age, who attend Kalamazoo Public Schools, or who live in the City of Kalamazoo, are eligible to participate. Some WIOA youth participants are also able to benefit. Components of the program include employability skills classes, career exploration, community impact projects, and work experience. The combination of the educational components and work experience allows students the opportunity to earn school credit during the summer months.

Julie Rogers reported that *nursing* organizations in Kalamazoo are also interested in connecting to the youth population. Arrangements were made to further discuss this after the WDB meeting.

**Workforce Innovation Fund Update** – Bronwyn Drost reported the fiscal year for the *Workforce Innovation Fund* grant ended September 30, 2016 with the number of companies participating in the *Employer Resource Network (ERN)* at 24; this was short of the goal of 30 employers [for the 5-year grant that ends September 30, 2018]. It is anticipated that Kalamazoo Regional Educational Service Agency (KRESA) and GT Independence will be joining ERN in the near future. She reported the list of participating companies in Calhoun County include Bronson Battle Creek, DENSO, DENSO Air, Employment Group, Kelly Services, OnStaff USA, Specialized Staffing and U.S. Staffing. In Kalamazoo County, the participating ERN companies include Bell’s Brewery, Bronson Health Kalamazoo, Employment Group, Fabri-Kal, Greenleaf Hospitality Group, Heritage Community, Impact Label, MANN+HUMMEL, Pro Services, Specialized Staffing, and Summit Polymers Portage. Companies in St. Joseph County that are participating in ERN include Sturgis Molded Products, Summit Polymers Sturgis, TH Plastics and WSI. She reported an advantage for the staffing agencies is that as an ERN member company, the ERN can provide support to any of their placements. In 2017, the goal is to develop an ERN in Branch County and outreach is already underway. She also reported an English as a Second Language (ESL) class recently concluded at Summit Polymers in Sturgis where 12 employees received this training. A new Success Coach who is bilingual, was on-boarded in St. Joseph County and a Resource Navigator was hired to support all of the Success Coaches across the region. Ms. Drost further reported that a couple of new workshops being offered at the Service Centers should help to better prepare individuals for placement into employment. These workshops include Basic Math and Customized Computer Basics.

Julie Rogers asked what else is done to assist individuals who may need *language translation services*. Dallas Oberlee reported that interpreters are brought in to assist PATH participants, particularly refugee clients. Ms. Rogers reported she was aware of a video translation service that can assist with translating 400 languages and dialects and is available 24/7 through a call center. She offered to forward the information to Ms. Oberlee.

**Business Services (Exhibit C) and Skilled Trades Training Fund (STTF) Update (Exhibit D)** – Copies of four *letters sent to the Governor* from area businesses were included in the agenda packet (Exhibit C). The letters highlighted services provided by staff from Michigan Works! Southwest. Amy Meyers reported the *Skilled Trades Training Fund (STTF)* awards were announced. Twenty-nine (29) companies in the Michigan Works! Southwest area received more than \$900,000 to train 801 individuals. Some companies located in the Michigan Works! Southwest area were included in consortium awards to other MW areas; therefore, the total number of individuals that will receive training is over 1,000. Ben Damerow reported notice was just received that another STTF award was made to Duncan Aviation. With this additional award, the total STTF funding for Michigan Works! Southwest is over \$1 million. A copy of the STTF media release was included in the agenda packet (Exhibit D).

Amy Meyers reported 4,400 eighth and ninth grade students attended the *MiCareerQuest Southwest* event held in Kalamazoo on November 1 and 2, 2016. Over 300 volunteers worked at the event. The evening open house drew 700 parents and students. Over 75 local businesses and industry members donated time, equipment, and financial resources.

**Labor Market Information (LMI) (Exhibit E)** - 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 October 1 through November 30, 2016 was sent to members prior to the meeting.

**Dashboard Report (Exhibit F)** – Jakki Bungart-Bibb reported on the Michigan Works! Southwest Dashboard Report (Exhibit F) that was included in the agenda packet. She reported the annual change percentage for the unemployed in Branch County reported on page one of the report is high due to the small number in the sample. There was little change from last month for the top occupations advertised online. The number of jobs filled as reported on page two is down slightly from the prior year. For the time period July 1 to November 30, 2016 the

Entered Employment Rate was reported to be at 97% for adults, 100% for dislocated workers and 100% for youth. For the time period July 1 to November 30, 2016, the total WIOA registrations is 677 and the number of participants who benefitted from work-based learning and training was reported to be 240. Ms. Bibb reported data for the programs that began on October 1, 2016 were reported on page three of the Dashboard Report. She reported the minimum wage is going up; however, the internal goal is to strive for a higher wage. Data for Offender Success, Food Assistant Employment and Training, and Refugee Assistance was reported on the bottom of the page. The Offender Success data only includes Kalamazoo participants; Calhoun County participants will be added in January. Participants served under Refugee Assistance are also included in the PATH data.

**Director's Report** – Ben Damerow distributed the Director's Report dated December 9, 2016. He reported the *Workforce Innovation and Opportunity Act* requires Local Boards to review Adult Education and Family Literacy applications that are submitted to the State to determine whether applications are consistent with the Local Plan. The Local Board must make recommendations to the State to promote alignment with the Local Plan. Guidance for review and comment was received from the Employment and Training Administration (ETA) in the form of a Training and Employment Guidance Letter (TEGL).

Mr. Damerow reported the *Great Lakes Employment and Training Association (GLETA)* met on November 17-18, 2016 with the main focus of discussion revolving around administrative transition and upcoming WIOA guidance. He highlighted the following items:

- It is expected that a short-term Continuing Resolution (CR) will be passed through April 28, 2017. The current CR that is in effect through December 9, 2016 funds the government at FY16 levels.
- New WIOA performance measures guidance is expected to be released in December. Department of Labor (DOL) staff indicated the guidance letter would be over 90 pages.
- Guidance pertaining to Infrastructure and Memorandums of Understanding (MOUs) for One-Stop cost sharing is expected to be released in December 2016 or January 2017.
- One-Stop procurement guidance is expected in January of 2017.
- DOL staff are projecting WIOA technical assistance training to continue with the Midwest training tentatively scheduled for April/May of 2017, probably in Chicago.

Mr. Damerow also reported Michigan Works! Southwest received informal notice from the Talent Investment Agency (TIA) that we will be awarded \$150,000 for the *ApprenticeshipUSA Expansion Grant*. We also received a draft policy indicating that we will receive \$37,500 for Apprenticeship Success Coordination. This is to expand apprenticeships within businesses. Apprenticeship Learning Network and Grantee Orientation training will occur January 23-24, 2017 in Okemos.

In addition to what was included on the handout, Mr. Damerow reported the *Overtime Law* was blocked at the federal level. This will go through the DOL appeal process.

President-elect Trump selected Andrew Puzder, the CEO of Hardee's fast food restaurants as *Labor Secretary*. Mr. Puzder is known for his opposition to minimum wage increases.

Randy Eberts, President of the Upjohn Institute recently requested a list of top achievements for Michigan Works! Southwest in 2016. Mr. Damerow reported the successes have been phenomenal and it has been a great year; he thanked everyone for their part. The list of top achievements included: Michigan Works! Southwest was one of nine recognized at the White House for their Customer-Centered Design (CCD) Project; the Michigan Reemployment and Eligibility Assessment (REA) Nudge Project which included articles in two national briefings; Michigan Works! Southwest represented the State in the WIOA review; opening a new Service Center in Battle Creek; leading the Opportunity Fairs with the BC Vision initiative; and over \$1 million in Skilled Trades Training Fund (STTF) grant awards.

## OLD BUSINESS

None.

## CITIZEN'S TIME

Bronwyn Drost stated that the Southwest Michigan Regional Partners met this week and shared highlights of the year. She reported that MEDC was very proud of Region 8 and their partnerships with Michigan Works! Southwest and Southwest Michigan First. She also reported that although the recent announcement of the mophie® expansion in Kalamazoo had no mention of Michigan Works! Southwest, they were thrilled that Michigan Works! Southwest is committed to helping recruit talent to fill the new jobs.

## MEMBER'S TIME

Dale Swift announced that this would be his last meeting. Ben Damerow thanked Dale Swift for his leadership and stated that he appreciated working with Dale throughout the transition to combine two Michigan Works! areas. Dale Swift reported he has been involved with the Workforce Development Board for 9 or 10 years and that it has been a great organization to be involved with. He reported Ben Damerow did a great job throughout the transition and the end result has been an awesome transition for Branch County. He stated that Ben (Damerow) and Kathy (Olsen) have been great to work with. On behalf of the entire WDB, Lisa Godfrey expressed appreciation for Dale's service and leadership.

Julie Rogers reported an announcement is planned sometime in the next couple of weeks regarding a Brownfield Project in Portage that includes over 100 new jobs.

Julie Rogers reported Kalamazoo County has been discussing the idea of a county-wide ID. The information she has gathered from Michigan Works! Southwest helped her to advocate for this; however, it was recently voted down because the process was not fully vetted. She further reported that if and when a county-wide ID is implemented, it will need to be compatible with the jail system. Further development of a county ID is expected to be fast-tracked.

Kris Jenkins reported she attended a recent viewing of the documentary titled "Bottom Dollars." The documentary is about the employment of people with disabilities under the 14c waiver of the Fair Labor Standards Act (FLSA). She reported that if a 14c waiver is granted, the organization can pay less than minimum wage and there a quite a few organizations in the region that have this waiver. The federal government is trying to make changes to this legislation. Sheltered workshops that use funding to train and employ at a living wage are also included under this legislation. The trailer for the hour long documentary is available at <http://www.rootedinrights.org/videos/employment/bottom-dollars/>

Kathy Olsen reported there will be a *Project Search* open house at Duncan Aviation in January. She offered to send the information to members following the meeting. Paul David reported that it was amazing to observe how managers embraced Project Search at Duncan. He reported the Project Search coaches and teachers worked with managers to focus on each person's capabilities and in doing so, they branched into more technical areas that opened additional opportunities for the students. [The open house dates and times to choose from are Thursdays, January 11 or 19, 2017 from 4:00 to 6:00 p.m. at Duncan Aviation, 15745 Airport Road, Battle Creek, Michigan. Contact Sheila Ritsema at 269-317-9656 or [ritsemas@calhounisd.org](mailto:ritsemas@calhounisd.org) with any questions. RSVP would be appreciated but not necessary to attend.]

## UPCOMING MEETINGS

Members were reminded of the next Executive Committee and full Board meetings.

The next **Executive Committee** is scheduled for Friday, January 13, 2017 from 8:00 a.m. – 9:30 a.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.



The next meeting of the **full Workforce Development Board** is scheduled for Friday, February 10, 2017 from 8:00 – 9:30 a.m. at Kellogg Community College, RMTTC, Room D, 405 Hill Brady Road, Battle Creek, Michigan.

The dates for the other committee meetings were listed on the agenda as follows:

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, January 11, 2017 from 3:30 – 5:00 p.m. Youth Opportunities Unlimited, 422 E. South Street, Kalamazoo, Michigan. The WIOA Youth program and services will be the topic reviewed. This is an afternoon meeting to accommodate the youth schedules.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, January 31, 2017 from 2:00 - 4:00 p.m. at the Upjohn Institute, Kalamazoo, Michigan.

The next **Talent District Career Council (TDCC)** meeting is Thursday, February 9, 2017 from 1:00 – 3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Road, Kalamazoo, Michigan.

The **Veterans Committee** meeting dates for 2017 are yet to be scheduled.

#### **ADJOURNMENT**

There being no other reports, the meeting was adjourned at approximately 8:52 a.m.

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Kathy Olsen

Date

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Lisa A. Godfrey or

Date

Therese Zieleniewski, Vice-Chair

Date