

**Workforce Development Board
Executive Committee
Meeting Minutes – August 11, 2017**

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

WDB Executive Committee Members Present:

Morris Applebey (Labor) Kris Jenkins (Educ) Julie Rogers (PS)
Lisa Godfrey (PS) Colleen Knight (CBO)

WDB Executive Committee Members Absent:

Mike Bearman (PS) Shelley Klug (PS) David Maurer (PS)
Paul David (PS) Colleen Knight (CBO)

Other WDB Members Present:

Dan Dunn (PS) Randall Hazelbaker (PS)

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb Amy Meyers Angie Straley
Ben Damerow Kathy Olsen Chris Walden
Ashley Iovieno Kara Stewart

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA) Dallas Oberlee (WEUI-PATH) Will Sloan (HRDI)
Amy Holman (MWSW-PATH) Curt Mastos (M-HRDI)

Guests Present:

Lisa Kiesel (BSBP) Leonidas Murembya (DTMB)

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 Colleen Knight and supported by Morris Applebey to approve the Workforce Development Board Executive Committee meeting minutes of July 14, 2017. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE and Member REPORTS

Monitoring and Evaluation Committee – No report. Next meeting will be September 13, 2017.

Veterans Committee – No report. Next meeting TBD by the Veterans Community Action Team (VCAT).

Disability Awareness Resource Team – No Report. Next meeting will be September 19, 2017.

Talent District Career Council – No Report. Next meeting will be September 21, 2017.

Membership/Nominating Committee – Kathy Olsen reported a vacancy is expected on the Workforce Development Board. A nomination for a new member has been received and a meeting will be scheduled for staff and a representative from the Nominating Committee to meet with the potential member.

Member Report – Julie Rogers reported on her recent trip to Washington DC. Several County Commissioners from Michigan were invited and others could attend at their own cost which she elected to do. Steve Currie, the Executive Director for the Michigan Association of Counties (MAC) had a list of priorities to discuss with legislators; workforce development and [Brownfield Grants](#) were two of the top three topics on the priority list. The group had the opportunity to discuss these issues and more with lawmakers. The group also had an opportunity to meet with Betsy DeVos and were relieved to hear she recognized the need to focus on Community Colleges and skills training. Ms. DeVos acknowledged there is a skills gap that needs to be addressed and it is one of the issues she wants to focus on. Julie was also invited to be part of a bi-monthly conference call to discuss issues with other county legislative representatives throughout Michigan.

NEW BUSINESS

Bylaws Amendment (Exhibit B) – Amy Meyers reported the recommended changes to the Bylaws. On page four, the expiration date for board member terms was adjusted so that they do not all expire in 2020. Moving forward all member terms will be two years in length, with terms for private sector members expiring on odd numbered years and non-private sector members expiring on even numbered years. The second proposed change was on page five where the language was changed so that “each county shall have the option to appoint one County Commissioner...”, instead of “at least” one.

Motion made by Kris Jenkins and supported by Julie Rogers to approve the amended changes to the Bylaws. Motion carried.

WIOA Adult, DW, and Youth Allocation Plan PY17 (Exhibit B2) – Amy Meyers requested board consideration and approval of the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Services funding plan for Program Year 2017. She reported the detailed funding was broken out at the top of the plan summary along with a comparison to last year’s allocations. The reductions range from 13.5% in youth funding to a 17% reduction in WIOA Adult funding.

- Adult: \$764,955 (represents a 15% reduction from PY2016)
- Dislocated Worker: \$885,671 (represents a 17% reduction from PY2016)
- Youth: \$934,867 (represents a 13.5% reduction from PY2016)

She reported the services available to the Adult and Dislocated Worker populations were listed on the summary. Youth services were categorized by in-school and out-of-school. The services available to youth include basic career services that are also available to adults and dislocated workers, along with fourteen (14) required elements. A few of the elements highlighted were tutoring, work experience, and financial literacy. Ms. Meyers reported that at least seventy-five percent of expenditures for youth will be invested in out-of-school youth.

Motion made by Kris Jenkins and supported by Colleen Knight to approve the WIOA Adult, DW, and Youth Allocations Plan for PY17. Motion carried.

STAFF REPORTS

Marketing (Exhibits C1-4) – Kathy Olsen referred attendees to the list of upcoming events for businesses and job seekers as well as flyers for some of the events that were included in the agenda packet (Exhibit C1-4). She highlighted the following: the BC Vision Pre-Employment Prep Fairs and Job Fair scheduled for multiple days and locations in September; a Summer Job Fair at the Fetzer Center on August 15, 2017; training opportunities at

the Branch Area Career Center; a Veterans Community Action Team (VCAT) Employer Summit to be held at the Air Zoo on September 21, 2017; an Apprenticeship Information Session on August 22, 2017; multiple Skilled Trades Training Fund (STTF) Information Sessions scheduled throughout the Michigan Works! Southwest area between August 23, 2017 and September 28, 2017; and the Youth Opportunities Unlimited (YOU) Annual Golf Outing fundraiser scheduled for September 9, 2017. She added that further details for these events, as well as others, can be found on the Michigan Works! Southwest website <http://www.michiganworkssouthwest.org/events/>.

Program Operations / Special Initiatives

Workforce Innovation Fund (WIF) – Dallas Oberlee reported there has been an increased focus on training opportunities during the past few months that could be offered under the Workforce Innovation Fund (WIF) grant. Employers have expressed a need for soft skills and leadership training for their current employees. In partnership with Michigan Career Technical Institute (MCTI), a CNA training is being offered and eleven (11) students are enrolled. The class format covers an extended time to accommodate the needs of those enrolled. Julie Rogers requested additional updates as she was curious to know more regarding the success of the extended approach. Ms. Oberlee reported American Axle & Manufacturing and Caster Concepts recently joined the Employer Resource Network (ERN). Future plans include holding an information session in Branch County with the hope of expanding the number of ERN members.

Refugees – Dallas Oberlee reported there has been a large increase in refugees during the past year in the Michigan Works! Southwest area with no additional funding to support serving this population. Michigan Works! Southwest applied for, and was awarded, a \$20,000 grant from Kalamazoo Community Foundation to support serving the refugee population with training opportunities. In response to a question regarding the parameters of the grant, Dallas reported production tech and manufacturing training programs have been identified; however, all training options are being explored and what is determined to be most beneficial and best fit will be selected.

Food Assistance Employment & Training (FAE&T) – Dallas Oberlee reported the current time limit waivers for individuals receiving Food Assistance will end in 2018, and participants receiving food assistance will be required to participate in an employment and training program. In the Michigan Works! Southwest area, waivers in Kalamazoo County expire on January 1, 2018. Dallas reported the services provided to FAE&T participants will be similar to what is provided to Partnership. Training. Accountability. Hope. (PATH) Program participants. A 5% increase in participants is expected and staff are being trained to address this increase in customers. An inquiry was made regarding additional funding to meet the increase in participants and it was reported that currently no additional funding has been allocated. Ben Damerow reported the expectation is that the increase in participants will be minimal and manageable with the current staffing; if this changes, a request could be submitted.

Family Centered Coaching Training – Dallas Oberlee provided an update on a Family Centered Coaching training that she, Karen Carlisle and Eric Stewart recently attended in Washington D.C. The focus of the training was on serving the whole family rather than an individual, and using a coaching approach instead of the traditional case management. Ms. Oberlee reported and Karen Carlisle concurred, that many components of the training could be adapted locally and the tool kit provided will make it easy to implement some of the ideas.

Business Services and Skilled Trades Training Fund (STTF) Update – Chris Walden reported the next *BC Vision Career Fair* is scheduled for September 14, 2017 from 1:00-3:00 p.m. A local resource fair for employers will be held prior to the fair from 12:00-1:00 p.m. and information regarding employment and training services available from Michigan Works! and our partners will be provided. Three Prep Fairs are scheduled to help job seekers get ready for the job fair; they are scheduled for September 11, September 13 and the morning of the job fair. Michigan Works! Southwest is taking the lead on employer engagement and prep fairs for this series of events. He announced that Kellogg Community College (KCC) has added a veteran resource room to specifically address the needs of veterans.

Mr. Walden reported Tiffanie Clawson from USDOL presented at an *Apprenticeship Information session* on August 1, 2017 in Kalamazoo. There were 44 attendees from 26 companies representing several industries in attendance. Due to the demand, another information session is scheduled for August 22, 2017 from 9:00-11:00 a.m. at the Kool Community Center in Battle Creek. Apprenticeship training is a demand-driven initiative with both federal and state funding opportunities.

Mr. Walden reported there will be a *Manufacturing Day* event at Kellogg Community College's RMTC on October 6, 2017 from 8:00 a.m. to 2:00 p.m. and Michigan Works! Southwest is partnering with the college for this event. In addition to learning about local, in-demand careers, especially those with a technical focus, students who attend will also be visiting two local manufacturers, Rosler Metal Finishing and DENSO Manufacturing.

Chris reported he will be speaking later today at the *Fueling Michigan's Future Forum*. The event is to bring leaders together to discuss the importance of responsible energy development in the context of jobs, the economy, revitalization of the domestic manufacturing sector, increased energy security, and US competitiveness. In his presentation, he will share what Michigan Works! is doing to help with talent development and filling the talent pipeline. Senator Mike Nofs is the keynote speaker for this event.

Julie Rogers stated she was pleased to see flyers for the different events; however, she reminded staff of a request from the Board's DART Committee regarding the importance of adding a statement to the flyers that states that accommodations are available for those who may need assistance and who to contact for the assistance.

Kara Stewart reported *Clemens Food Group* held a soft grand opening/ribbon cutting event for their new facility in Coldwater, Michigan on Saturday, July 29, 2017 and it was well attended. The processing plant will officially open in September 2017. To fill the job openings for the new plant, 71 career fairs were held and over 2,100 individuals have been spoken to since February 2011. She reported Clemens is pleased with the hiring progress thus far and has expressed their thanks for the partnership with Michigan Works! Southwest. In response to an inquiry regarding the housing shortage in Coldwater, Ms. Stewart reported a new apartment complex was built and the housing situation is improving. She also reported that the Michigan Works! Southwest Business Solutions Professionals (BSP) Team is focused on reaching the employment goal for Clemens as well as helping the other companies in the area that may be affected by the loss of employees who are transitioning to Clemens. Curt Mastos reported a list of staff who are transitioning from other local companies has been provided. Ben Damerow thanked the BSP team, led by Kara Stewart for the amazing job they have done with this project and all the hard work they have put into the project. He reported a city in Iowa is building a similar processing plant and the Department of Labor has reached out to Michigan Works! Southwest to learn more about the project's best practices.

Ms. Stewart reported in Fiscal Year 2017, the *Skilled Trades Training Fund (STTF) grants* served 30 companies with over \$1 million dollars. These grants are being closed out and staff are gearing up for FY18. There will be a staff training on August 22, 2017 and public information sessions will be held from August 23, 2017 through September 28, 2017 at multiple locations and times throughout the Michigan Works! Southwest Area. Ben Damerow reported there is a 60% increase in STTF funding for FY18 and the increase is a result of increased demand and favorable results from the previous years.

Labor Market Information (LMI) (Exhibit D) - 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 SW Area for the period June 1 through July 31, 2017 were included in the meeting's agenda packet (Exhibit D).

Regional Prosperity Initiative Update – Jakki Bungart-Bibb reported that the Regional Prosperity Initiative (RPI) is a collaboration of the seven counties located in Southwest Michigan and is aimed at identifying opportunities that will promote prosperity by selecting and funding projects that are important to the success of the region. This year the RPI created subcommittees for three categories and each subcommittee worked to develop project priorities within that category. The three subcommittees were Community Development, Infrastructure, and

Education. The RPI wanted to determine the best plan of action that would provide the greatest impact with the funds available. After a few meetings, the RPI voted to focus on projects related to education and connecting the workforce to skill development and employers, with the overall goal being to develop and maintain talent in the region. The committee anticipates issuing a Request for Proposal (RFP) in September 2017 with proposals being due in October and funding awarded in December. The funding available is \$110,000.

Dashboard Report (Exhibit E) – Copies of the Michigan Works! Southwest Dashboard Report (Exhibit E) that was emailed to members in advance of the meeting were distributed. Jakki Bungart-Bibb reported page one of the Dashboard Report showed regional labor participation data for June 2017 along with a comparison to June 2016. Ms. Bibb reported the Real-Time Labor data indicates that the top occupations advertised in the region continues to be truck drivers and registered nurses. Data on page two of the report reflected 16,111 visitors to the Michigan Works! Southwest Service Centers for the year that began July 1, 2017. Staff assisted over 616 employers in filling over 272 jobs; and served over 400 WIOA participants during this same period. Of the 148 Offender Success participants, 103 have been placed in employment from October 1, 2016 through July 24, 2017. Page three of the report included data for PATH, Food Assistance, and Refugee services. She reported the PATH work participation rate remains well above the state goal. The PATH employment rate is around 51% which does not include the 95 individuals who gained employment during the Application Eligibility Period (AEP). The average wage for PATH was reported to be \$10.05; this amount exceeds both the state and local goals. The State goal for average wage is set to be minimum wage and the local goal is \$10.00 an hour. Page four of the Dashboard Report includes a summary of data for the staff reports provided during the meeting, as well as media information.

Director's Report – Ben Damerow reported at the federal level, the appropriations committee plans to meet in September to discuss the proposed budget cuts. The proposed budget includes a 1-5% reduction for WIOA and zeroing out of Employment Services. He reminded the group that it was very important to keep sending letters of support, especially those from the private sector.

At the State level, Mr. Damerow reported the W.E. Upjohn Institute received a grant to study the long-term impact of the Kalamazoo Promise.

Mr. Damerow reported that Michelle Beebe, new director of Unemployment Insurance Agency (UIA), was receptive to providing wage record data and was open to exploring innovative ideas such as the Nudge Project to help make the UIA process more customer friendly. Discussion took place at the meeting regarding using more timely wage record data than what is currently available for tracking WIOA performance and it was reported that this will be a topic for an upcoming statewide user group meeting.

Labor Market Presentation (LMI) – Leonidas Murembya, Regional Research Coordinator with the Bureau of Labor Market Information (LMI) and Strategic Initiatives, gave a brief presentation on LMI products and tools and how the Bureau can assist local Workforce Development Boards and staff. Examples of LMI reports provided by the Bureau included a Hot Jobs brochure that included regional projections of high-demand, high-wage occupations and the related training required through 2022. The [Hot Jobs list](#) can be found on the LMI website. He reported the Bureau also provides reports to the ten Prosperity Regions for their regional and local plans. He provided information regarding a LMI Certification Training Program and recurring LMI conference calls that take place to share information with regional customers. He shared information regarding a free, easy to use app called “MiEconomy” that is available for Android and IOS phones and information regarding publications that is available on the Michigan LMI [website](#). Mr. Murembya announced updates to the annual planning information, workforce analysis reports, and regional Hot Jobs reports will be released in September 2017. The Michigan Education and Career Pathfinder Web Tool will also be introduced in September 2017.

OLD BUSINESS

None.

MEMBER’S TIME

None.

CITIZEN’S TIME

No announcements or reports.

UPCOMING MEETINGS

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

The next meeting of the **full Workforce Development Board** is scheduled for Friday, September 8, 2017 from 8:00 - 9:30 a.m. at Glen Oaks Community College, Business Development Center, 62249 Shimmel Road, Centreville, Michigan.

The next **Executive Committee** is scheduled for Friday, October 13, 2017 from 8:00 a.m. – 9:30 a.m. at W.E. Upjohn Institute, 300 S. Westnedge Ave., Kalamazoo, 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, September 13, 2017 from 8:00 – 9:30 a.m. at Michigan Works! Service Center, 1601 S. Burdick St, Kalamazoo, Michigan.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, September 19, 2017 from 2:00 - 4:00 p.m. at the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, Michigan.

The next **Talent District Career Council (TDCC)** meeting is Thursday, September 21, 2017 from 1:00 – 3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Road, Kalamazoo, Michigan.

Veterans Committee – Upcoming VCAT meetings – to be announced.

ADJOURNMENT

There being no other reports, the meeting was adjourned at 9:25 a.m.

Angie Straley Date

Lisa A. Godfrey, Chair or
Therese Zieleniewski, Vice-Chair Date