

**Workforce Development Board – Executive Committee**  
**Meeting Minutes – April 20, 2016**

**CALL TO ORDER** - Workforce Development Board Chair, Dale Swift, called the meeting to order at 8:00 a.m. at Kellogg Community College, RMTC, 405 Hill Brady Road, Battle Creek, Michigan.

**INTRODUCTIONS** – Chair Dale Swift welcomed everyone in attendance and requested that each person introduce themselves.

**WDB Executive Committee Members Present:**

Morris Applebey (Labor) Paul David (PS) Mark Robinson (PS) Dale Swift (PS), Chair  
Dennis Berkebile (PS) Lisa Godfrey (PS) Julie Rogers (PS)

**WDB Other Members Present:**

Mike Bearman (PS) Therese Zieleniewski (PS)

**Executive Committee Members Absent:**

Mike Hoffner (Educ)

Other individuals in attendance at the meeting included:

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

Jakki Bungart-Bibb Kathy Olsen Chris Walden  
Ben Damerow Kara Stewart

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

Cheryl Beard (WEUI-PATH) Amanda Lanphear (WEUI-PATH) Dallas Oberlee (WEUI-PATH)  
Karen Carlisle (Y.O.U./KRESA) Curt Mastos (M-HRDI) Eric Stewart (Y.O.U./KRESA)  
Hilary Smigiel WEUI-(PATH)

**Michigan Works! Services / Program Staff Present for part of the meeting:**

Jerry Mainstone (Goodwill Industries)

**TRANSPARENCY AND INTEGRITY OF WDB DECISIONS**

**Conflict of Interest and Disclosure** – Kathy Olsen asked members if there were any items on the agenda requiring a vote for which a conflict of interest or a potential conflict of interest exists; and if so, the conflict should be declared at this time. There were none.

**APPROVAL OF MINUTES (Exhibit A)**

**Motion made by Lisa Godfrey and supported by Dennis Berkebile to approve the minutes of the February 17, 2016 Workforce Development Board meeting for Michigan Works! Southwest. Motion carried.**

**CITIZENS' TIME**

There were no comments.

**COMMITTEE REPORTS**

**Monitoring and Evaluation Committee** –Jakki Bungart-Bibb reported the Monitoring and Evaluation Committee met in March to review the WIOA Adult and Dislocated Worker services. The committee met with participants and staff. Staff monitoring also included meeting with the service provider staff and participants. The files contained the required documentation. There were no complaints and no suggestions for improvement. She reported the

service provider staff have been focusing on consistent services across the four-county area and building relationships with partners and businesses.

**Veterans Committee** – No report. The next meeting is scheduled for Thursday, May 12, 2016.

**Disability Awareness Resource Team (DART)** – Kathy Olsen reported the DART Work Plan identified four areas of focus. Members decided to have members work on a subcommittee for three of the focus areas. It was decided that the fourth focus area, emerging issues, will be a regular item on the DART meeting agendas. The three subcommittee choices are (1) curriculum, (2) cross-agency collaboration, and (3) navigator assistant. At the last DART Committee meeting, members selected a subcommittee to serve on. Each subcommittee will try to meet before the next DART meeting which is scheduled for May 10, 2016.

**Talent District Career Council (TDCC)** – Kathy Olsen reported the Talent District Career Council met in March. The agenda included reports on the Career & Technical Education (CTE) Perkins Plans for the three CTE regions within Prosperity Region 8. Members were provided a summary of each plan. Updates on programs and training were also provided by each of the CTE directors, adult education and the community colleges. She also reported there is a statewide movement to increase post-secondary credentials and data published in a recently released report: ‘Reaching for Opportunity’ was discussed at the meeting. Members questioned the data for community college enrollments and wondered if it included all enrollments, including those individuals who may have taken a class and who were not necessarily working on earning a degree or a certification. Ms. Olsen reported Mike Hoffner was in Lansing today meeting with legislators for the annual CTE Showcase. The robotics and mechatronics CTE classes were a couple of the programs being featured. The next TDCC meeting is September 15, 2016.

**Request for Proposal (RFP)** – Jakki Bungart-Bibb reported a Request for Proposal (RFP) for WIOA Youth services in Calhoun County to begin on July 1, 2016 was released on March 7, 2016. The RFP announcement was posted on the Michigan Works! Southwest website and on the social media sites. Additionally, the announcement of the RFP opportunity was either emailed or mailed to a list of 87 community partners throughout the region. Responses were due on April 1 and one was received. The Board RFP Committee reviewed the proposal on April 11 and at that time, based on the proposal submitted, the committee voted to award the subaward agreement to Youth Opportunities Unlimited, a division of Kalamazoo RESA.

#### **STAFF REPORTS**

**Program Plan (Exhibit B)** – Jakki Bungart-Bibb requested board consideration and approval of the *Rapid Response Allocations for Customer Relationship Management* (Exhibit B). She reported this is a one-time funding allocation of \$4,173 to be used to support electronic systems for customer relationship management (CRM) for the program year ending June 30, 2016. The funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification and information gathering of potential layoffs or opportunities for layoff aversion, while the WDA works on integrating CRM functionality into the state data system. Locally, the funds will be used to purchase licenses for Salesforce, a CRM system that is being used across the state for Business Services related activities. The State’s long-term plan is to have this tracking interface with Pure Michigan Talent Connect.

**Motion made by Dennis Berkebile and supported by Morris Applebey to approve the Rapid Response Allocations for Customer Relationship Management for Michigan Works! Southwest. Motion carried.**

**Program Policy (Exhibit C)** – Jakki Bungart-Bibb requested board consideration and approval of *WDB Policy 32 R02 Selective Service Registration for Michigan Works! Southwest* (Exhibit C). She reported the policy updates were based on feedback from the State WIOA coordinator.

**Motion made by Lisa Godfrey and supported by Dennis Berkebile to approve the WDB Policy 32 R02 Selective Service Registration for Michigan Works! Southwest. Motion carried.**

**Marketing (Exhibit D)** – Kathy Olsen distributed the monthly Marketing Report (Exhibit D) at the meeting. She reported Michigan Works! Southwest has received extensive media coverage during the most recent

past two-month period. She highlighted Mike Hoffner's recognition as Educator of the Year by the Coldwater Area Chamber of Commerce and an article written by Scott Cubberly titled "Don't give up on job search" that was published in the Battle Creek Enquirer. Important upcoming events included the Michigan Works! Association's annual Impact Awards on April 27, the Jobs for Michigan's Graduates Career Development Conference on April 27 and the Open House / Ribbon Cutting at the Battle Creek Service Center on May 6, 2016. Staff is currently recruiting for the MAT2 training program and there are numerous job fairs and Employer of the Day events scheduled. The Program Year 2014-15 narrative and dashboard annual reports were distributed at the meeting. Ms. Olsen reported that the links to access both online would be sent to members following the meeting.

**Program Operations – PATH Update (Exhibit E)** –Dallas Oberlee introduced Hilary Smigiel, Cheryl Beard and Amanda Lanphear and reported they were lead staff assigned to the *PATH (Partnership. Accountability. Training. Hope.)* services in Calhoun and Branch Counties. A summary of the update on the PATH transition was included in the agenda packet (Exhibit E). She reported focus areas for the transition of service providers include (1) setting up processes that comply with policy and that are consistent among all four counties; (2) implementing training, community service and transitional employment opportunities; (3) looking at gaps and providing individualized services that are specific to the barriers of each participant, including addressing support service needs; and (4) building a relationship with the Department of Health and Human Services (DHHS). Accomplishments so far for the Application Eligibility Period (AEP) include establishing processes that follow policy for weekly assignment plans that are customized to the applicant's barriers and barrier removal strategies; transmittal of AEP completion in a timely manner to interface with the DHHS system; and ensuring that participants who complete AEP have a Michigan ID or Driver's License, a Social Security card, an updated resume, and an established work experience site or a plan for beginning work experience. The next step will be to work on participant career paths. Accomplishments to date for PATH include establishing processes that follow policy; increasing the number of participants who attain certifications and expanding education and training opportunities; adding transitional employment (subsidized employment for an established training period); assistance with setting up meaningful work experience (community service) sites based upon their interest and career goals; offering support services when needed; and focusing on improving the relationship with DHHS through daily communication and monthly to bi-monthly meetings to focus on issue/concerns, changes, etc. that need to take place. She reported that since October 2015, there have been 64 certifications issued for PATH and FAE&T (Food Assistance Employment & Training) participants. The certifications include Forklift, CPR, Guest Services Gold, ServSafe and Training for Intervention Procedures (TIPS). Additional trainings offered include CNA, OSHA, Gerontology, Hospitality and Guest Services, Manufacturing, and Child Care Professional Development courses. Some of the trainings are offered at Michigan Works! Southwest and some are offered at traditional training institutions. Three success stories were also included in the report.

**Special Initiatives** – Dallas Oberlee reported on the progress of the Workforce Innovation Fund grant. In March, four new employers from St. Joseph County were added to the Employer Resource Network (ERN). Evaluators for the grant will be conducting a site visit next week at the new employer sites. One training program has been completed. The focus for the training has been soft skills training through Momentum and Production Technology training at Kalamazoo Valley Community College (KVCC). Other training classes are scheduled to begin at KVCC and at Glen Oaks Community College (GOCC) on May 9, 2016.

A youth summer program is being planned for the Shared Prosperity Kalamazoo Initiative that will operate from June through August. Recruitment efforts will be targeted to the neighborhoods on the Northside of Kalamazoo. The goal is to identify 50 middle school youth, focus on career pathways, and include a component for parents. Ben Damerow reported the first information session will be held at Interfaith Homes and the application process will be announced. Mike Bearman reported the City of Albion has had similar youth programs. He also stated that the eleven Americorps positions that will be coming to Albion aligns well with projects such as the youth summer employment programs.

Dallas Oberlee reported the Department of Corrections is holding an event on April 25, 2016 at one of the correctional facilities to highlight the vocational training programs at the facility. The training programs are designed to help individuals obtain in-demand skills so that when released they will be better prepared to go to

work. The event includes a tour of the facility and a job fair. Michigan Works! Southwest staff and four employers from the Michigan Works! Southwest area plan to attend the event.

**Michigan Industry Cluster Approach (MICA) / Skilled Trades Training Fund (STTF) and Labor Market Information (LMI) (Exhibit F)** – Chris Walden reported a Community Job Fair and the announcement of an AmeriCorps grant took place on April 5, 2016 in *Albion*. The grant is the largest in Michigan and will fund eleven AmeriCorp positions. One of the goals is to have a few of the positions support workforce development activities under Michigan Works! Southwest as well as community outreach, economic development and helping families with education to help them achieve financial stability. Eight employers attended the event in Albion and six Michigan Works! staff assisted with the event. He reported two of the job fair attendees found employment with AC Foundry at the event.

Chris Walden reported a *Hiring Blitz* is scheduled for this afternoon at the KCC Grahl Center in Coldwater and eighteen employers are signed up to be at the event.

In partnership with the *Athens, Tekonsha, Union City College Access Network*, (ATUCAN) there will be a multi-generational job fair event at Union City High School. The event will be combined with the annual showcase of student science and art projects. Each of the school districts will provide transportation from their district to the event.

On May 17, 2016 there will be a *Job Fair at the Branch Area Career Center* where high school students will have the opportunity to meet and interact with over thirty employers.

There will be two more cohorts of 20 students for the *EDGE Training program* and efforts are underway to recruit students for the next class that will begin on May 15, 2016. The targeted audience is parents with children ages 0-8. Michigan Works! Southwest is holding multiple information sessions to inform interested individuals about the training and the enrollment process. Kellogg Community College (KCC) will provide the manufacturing skills training and Goodwill Industries will provide the financial literacy component. Staff is in the process of identifying defined employers for this class. So far, Johnson Controls and II Stanley have both committed to taking some of the students and a tour of II Stanley is planned for the class.

Kara Stewart reported the next meeting for the *Manufacturing Consortium* is Friday, April 22, 2016 from 7:30 to 9:00 a.m. The agenda includes project updates on Project Led The Way, MiCareer Quest Southwest, MAT2 and the Momentum / Production Tech Academy. Ms. Stewart reported student interest in CNA training has declined and a small *Healthcare focus group* will be meeting at the Upjohn Institute on May 19, 2016 to discuss how to improve public engagement into entry level positions in healthcare and would also include increasing awareness of career ladders for the industry.

Meetings are underway for planning another *MiCareer Quest Southwest* in Kalamazoo County and there are discussions to also hold a similar event in St. Joseph County.

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 February 1 through March 31, 2016 were included in the agenda packet (Exhibit F).

**Michigan Works! Southwest Dashboard Report (Exhibit G)** – Jakki Bungart-Bibb reported on the *Dashboard Report* (Exhibit G) that was included in the agenda packet. She reported on the number of visitors to the service centers, the number of jobs filled with the assistance of Michigan Works! Southwest and the job seeker and employer satisfaction scores. The data reflected a decrease in the employer satisfaction score and she reported business services staff have developed a plan to reach out to employers who rated services less than a score of 8 to see if there was anything else we could do to assist them. She reported Michigan Works! Southwest is on track to meet all of the WIOA goals. The Work Participation Rate for PATH has consistently been above the 50% goal and employment placements in PATH are at 40.9% with an average wage of \$9.13 which is above goal. The report also included a breakdown of the reasons why individuals do not complete the Application Eligibility Period

(AEP). Paul David asked if there is a breakdown or comparison of dashboard data by county. Julie Rogers requested further explanation of the results that were greater than 100%. Ms. Bibb reported that when actual performance is above the contract goal, the result is greater than 100%. Ben Damerow stated that moving forward staff will report on actual performance.

**Director's Report** – Ben Damerow reported the *federal appropriations and allocations* for WIOA was provided to the states on April 5. There is a 5% reduction in allocations for the Adults and Youth Programs, a 9.5% reduction for the Dislocated Worker Program, and approximately a ½% increase for Wagner-Peyser Employment Services funding. Locally, significant decreases are expected and staff is working with service providers to plan for some carry over funding.

In the *State budget*, the Senate made changes to the Governor's recommendation for Community Ventures and also eliminated funding for the Regional Prosperity Initiative. The budget will go to conference to resolve the differences. The target is to have the budget completed and approved by mid-May.

Evaluators were on site in March for a *Department of Labor (DOL) Customer Experience Evaluation*. The evaluators were very complimentary of staff and our culture. DOL also liked our two-day approach to job fairs. One opportunity identified by DOL staff for improvement was working with Unemployment Insurance claimants. The evaluators were surprised by the lack of engagement of UI claimants. DOL was aware that staff offered an array of services and the evaluators suggested additional ideas to help engage the customers.

Mr. Damerow reminded members of the invitation to the open house and ribbon cutting on Friday, May 6 from 3:30 to 5:00 p.m. for the new Michigan Works! Service Center in Battle Creek. He reported the new facility is a huge upgrade and has a very customer friendly atmosphere that is open and inviting, well lit and fresh. There will be a short program at 4:00 p.m.

#### **OLD BUSINESS**

None.

#### **CITIZEN'S TIME**

Karen Carlisle reported an individual from the Kalamazoo Jobs for Michigan Graduates (JMG) is being recognized as an Alumni of the Year at next week's Career Development Conference in Lansing. The conference will also be holding competitions to showcase competencies learned and a number of local students will be competing. They are still seeking additional volunteer judges for the event and if anyone is interested, they should contact Ms. Carlisle.

Kathy Olsen reported local youth participated in a Talent Tour at American Electric Power (AEP) yesterday (April 19, 2016) and thanked Mark Robinson for hosting the students. Mark Robinson reported that although it was a small group, the students were very engaged. He reported current employment at the Cook Nuclear Plant is at 1,200 and during the annual "outage" there are an additional 1,500 employees. His only regret for the day was that he didn't have a career pathways handout to give the students. Kara Stewart reported she serves on a statewide Energy group that is working on creating a pathway handout. She also reported that an additional Career and Technical Education (CTE) class for energy was recently approved and a curriculum was built.

#### **MEMBER'S TIME**

Julie Rogers reported Kalamazoo County is participating in the NACo prescription discount program and she distributed a supply of prescription discount cards at the meeting. She reported an additional supply can be obtained through the NACo website: [www.nacorex.org](http://www.nacorex.org) The prescription program was promoted on the Lori Moore Show yesterday. There are 22 participating pharmacies plus one pet prescription pharmacy. Dale Swift reported that Branch County has participated in this program in the past and that statistics are provided that show the savings to citizens.

Julie Rogers also reported Kalamazoo County lost its administrator and John Fahl was appointed as Interim Administrator at last night's Board of Commissioners meeting.

Mike Bearman reported Marshall and Albion will vote next Tuesday on merging the school districts. He also reported that Marshall has done a tremendous job getting youth ready for work in their STEP Program. All of the youth visited all of the companies that are involved in the program and the youth are now creating resumes. The companies have agreed to interview all youth who apply. He gave an example of one situation where two youth who had visited a plastics company provided a suggested solution for a robotics problem and reported that the company is implementing the suggestion. .

#### **UPCOMING MEETINGS**

The **Ribbon Cutting and Open House** is scheduled for Friday, May 6, 2016 from 3:30-5:00 p.m. at Michigan Works! Southwest Service Center, 200 W. VanBuren Street, Battle Creek, Michigan.

The next meeting of the **full Workforce Development Board** is scheduled for Wednesday, May 18, 2016 from 8:00 – 9:30 a.m. at Kellogg Community College, Grahl Center, 125 Seeley Street, Coldwater, Michigan.

The **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, May 10, 2016 from 2:00 - 4:00 p.m. at the Upjohn Institute.

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, May 11, 2016 from 8:00 – 9:30 a.m. at the Michigan Works! Southwest Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan.

The **Veterans Committee** meeting is scheduled for Thursday, May 12, 2016 from 8:00 – 9:00 a.m. at the Upjohn Institute.

The next **Executive Committee** is scheduled for Wednesday, June 15, 2016 from 8:00 a.m. – 9:30 a.m. at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

The next **Talent District Career Council (TDCC)** is scheduled for Thursday, September 15, 2016 from 1:00 – 3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Rd, Kalamazoo, Michigan.

#### **ADJOURNMENT**

There being no other business, the meeting was adjourned at 9:01 a.m.

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Kathy Olsen

Date

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Dale Swift, Chair

Date