

**Workforce Development Board
Meeting Minutes – February 10, 2017**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:01 a.m. at Kellogg Community College, RMTTC, Room D, 405 Hill Brady Road, Battle Creek, Michigan.

INTRODUCTIONS – Chair Lisa Godfrey welcomed everyone in attendance and requested that each person introduce themselves.

WDB Members Present:

Morris Applebey (Labor)*	Paul David (PS)*	Shelley Klug (PS)*
Allen Balog (PS)	Michelle Davis (CBO)	Colleen Knight (CBO)*
John Banks (PS)	Karen Doubleday (DHHS- Alternate for Beaty)	Matthew Lynn (CBO- Alternate for Davis)
Mike Bearman (PS)*	John Fiore (MRS)	Mark O’Connell (Educ)
Trevor Bidelman (Labor)	Lisa Godfrey (PS)*	Julie Rogers (PS)*
Jill Bland (EconDev)	Randall Hazelbaker (PS)	Ken Willcutt (Labor)
Kathi Cain-Babbitt (Labor- Alternate for Willcutt)	Kris Jenkins (Educ)*	*Exec Committee

WDB Members Absent:

Omar Alston (DOC)	David Maurer (PS)*	David Sutherland (PS)
Richard Anderson (Labor)	Jan Opalewski (PS)	Patty Vanaman (WDA)
Paul Gallagher (PS)	Sabrina Pritchett-Evans (PS)	Therese Zieleniewski (PS)*
Tamara Hendricks (PS)	Windy Rea (Job Corps)	*Exec Committee

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb	Amy Meyers	Chris Walden
Ben Damerow	Kathy Olsen	
Bronwyn Drost	Kara Stewart	

Michigan Works! Services / Program Staff Present:

Karen Carlisle (YOU/KRESA)	Dallas Oberlee (WEUI-PATH)	Eric Stewart (YOU/KRESA)
Aly Lipari (YOU/KRESA)	Will Slone (M-HRDI)	Mallory VanWagner
Curt Mastos (M-HRDI)	Hilary Smigiel (WEUI-PATH)	

Other Guests in Attendance

Rep. Dr. John Bizon	Rep Dave Maturen	Amy Rifenburg
Shaquana Guest-Collins	Sharon Moffett-Massey	Chuck Rose
Josephine Krajny	Bud Norman	Karen Todd

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 Mike Bearman and supported by Morris Applebey to approve the Workforce Development Board Executive Committee meeting minutes of January 13, 2017. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – No report.

Veterans Committee – No report.

Disability Awareness Resource Team (DART) (Exhibit B) – John Fiore reported the November 1, 2016 DART Committee meeting minutes (Exhibit B) were included in the agenda packet. DART has three Workgroups. The Curriculum Workgroup continues to explore curriculums and evaluate options of what is currently available for disability training that will best fit local needs and to determine if training for any specific areas would need to be developed. The Curriculum Workgroup will also take into consideration the needs for both the initial training of all staff and for providing quality, time/cost efficient training to new staff. The Collaboration Workgroup continues to work on a Partner Matrix with the intent for it to be used as a resource that will help staff from each organization facilitate collaboration; and as a resource for local staff, businesses, and other community organizations. The Emerging Issues Workgroup focuses on maintaining consistent efforts to stay current on legislative issues. For example, some possible Medicaid changes could jeopardize the employment of individuals with disabilities by eliminating funding for supports that are required for them to maintain employment.

Talent District Career Council (TDCC) – Kris Jenkins reported the Talent District Career Council (TDCC) met yesterday. Karen Carlisle and Lisa Smith gave a presentation on the Workforce Innovation and Opportunity Act (WIOA) regional core partners leadership team and projects that the team is working on. The TDCC agenda also included updates on the work of the Regional Prosperity Initiative (RPI), the two Workforce Development Boards within Region 8 (Michigan Works! Southwest and Kinexus), community colleges, employers and secondary schools. The meeting concluded with a presentation on Jobs for Michigan's Graduates (JMGs). Ms. Jenkins also reported on her recent trip to Washington D. C. with Terri Tchorzynski, a school counselor from Calhoun County. Terri Tchorzynski was chosen by the Association of School Counselors as the 2017 National School Counselor of the Year. While in D.C., they attended the National Press Conference at the Swiss Embassy and both had the opportunity to speak and participate in a panel discussion on apprenticeships. As a result of this recognition, Ms. Tchorzynski has received many invitations from around the country to speak.

NEW BUSINESS

WDB Plans (Exhibits C1 & C2) – Amy Meyers requested Board review and approval for two workforce development plans. She reported the **Trade Adjustment Assistance (TAA) Program Plan & Merit Based Staffing Certification for Fiscal Year 2017** (Exhibit C1) is a nonfinancial policy issuance that provides guidance to local areas regarding the development and submission of a local TAA plan in compliance with the requirements of TAA regulations and directives including the submission of Merit Staffing Certification. To provide some background, she reported TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade and although this policy is nonfinancial, Talent Investment Agency Policy Issuance 16-18, titled Trade Adjustment Assistance Fiscal Year 2017 Allocations, dated October 17, 2016 allocated Michigan Works! Southwest \$394,605 to offer TAA services. The TAA plan narrative required for submission describes the services and activities that will be provided to adversely affected workers during FY 2017 in the Michigan Works! Southwest four-county area. This policy also requires that all service provider staff funded by TAA must be merit-staffed employees of eligible organizations. Eligible organizations include a unit of the State of Michigan, a local unit of government, special purpose unit of government, school district, intermediate school district, public community college, or public university that follow a merit system of personnel administration.

The second plan presented to the Board was the *ApprenticeshipUSA State Expansion Grant* (Exhibit C2). Ms. Meyers reported this item was added to the agenda and emailed to members prior to the meeting. This grant provides Michigan Works! Southwest with funding totaling \$150,000 for the time period of December 20, 2016 through April 30, 2018. The funding will be used to operate the Industrial Manufacturing Production Technician (IMPT) Registered Apprenticeship Expansion in Branch, Calhoun, Kalamazoo, and St. Joseph Counties. The IMPT Registered Apprenticeship upgrades the skills of incumbent, as well as newly hired, workers and can serve as a pathway to higher skilled training; it focuses on improving the knowledge and technical skills of manufacturing production workers. Michigan Works! Southwest will be partnering with M-HRDI to serve several companies in placing forty individuals into apprenticeships, with a priority to increase the number of women, minorities, and youth (ages 16-24) in apprenticeships.

Motion made by Shelley Klug and supported by Julie Rogers to approve Trade Adjustment Assistance Program Plan & Merit Based Staffing Certification for FY2017 and the ApprenticeshipUSA State Expansion Grant. Motion carried.

Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between the Talent Investment Agency (TIA) Workforce Development Agency (WDA), the TIA Unemployment Insurance Agency (UIA), and the Workforce Development Board (WDB) (Exhibit D) – Amy Meyers reported the Memorandum of Understanding (MOU) establishes the terms and conditions between the State of Michigan Talent Investment Agency, the Unemployment Insurance Agency and each Workforce Development Board, representing Michigan’s One-Stop system under the Workforce Innovation and Opportunity Act (WIOA). This Agreement is entered into to ensure compliance with the WIOA; to provide an explanation of the roles and responsibilities of each partner; and to coordinate the delivery of services in order to prevent duplication and maximize available resources. Upon approval, this MOU remains in effect for three years. The document included in the agenda packet outlines the specific services that are covered in the MOU. She stated that copies of the full document were available for anyone wishing to review it.

Motion made by Colleen Knight and supported by Mike Bearman to approve the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between the Talent Investment Agency (TIA) Workforce Development Agency (WDA), the TIA Unemployment Insurance Agency (UIA), and the Workforce Development Board (WDB), Motion carried.

WDB Member Status Change and Alternate Appointment (Exhibits E1 and E2) – Ben Damerow reported John Fiore was appointed as the Regional Manager for Michigan Rehabilitation Services, replacing Bob Smith who recently retired. He reported Mr. Fiore has been serving as an alternate for Bob Smith on the Workforce Development Board and requested that the status of his appointment be changed from alternate to regular for the balance of a three-year term that ends on September 30, 2017. He requested that Mr. Fiore be appointed to serve as co-chair of the Disability Awareness Resource Team (DART) and that he serve on the Monitoring and Evaluation Committee. Mr. Damerow also requested the approval of the appointment of Roger Tuinier as an alternate private sector representative for Julie Rogers for the balance of a two-year term that ends September 30, 2018. He recommended that Mr. Tuinier serve on the Monitoring Committee.

Motion made by Jill Bland and supported by Allen Balog to approve a change in membership status for John Fiore from alternate to regular member of the Workforce Development Board (WDB), replacing Bob Smith as the representative for Rehabilitation Services, for the balance of a three-year term that ends on September 30, 2017; to appoint Mr. Fiore to the Disability Resource Awareness Team (DART) where he will serve as co-chair; and to appoint Mr. Fiore to the Monitoring and Evaluation Committee. The motion also included the approval of the appointment of Roger Tuinier to the WDB, as an alternate for Julie Rogers, representing the private sector, for the balance of a two-year term that ends on September 30, 2018 and for Mr. Tuinier to serve on the Monitoring Committee. Motion carried.

WDB Correspondence – Offender Success/Prisoner Re-Entry (Exhibit F) – Ben Damerow reported the Prisoner Re-Entry (PR) program was originally introduced as a pilot but has grown to be an established program throughout the state. An Executive Order outlining the responsibilities of TIA, directs that TIA will “review, investigate, evaluate, and assess all programs within the executive branch of government related to talent services and programs.” Michigan Works! is requesting that the program be brought under the auspices of the Talent Investment Agency (TIA) and that it be administered “using proven state and federal practices, and in concert with other locally-administered programs and services.” Michigan Works! has been advocating moving the responsibility of Prisoner Re-Entry to the state’s workforce development agency for six years. This would strengthen the connection to other workforce development programs that would support quicker connections to employment, thus reducing the chance of returning to prison. Additionally, a data system is already in place where evidence and outcomes can be tracked compared to the antiquated Excel spreadsheet currently used by the Department of Corrections. Other supports under the Talent Investment Agency include scheduled monitoring and a focus on customer service. A meeting recently occurred with the Director of TIA and additional meetings are planned with the Department of Corrections and the Governor. Mr. Damerow also reported Senator John Proos has introduced a 21 bill package that includes financial incentives for employers if they hire ex-prisoners.

Ben Damerow reported the Department of Corrections issued a Request for Proposal 1½ years ago to identify administrative entities for the Prisoner Re-Entry program to be administered by Prosperity Regions. Only six proposals were received and the DOC elected to extend current contracts instead of awarding new. Initially, a one-year contract extension was granted; this was recently changed to a six-month contract. The DOC then announced contract awards that would begin April 1, 2017 and the Region 8 contract was awarded to Kinexus. Michigan Works! Southwest appealed this decision which resulted in increasing our RFP score to 99, the highest score in the state; however, no change was made in the contract award. The reason cited was that the other RFP was a better value which was based on the number served. The other RFP proposed serving 300 more individuals than the proposal submitted by Michigan Works! Southwest (MWSW). The MWSW proposal was based on historical data because the number of individuals that can be served in the program is based on referrals. He also reported that on October 1, 2016, the program name was changed to *Offender Success (OS)*. Staff are hopeful that OS will be moved under TIA before the decision is scheduled to go before the State Admin Board. Ben Damerow reported local parole staff expressed disappointment in the DOC’s decision and a former DOC chair who attended the recent PR/OS Steering Committee also expressed her disappointment in the DOC decision.

STAFF REPORTS

Marketing (Exhibit G) – Kathy Olsen reported the Marketing Report (Exhibit G) that was included in the agenda packet includes a list of upcoming events for businesses and job seekers. She highlighted the following events: A Job Fair at the MW Service Center in Battle Creek on February 16 from 10 a.m. - 3 p.m. Although the event is open to anyone interested in local and regional employment opportunities, there will be a special focus to assist individuals who were impacted by recent announcements of closures and layoffs. Michigan Works! Southwest staff will be matching the talents and skills of these employees to the needs of other local and regional companies who are hiring. On March 9 from 5:15-7:45 p.m. there will be a Job Fair in Homer where the community and the Parent Involvement Committee is partnering with Michigan Works! Southwest to bring employment and training opportunities into a rural community. Both of these events include pre-employment workshops to assist the job seekers with career preparation, resumes, mock interviews, etc. Charitable Union is also assisting with providing interview attire at no cost. On February 22 from 5-8:30 p.m. there will be an Industry Night for construction electricians at The Air Zoo. The event is hosted by the IBEW Local 131 and area contractors. On February 14, the Michigan Manufacturing Technology Center is hosting a free seminar for businesses. The seminar, “Keep an Eye on CyberSecurity,” is designed to help manufacturers understand new CyberSecurity requirements that must be adhered to by December 31, 2017 or they risk losing federal contracts. Jill Bland reported additional CyberSecurity events are being planned. Printed copies of the report and flyers for the Job Fair at the Michigan Works! Southwest Service Center in Battle Creek and the Industry Night at the Air Zoo were available at the meeting.

Ms. Olsen reported that a summary of media coverage and social media for the month of January can be found on page 4 of the Dashboard Report (Exhibit J). Highlights included a radio interview on the topic of Income Stability,

which is a focus of the United Way Campaign, featuring Board member Matt Lynn from the United Way and MW Director, Ben Damerow; an interview on Access Vision's BeSceneOnAir television show featuring Michigan Works! Southwest where Ben Damerow and Chris Walden were interviewed.

She further reported that a few of the Michigan Works! successes will be recognized at the end of today's meeting. The copy of the annual report along with an insert that was distributed at the meeting includes short summaries of the individuals and companies being recognized. Ms. Olsen extended a special thank you to Amy Meyers for her assistance with this year's annual report.

Program Operations / Special Initiatives – Dallas Oberlee reported staff are in the process of moving the Albion PATH office from its current location to downtown Albion.

Ms. Oberlee reported funding is available to assist the refugees who are settling in Calhoun County. Kalamazoo is still getting refugees; however, there have been few supports and funding to assist them. Bethany Christian Services recently received some funding for employment, translation and English as a Second Language (ESL) services. Staff are exploring training options with Kalamazoo Valley Community College (KVCC) and the Manufacturing Consortium for production technician training and the responses from employers has been positive. Bethany can also provide tailored employment services. The future is uncertain in regards to additional refugees and staff will focus on helping those who are already settled in the MW Southwest area.

Workforce Innovation Fund (WIF) Update – Bronwyn Drost reported the *Employer Resource Network (ERN)* has one new employer. Kalamazoo RESA will utilize the success coach to provide services to employees at Woods Edge and Head Start. WIF staff are hopeful that three additional employers will be added to the ERN later this month. She reported there was an increased utilization of the success coaches during the month of January. Some of the ERN companies have requested training for soft skills and generational diversity. Employment readiness that includes topics such as time management and work appropriate conversation has been incorporated into employee orientations that are held at the ERN businesses.

Business Services and Skilled Trades Training Fund (STTF) (Exhibit H) Update – Kara Stewart reported four years of data for the Skilled Trades Training Fund (STTF) were included in the agenda packet (Exhibit H). The dashboard for each year includes a breakdown of dollars granted statewide. For Fiscal Year 2017, a couple of the companies in the Michigan Works! Southwest area have already completed their training. Employers continue to contact staff on an almost daily basis requesting additional funds and staff are ready to respond should additional funds become available.

Kara Stewart reported another MiCareerQuest Southwest is being planned in St. Joseph County. The event is scheduled for March 28, 2017 at Glen Oaks Community College (GOCC) and all ninth graders in St. Joseph County will attend.

Chris Walden reported staff is working with Albion College to identify internship opportunities and to plan for a summer job fair.

Labor Market Information (LMI) (Exhibit F) - 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, 2016 through January 31, 2017 were included in the agenda packet.

Dashboard Report (Exhibit G) – Jakki Bungart-Bibb referred attendees to the Dashboard Report (Exhibit G) in the agenda packet and stated that questions regarding the report should be directed to her.

Director's Report – Ben Damerow reported earlier this week, an individual frustrated with the Unemployment Insurance Agency phoned in a threat to the Michigan Works! Southwest Service Center in Coldwater. To ensure

safety for everyone, the police were notified and the service center was placed in a lockdown for five hours. Police investigation determined the individual was frustrated with the Unemployment System and there was no longer a threat. Karen Carlisle reported staff continually focus on customer service and work to de-escalate angry and frustrated customers; however, they are limited as to what they are allowed to do as it pertains to Unemployment Insurance. She added that many of the staff have attended de-escalation training and active shooter training.

Ben Damerow distributed the Director's Report dated February 10, 2017. He reported at the Federal level, the Senate Health, Education, Labor and Pensions Committee has a new confirmation hearing date of February 16, 2017 for the Department of Labor nominee Andrew Puzder. Mr. Puzder's hearings have been postponed four times since the initial nomination due to delays in receiving all of his paperwork from the Office of Government Ethics. United States Senator Gary Peters (MI) has been added to the Senate Committee on Armed Services. Mr. Damerow reported that it is expected that a determination for a Ballistics Defense System will be made in 2017 and Battle Creek is one of the sites being considered. United States Representative John Moolenaar (MI-4) was added to the House Appropriations Committee.

Mr. Damerow reported that Kara Stewart and he attended the *National Skills Coalition's Skills Summit* in Washington D.C. earlier this week. The Summit focused on America's workforce and education policies aimed at shrinking the skills gap, and on engaging elected representatives to advance workforce and education policies. The primary focus for discussions with elected officials included Temporary Assistance for Needy Families (TANF) reauthorization, increasing funding for Apprenticeship and Career Technical Education (CTE) and restoring Workforce Innovation and Opportunity Act (WIOA) funding. The Michigan delegation included representatives from non-profits, community colleges, trade associations, employers, and workforce representatives. Ben Damerow distributed a handout, "Invest in America's Workforce: We Can't Compete if We Cut" that graphically displayed cuts in funding since 2001 for WIA/WIOA formula grants (40%), Perkins CTE (30%), and Adult Education (20%). He also distributed a handout, "Michigan's Forgotten Middle" that graphically displayed the demand for middle skill jobs and the gap for filling the available job openings. Both handouts were from the National Skills Coalition website. [Web links to the flyers were emailed to members following the meeting.]

Governor Snyder released his proposed budget on February 8, 2017. Mr. Damerow reported the overall budget includes \$10.1 billion in general fund dollars, an increase of 1.75% compared to FY17 and totals \$56.3 billion. Workforce and economic development recommendations include: an increase of \$10 million for the Skilled Trades Training Fund; the creation of a \$20 million dollar fund for CTE equipment purchases; an increase of 8.7% for business attraction and community revitalization for a total of \$125.5 million; a stable budget of \$2 billion for Department of Corrections, which includes funding for a new Vocational Village site; and increase of an additional \$50 to \$100 per pupil for schools; and an increase of \$150 million, for a total of \$529 million to ensure that children in difficult financial situations are receiving the help they need. Under this budget, all districts and public school academies will now be eligible to receive an additional \$778 per pupil to assist at-risk students. Mr. Damerow distributed a handout from the Michigan Works! Association that outlined the "Michigan Works! FY2018 Budget Priorities." The three priorities are: expand the Skilled Trades Training Fund (STTF); invest in P.A.T.H. worker training; and support and grow the Jobs for Michigan's Graduates. [a web link to the flyer was emailed to members following the meeting.]

LEGISLATIVE UPDATE

Representative Dr. John Bizon (62nd District) – Representative Dr. Bizon also shared information on the State budget. He reported the budget includes a proposal from the Governor to add funds to the Rainy Day Fund, an increase for the Homestead Property Tax, and some funding for Early Middle College. Representative Bizon answered questions regarding the gas tax and increases in registration fees. He shared information regarding work with Road Commissions that took place approximately two years ago to bring more funding to local communities and reported that the Governor is interested in revisiting Act 51 to do more for townships and cities. He reported legislators are also working on the Medicaid budget and that Medicaid will continue to run as it has in the past. If the Affordable Care Act (ACA) is appealed, there will be opportunity and the State will need to respond when and if there are changes. [Representative Dr. John Bizon serves on the Appropriations Committee.]

Representative Dave Maturen (63rd District) – Representative Maturen reported there is a 2 ½% increase in the State budget which brings it to \$56 billion; however, he explained that most of the funding is federal dollars that includes state construction funding which are designated dollars. The general fund is up to \$10 billion, which is an increase of 1.75%. He reported the State needs \$6 billion just to operate; \$2 billion of this is for the Department of Corrections (DOC) and another \$2 billion for employees, many of which are DOC employees. Additional items noted by Rep. Maturen included: the road package is made up of user fees and general fund dollars; an increase to the property tax credit will put pressure on the general fund; no increase is proposed for community colleges; the State is trying to close the gap that resulted when Proposal A was passed in 1994; and the State’s fiscal liabilities are still too high. Rep. Maturen reported that a few years ago he wrote a Resolution in support of Battle Creek for the Missile Defense System site. [Representative Maturen serves as vice chair of the House Tax Policy. Additionally, he serves on the Financial Liability Reform, Transportation and Infrastructure and Natural Resources committees.]

CELEBRATIONS OF SUCCESS

Outstanding alumni along with their employers were recognized by the Workforce Development Board. Chris Walden presented a certificate of achievement to Josephine Krajny for her commitment to retraining and employment. Her employer, Unity Group, received recognition for their support and commitment to creating talent focused communities and their valued partnership with Michigan Works! Southwest. Mallory VanWagner accepted the certificate on behalf of Unity Group. Aly Lipari accepted awards for Karl Kreinbring for his commitment to retraining and employment; and for his employer, Borroughs Corporation for their support and commitment to creating talent focused communities and their valued partnership with Michigan Works! Southwest. Bleistahl and DENSO Manufacturing also received recognition for their support and commitment to creating talent focused communities in Southwest Michigan resulting in economic prosperity where everyone works. Amy Rifenburgh from Bleistahl was present to accept their award; Chris Walden accepted the DENSO award on their behalf.

Mr. Walden reported that Coveris and one of their employees, Karen Kelley, will be recognized later this month in Lansing at the Michigan Works! Association’s Annual Impact Awards where legislative representatives will present the awards.

OLD BUSINESS

None.

MEMBER’S TIME

Julie Rogers reported the Kalamazoo County Board of Commissioners reappointed her to the Workforce Development Board for another two years and Roger Tuinier was appointed as her alternate. Ms. Rogers also reported that she will continue to serve on Kalamazoo County’s Brownfield Board. She thanked Jill Bland for her work on the Stryker project.

Jill Bland reported the new Stryker building will be very unique and will include a bio skills lab. Their customers will come to Kalamazoo for training and the facility will also have space for designing new tools. There are hopes that the increased traffic to Kalamazoo will also help to increase flights at the Kalamazoo airport. Jill Bland also reported Southwest Michigan First has been working with seven companies and WMU for the development of a new design curriculum and a new product design center will be opening in the WMU School of Fine Arts. The first graduating class will coincide with the opening of the new Stryker building. She added that Michigan Works! Southwest is a diverse region for manufacturing and includes companies like SIGMA Machine and Mophie.

Mike Bearman reported Woolworth Heat Treat is getting ready to double in size and the construction of a new hotel in downtown Albion is underway.

Michelle Davis reported the Michigan State Housing Development Authority (MSHDA) Action Plan has several workgroups including an “Increase Economic Security” workgroup and an “Employment Sub Group.” She is part of the sub group and looks forward to bringing information back to Michigan Works! Southwest. She also reported HRI’s annual walk to raise funds for homeless assistance is Saturday, March 25, 2017; the start time was moved to 10:00 a.m., an hour later than past years.

John Fiore reported he is excited to be part of the Workforce Development Board and that he will be meeting with Kathy Olsen for an orientation and to get brought up to speed on his responsibilities.

Ben Damerow reported a plan is in place for the recruitment of employees for Clemens in Coldwater. The company requested four to six staff to assist with 70 hiring events that are scheduled for Tuesday evenings and Saturdays. Additional funding was needed in order to accommodate this request and within 24 hours, Michigan Works! Southwest submitted a proposal to the State. Within 48 hours, the State responded with a grant in the amount of \$325,000 to support the recruitment and hiring of employees for Clemens and other businesses in Branch County. Mr. Damerow thanked the entire Business Services team for their hard work on this project.

CITIZEN’S TIME

None.

UPCOMING MEETINGS

Lisa Godfrey highlighted the upcoming meetings listed on page two of the agenda.

The next meeting of the **full Workforce Development Board** is scheduled for Friday, May 12, 2017 from 8:00 – 9:30 a.m. at Kellogg Community College, Grahl Center, 125 Seeley Street, Coldwater, Michigan.

The next **Executive Committee** is scheduled for Friday, March 10, 2017 from 8:00 a.m. – 9:30 a.m. at the at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, March 8, 2017 from 8:00-9:30 a.m. at the Michigan Works! Southwest Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan. The WIOA Adult and Dislocated Worker programs and services will be reviewed at that meeting.

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, March 21, 2017 from 2:00 - 4:00 p.m. at the Upjohn Institute, Kalamazoo, Michigan.

The next **Talent District Career Council (TDCC)** meeting is scheduled for Thursday, March 30, 2017 from 1:00 – 3:00 p.m. at Kalamazoo RESA, 1819 E. Milham Road, Kalamazoo, Michigan.

The next **Veterans Committee meeting date** is yet to be determined. The meeting will take be held at the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:16 a.m.

Kathy Olsen _____ Date

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