

**Workforce Development Board
Meeting Minutes – September 8, 2017**

CALL TO ORDER - Workforce Development Board Chair, Lisa Godfrey, called the meeting to order at 8:00 a.m. at Glen Oaks Community College, Business Development Center, 62249 Shimmel Rd, Centreville, Michigan.

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

WDB Members Present:

Richard Anderson (Labor)	Lisa Godfrey (PS)*	Julie Rogers (PS)*
Morris Applebey (Labor)*	Kris Jenkins (Educ)*	Frank Tecumseh (PS)
Allen Balog (PS)	Shelley Klug (PS)*	Ken Willcutt (Labor)
Mike Bearman (PS)*	Colleen Knight (CBO)*	*Exec Committee
Paul David (PS)*	Matt Lynn (Alternate for	
Dan Dunn (PS)	M. Davis, CBO)	
John Fiore (MRS)	David Maurer (PS)*	

WDB Members Absent:

Omar Alston/Lisa Johansen (DOC)	Paul Gallagher (PS)	Roger Tuinier (Alternate for Rogers)
John Banks (PS)	Randall Hazelbaker (PS)	Patty Vanaman (WDA)
Trevor Bidelman (Labor)	Mark O’Connell (Educ)Jan	Ken Willcutt/Kathi Cain-Babbitt,
Jill Bland (EconDev)	Opalewski (PS)	alternate (Labor)
Sheila Beaty/Karen Doubleday (DHHS)	Windy Rea (Job Corps)	
	David Sutherland (PS)	

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

Jakki Bungart-Bibb	Amy Meyers	Kara Stewart
Ben Damerow	Kathy Olsen	Angie Straley

Michigan Works! Services / Program Staff Present:

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

Other Guests in Attendance

Teresa Belote (SJCISD)	Jeff Coney (1 st Presbyterian Church)	Adam Mensinger (Legislative Staff for Senator John Proos)
Jamie Bos (PS)	Kelly Hostetler (CBO)	Representative Aaron Miller

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 Mike Bearman to approve the Workforce Development Board Executive Committee meeting minutes of August 11, 2017. Motion carried.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

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

Veterans Committee – Kathy Olsen reported the Veterans Community Action Team (VCAT) Education Committee met on August 30, 2017 at the Kellogg Community College RMTC. Ms. Olsen reported the overview of the Forever GI Bill (Exhibit B1) summarizes many positive changes to GI education benefits for Veterans and their families. This information was shared at the VCAT Education Committee meeting. Ms. Olsen highlighted the Veteran's Job Fair scheduled for September 14, 2017 in Battle Creek and the VCAT Employer Summit scheduled for September 21, 2017 at the Air Zoo in Kalamazoo (Exhibit B2).

Disability Awareness Resource Team (DART)– No Report. The next meeting will be September 19, 2017.

Talent District Career Council (TDCC) – No Report. The next meeting will be September 21, 2017.

Membership & Nominating Committee – Lisa Godfrey requested board consideration and approval of Jamie Bos as a new private sector appointment to the Workforce Development Board for Michigan Works! Southwest (Exhibit D). The appointment of Ms. Bos is to replace Therese Zieleniewski representing the private sector in Kalamazoo County. The term for this appointment is for the balance of a two-year term that began October 1, 2016 and ends on September 30, 2018 and for an additional year beginning October 1, 2018 and ending September 30, 2019.

Motion made by Julie Rogers and supported by Mike Bearman to approve the appointment of Jamie Bos, representing the private sector in Kalamazoo County, replacing Therese Zieleniewski for the balance of a two-year term that began October 1, 2016 and ends on September 30, 2018 and for an additional year beginning October 1, 2018 and ending September 30, 2019. Motion carried.

NEW BUSINESS

Service Center Operations Plan PY17 (Exhibit C1) – Amy Meyers requested board consideration and approval for Workforce Innovation and Opportunity Act Statewide Activities Funding for Michigan Works! Service Center Operations plan for Program Year 2017. Ms. Meyers reported that service center operations plan allocates funds that will be used across all One-Stop Service Centers in the Michigan Works! Southwest area. Funding is to be used to support activities to improve customer service, inform and educate the public about the service centers and services available, and upgrade one-stop facilities. The allocation for PY2017 (July 1, 2017 – June 30, 2018) for the Michigan Works! Southwest four-county area totals \$84,542. This reflects a decrease from the PY2016 allocation of \$151,833. Priorities for funding this year include the continued focus on marketing, improvements and upgrades to the service centers, and continued enhancement of tools and resources available to both employer and job seeker customers.

Motion made by Collen Knight and supported by Mike Bearman to approve the Service Center Operations Plan PY17. Motion carried.

Workforce Innovation and Opportunity Act High Concentration Youth Plan PY17 (Exhibit C2) – Amy Meyers requested board consideration and approval for the Workforce Innovation and Opportunity Act (WIOA) High Concentration Youth Plan for PY17 in which \$8,107 has been allocated to Michigan Works! Southwest. This historically is a very small allocation of funds; however, the amount does reflect an increase from last year's allocation of \$6,449. The youth to be served with this funding follow the same eligibility requirements as WIOA Youth funding. This funding may be utilized to assess the skills and service needs of participants to identify appropriate services and to assist with goal development and service strategies. The funding will provide activities

leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential, preparation for postsecondary educational and training opportunities, preparation for unsubsidized employment opportunities, and connections to employers.

Motion made by Mike Bearman and supported by Dave Maurer to approve the Workforce Innovation and Opportunity Act High Concentration Youth Plan for PY17. Motion carried.

Capacity Building & Professional Development Plan PY17 (Exhibit C3) - Amy Meyers requested board consideration and approval of the Capacity Building & Professional Development Plan for PY17. She reported these funds are allocated to Michigan Works! agencies annually and are passed through to the Michigan Works! Association. This creates an opportunity for the Association to provide technical assistance and offer trainings and professional development throughout the statewide Michigan Works! System. The Association also serves as the convener and facilitator of numerous work groups, serves as a clearinghouse for policies and procedures and provides overall general support to the system in the design, development, and implementation of services and state-level initiatives.

Motion made by Shelly Klug and supported by Julie Rogers to approve the Capacity Building & Professional Development Plan for PY17. Motion carried.

Infrastructure Funding Agreement (IFA) PY17 (Exhibit C4) – Amy Meyers requested board consideration and approval for Infrastructure Funding Agreement (IFA) for PY17. The Agreement is follow-up to the Memorandum of Understanding (MOU) discussion that took place at a previous WDB Executive Committee meeting. Ms. Meyers reported that in accordance with the WIOA, MOUs must also include an Infrastructure Funding Agreement (IFA), which details how infrastructure costs for the One-Stop delivery system will be funded in the local area. The Infrastructure costs of a One-Stop are defined as non-personnel costs that are necessary for the general operation of the One-Stop center, this can include facility costs, utilities and maintenance, equipment, and technology within the One-Stop center. Each entity that carries out services within a local One-Stop must use a portion of their funds available to maintain the One-Stop delivery system, which would include payment of the infrastructure costs of One-Stop centers. If consensus cannot be reached at the local level regarding the infrastructure budget, a State Funding Mechanism (SFM) will be initiated. A sample Agreement, budget, form to complete if local Agreement cannot be reached, a template for quarterly reporting, and a list of required partners were included in Exhibit C4.

Motion made by Colleen Knight and supported by Allen Balog to approve the Infrastructure Funding Agreement (IFA) for PY17. John Fiore abstained from vote. Motion carried.

Reemployment Services and Eligibility Assessment (RESEA) 2017 Program PI: 17-18 (Handout) - Amy Meyers reported Michigan Works! Southwest received notice this week of the 2017 allocation for Reemployment Services and Eligibility Assessment (RESEA) and the plan is due prior to the next WDB meeting. She requested to add the RESEA Plan to the agenda for the board's consideration and approval; there were no objections. She reported the allocation from the Talent Investment Agency (TIA) is \$27,803; this amount represents a decrease from the previous year's allocation of \$35,540. The RESEA permanently replaces the mandatory Profiling Program and the goal is to provide customized services to claimants deemed most likely to exhaust their Unemployment Insurance (UI) benefits. A list of the seven required RESEA activities was included in the plan summary.

Motion made by Paul David and supported by Colleen Knight to approve the Reemployment Services and Eligibility Assessment (RESEA) 2017 Program Plan. Motion carried.

STAFF REPORTS

Marketing (Exhibit E) – Kathy Olsen reported the Marketing Report (Exhibit E) that was included in the agenda packet included a list of upcoming events for businesses and job seekers and a flyer for the Veterans Employer Summit scheduled for September 21, 2017. Printed copies of this information were also handed out at the meeting

along with a flyer to promote the Veterans Job Fair scheduled for September 14, 2017. She also referred attendees to the [Michigan Works! Southwest](#) website and encouraged everyone to check the site often for updates because new events are added on almost a daily basis. She reported the upcoming events list included information sessions for the Skilled Trades Training Fund (STTF) grants and Kara Stewart would provide further information regarding STTF in her report. Ms. Olsen also reported that Procurement Technical Assistance Center (PTAC) added a new class for employers.

Program Operations / Special Initiatives

Workforce Innovation Fund (WIF) Update – Dallas Oberlee reported since July 2017, three new employers were added to the Employer Resource Network (ERN); they include American Axle & Manufacturing, Caster Concepts and Eimo Technologies. An Employer Resource Network information session is being planned for Branch County to help build the ERN in that county. Ms. Oberlee reported the annual visit by the WIF grant evaluator has been scheduled for the week of September 18 and during the visit the evaluators will be gathering feedback from ERN employers. A report will follow that will include feedback for strengthening and improving the WIF program.

Ms. Oberlee reported that several trainings have been offered in the past few months through the WIF grant; they include: On the Job Training (OJT) contracts for new hires, soft skills trainings by Kalamazoo RESA, career laddering, and Momentum sponsored Production Tech training. The trainings focused on onboarding new hires and advancing the skills of current employees. On August 25, 2017, the first class of 10 graduated from the extended CNA training class that was held in partnership with Michigan Rehabilitation Services (MRS) and Michigan Career Technical Institute (MCTI) at Friendship Village.

Kalamazoo Community Foundation - Ms. Oberlee reported a grant in the amount of \$20,000 was received from the *Kalamazoo Community Foundation*. The funding was provided to assist Refugees. Tentative plans are to use some of this funding to support enrolling Refugees in a Production Tech class at KVCC and writing On-the-Job Training contracts with employers who hire the Refugees.

Food Assistance Employment & Training (FAE&T) – Ms. Oberlee reported the time limited waivers for the Food Assistance Employment & Training (FAE&T) Program are set to expire in 2018. When the waivers expire all participants in the FAE&T Program will be expected to participate in a mandatory work program if they are not employed. Kalamazoo waivers will expire on January 1, 2018 and Branch, Calhoun and St. Joseph waivers will expire in June of 2018. [Following the meeting, notification was received that this date was changed to July 1, 2018.] The planning process has begun and in December 2017, letters are scheduled to be sent to participants explaining the changes.

Business Services and Skilled Trades Training Fund (STTF) Update (Exhibit F)

Skilled Trades Training Fund (STTF) - Kara Stewart reported the Skilled Trades Training Funds (STTF) information sessions (Exhibit F) are underway with over half of the scheduled information sessions complete. The goal was to offer a large variety of sessions in each county to help inform employers of this grant opportunity. This year there is \$27.6 million available through this competitive STTF grant. The official application will be released September 18, 2017 and applications will be due on October 6, 2017.

MiCareer Quest Southwest – Kara Stewart reported MiCareer Quest Southwest is scheduled for November 1 and 2, 2017 at the Kalamazoo County Expo Center. Over 5,000 eighth grade students will be attending this career exploration event. A wide variety of industries will have booths set up and displays for the eighth-grade students to learn about different career options. Kalamazoo County youth will visit the exhibits on November 1 and youth from Calhoun County, along with 150 Branch County youth, will visit the exhibits on November 2. The event will also feature a Community Open House and Career Fair that will be open to the public on the afternoon of November 1. A flyer to promote this event will be released in the next week. Michigan Works! Southwest has a huge role in assisting with the organization of this event as it takes many volunteers to ensure that it runs smoothly and is successful.

Kellogg Company Announcement and Rapid Response Plan (Handout) – Kara Stewart reported on the local response to the recent layoff announcement made by Kellogg Company in Battle Creek, Michigan where 187 hourly union workers and 36 salaried workers will be affected by the layoff in early 2018. Michigan Works! Southwest was asked to submit a Rapid Response Plan to the Governor’s office. The plan lays out the steps that will be taken by Michigan Works! Southwest to help affected workers and the timeline for implementation. A summary of the plan was distributed at the meeting. Ms. Stewart reported that Michigan Works! Southwest staff are working with the company and the impacted workers, as well as companies interested in hiring the workers. Ben Damerow reported the turnaround to submit the Rapid Response Plan to the Governor’s office was 24 hours. Meetings with the corporate office and with the labor union are already taking place and if the layoffs are tied to the world market, there is potential that the affected workers will be eligible for services under the Trade Adjustment Act (TAA).

Labor Market Information (LMI) (Exhibit G) - 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 July 1 through August 31, 2017 were included in the agenda packet (Exhibit G).

Dashboard Report (Exhibit H) – Jakki Bungart-Bibb reported page one of the Dashboard Report (Exhibit H) reflects the *Labor Participation* rates for July 2017 by county as well as the Prosperity Region 8 snapshot of real-time labor demand that is based on the top employers’ online advertisements. The data includes the top employers, top job categories, top occupations, and the education levels needed to fill those jobs. *Employment Services data* on page two of the report represented 13,758 year-to-date visitors to the service centers, assistance to 503 employers in filling over 484 jobs, and 496 participants served in the *Workforce Innovation & Opportunity Act (WIOA)* programs, for the period July 1, 2017 through August 31, 2017. Ninety-three (93) participants utilized training services during this same time. The training includes classroom training, work experience, and on-the-job training.

Data for the *Offender Success (OS) Program* for the period beginning October 1, 2016 through August 31, 2017 indicates that 160 participants were served. It was noted that the data collection for OS in Calhoun County began in January 2017.

Jakki Bungart-Bibb further reported that page three of the Dashboard Report includes the *PATH, Food Assistance, and Refugee information*. The current work participation rate of 66% for PATH remains well above the state goal of 50%. The PATH employment rate is 52%; however, the 109 individuals who gained employment during AEP are not included in that percentage. The average wage for PATH was reported to be \$10.03 an hour; 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 report includes a summary of data provided in the staff reports provided earlier in today’s meeting.

Director’s Report – Ben Damerow distributed a copy of the Director’s Report dated September 8, 2017 at the meeting. He reported the House Committee on Appropriations passed its spending measure for Labor, Health and Human Services in July. The bill would reduce funding by \$5 billion compared to current levels. Workforce Innovation and Opportunity Act (WIOA) Adult and Youth programs face a five percent reduction, while the \$671 million currently spent on Wagner–Peyser (W-P) Employment Services would be eliminated. This is far less severe than the Trump Administration’s budget, which sought to cut 40 percent across these programs.

A broad coalition of organizations that represent recipients of various workforce and education funding streams offered the Senate a united proposal to protect some programs and invest more in others, suggesting that multiple programs collectively support students, jobseekers and the economy. The Michigan Works! Association is a part of this campaign, recently sending letters to key lawmakers requesting current WIOA funding levels. The Campaign to Invest in America’s Workforce, organized by the National Skills Coalition, calls on lawmakers to

fund programs at the full authorized funding levels written in the legislation. In support of this campaign, copies of letters from businesses to the Governor were sent to the House Appropriations Committee members.

Mr. Damerow reported at the State level, the budget passed the House and the Senate and was signed by the Governor in mid-July. Workforce development line items included a decrease of \$1.2 million (2.5% reduction) for the PATH program, an increase of \$12 million for STTF, and an increase of \$900,000 to \$3.2 million for Jobs for Michigan Graduates (JMG). The local draft PATH allocation would include a 10 percent decrease or \$300,000.

A copy of an article that appeared in the September 10, 2017 issue of the *Employment & Training Reporter*, a weekly, nationwide workforce development publication was distributed, with the publisher's permission, at the meeting. Mr. Damerow reported the article highlights Michigan Works! Southwest, the W.E. Upjohn Institute, Mathematica Policy Research and Ideas42 for the *Nudge Project and research*.

Mr. Damerow reported the *W.K. Kellogg Foundation* awarded the W. E. Upjohn Institute/Michigan Works! Southwest \$2.8 million over the next three years for a Neighborhood Employment Hubs proposal. Michigan Works! Southwest will be partnering with three community-based organizations and the county jail to deliver services in areas with the highest poverty and lowest labor force participation rates. The six-month planning process has begun with implementation scheduled to begin in December 2017 or January 2018.

Mr. Damerow reported on recent Apprenticeship tours with Governor Snyder and Secretary of Labor Alex Acosta. The Governor and Secretary toured two companies in Battle Creek, Rosler Metal Finishing and Bleistahl North America. Each of these companies have Industrial Manufacturing Technician (IMT) *Apprenticeship Training Programs* that are offered through HRDI. The Governor and Secretary of Labor spoke with the 11 apprentices during the tours and conducted a round table discussion with representatives from employers, economic development and workforce development. The 2017 National Counselor of the Year Terri Tchorzynski, from Calhoun Area Career Center in Battle Creek, was also in attendance to support the linkage with Career Tech Education (CTE) and youth apprenticeship training.

LEGISLATIVE UPDATE

Representative Aaron Miller reported on the employer tours he has been on with Senator Proos during the summer months. Representative Miller stated that over the duration of the tours he has heard employers state repeatedly that they need good workers, workers who report to work on time, workers that can pass a drug test, and skilled workers! Representative Miller reported that he serves on the state policy and ethics committees and he also serves on the appropriations committee along with Senator Proos. Discussion followed as to why the job demand doesn't reflect the employer need. This is demonstrated by the lack of wage increases and how the recovery was not as robust as was hoped for. Several attendees felt that the lack of wage increase over the economic recovery period was hindering companies from obtaining quality employees. The point was made that if you take care of your employees by paying a decent wage it will create a desire to work hard for their employer. Colleen Knight stated that companies may be operating with fear when it comes to hiring and offering higher wages because companies don't want to hire, offer higher wages and then not be able to sustain it long-term. Mike Bearman pointed out that the lack of wage increase could be due to service industries trying to keep the costs low for consumers. The increase in technology has also played a significant role in employment. Technology has changed employer needs and the job demand and the need for more training in robotics and equipment repair will be huge in the next decade for both employers and job seekers. Ben Damerow reported the State's focus is on youth and filling the pipeline of workers, having a comprehensive plan, making improvements in the schools, and addressing the skills gap with the adult population.

Asset Limited Income Constrained Employed (ALICE) Presentation

Matt Lynn, Director of Community Impact at United Way of the Battle Creek and Kalamazoo Region presented information on the Michigan ALICE Report. ALICE represents households that are employed but do not earn enough to afford the basic necessities, even though they live above the Federal poverty level. He reported these families often do not qualify for state or federal assistance programs to help supplement their incomes to make

ends meet. The Michigan ALICE Report is a 298-page report broken down by county and examines issues facing the ALICE population such as household budgets, financial challenges, housing, race and more. Discussion on the lack of affordable housing followed the presentation. As stated in the ALICE report housing is one of the biggest obstacles for ALICE families. Rentals are expensive and if you own a home there is no assistance available until after you lose your home. Julie Rogers shared that community organizations in Kalamazoo County recognized this as a problem and created a small fund to help families that may have fallen on hard times for a month or two, to enable them to keep their homes. Presentation handouts included copies of the PowerPoint slide presentation, the ALICE report executive summary, and at-a glance ALICE data for Michigan, and each of the four counties in the Michigan Works! Southwest Area (Branch, Calhoun, Kalamazoo and St. Joseph). The full ALICE report for Michigan is available online at <https://www.uwmich.org/alice>.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBER'S TIME

None.

UPCOMING MEETINGS

Future meetings were highlighted.

The next meeting of the **full Workforce Development Board** is scheduled for Friday, November 10, 2017 from 8:00 – 9:30 a.m. at W.E. Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, Michigan.

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

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, September 13, 2017 and Wednesday, November 8, 2017 from 8:00-9:30 a.m. Both meetings are at the 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, Kalamazoo, Michigan.

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

The Veterans Committee

The Veterans Employer Summit is Thursday, September 21, 2017, 12:00-6:00 p.m. at the Air Zoo in Kalamazoo.

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:29 a.m.

Angie Straley

Date

Lisa A. Godfrey, Chair

Date