

Workforce Development Board Meeting Notes – May 18, 2016

CALL TO ORDER - Workforce Development Board Chair, Dale Swift, called the meeting to order at 8:05 a.m. at Kellogg Community College, Grahl Center, 125 Seeley Street, Coldwater, Michigan 49036.

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

WDB Members Present:

Mike Bearman (PS)	Mark O’Connell (Educ)	Ken Willcutt (Labor)
Mike Hoffner (Educ)*	Mark Robinson (PS)*	Therese Zieleniewski (PS)
Lisa Johansen (DOC-Alternate for Alston)	Robert Smith (MRS)	* Executive Committee
Colleen Knight (CBO)	Dale Swift (PS), Chair*	
Matt Lynn (CBO)	Patty Vanaman (WDA)	

WDB Members Absent:

Morris Applebey (Labor)	Jill Bland (Econ Dev)	Windy Rea (Job Corps)
Richard Anderson (Labor)	Paul David (PS)*	Julie Rogers (PS)*
Allen Balog (PS)	Lisa Godfrey (PS)*	Lisa Stevens (PS)
Sheila Beaty (DHHS)	Dave Maurer (PS)	David Sutherland (PS)
Dennis Berkebile (PS)*	Sabrina Pritchett Evans (PS)	* Executive Committee
Trevor Bidelman (Labor)	Kathy Ragla (PS)	

Other individuals in attendance at the meeting included:

Michigan Works! / Upjohn Institute Staff:

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

Michigan Works! Services / Program Staff Present:

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

Other

Paul Aivars (GOCC)	Bud Norman (Branch County)
Dave Campbell (KRESA)	Dan Reid (Gatehouse Media)

PROGRAM

Eric Stewart gave a presentation on the strategic planning for Michigan Works! Southwest. He began the presentation reporting that with the recent expansion of the service area, changes in service providers and new federal legislation, it was a good time for strategic planning. All staff have been involved with the process that was based on Patrick Lencioni’s book, *The Advantage*. The book focuses on organizational health and six critical questions that an organization should ask. Those questions are: (1) Why do we exist; (2) What do we do; (3) How will we succeed; (4) How do we behave (Values); and (5) What are we focused on. Mr. Stewart reported on the steps taken and data gathered to date for each of the critical questions. Future steps include gathering input from job seekers, community partners and employers. This will be followed by identifying action steps for each of the focus areas, defining responsibilities, timelines and measures of impact. The values, mission and vision will be infused into branding and future decision making will be aligned with the core values, mission and vision. The survey will be sent to Board members following the meeting.

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.

A quorum was not reached and therefore, no official business took place. The meeting continued for the purpose of providing information. It was announced that should a quorum be reached during the meeting, the question would be repeated and business would be conducted.

APPROVAL OF MINUTES (Exhibit A)

No action was taken.

CITIZENS' TIME

No comments.

COMMITTEE REPORTS

Monitoring and Evaluation Committee – Colleen Knight reported the Monitoring and Evaluation Committee met on May 11 to review the One Stop Operator, Employment Services and Trade Act services that are provided in all four counties. The staff monitoring report had no findings. The committee met with three Trade Act participants. One of the participants had been laid off by a bank and the other two participants lost their jobs when Clyde Union Pump closed. One was taking classes for web design, another was working on a degree in accounting and the third was working on a medical physics degree. All three had positive comments about the services received and that the change in service providers had gone from enabling to empowering. The committee also met with an employer who reported reliance on assistance from Michigan Works! Southwest for their recruiting efforts. The employer also reported her appreciation for the on-site job coaching that is provided to them as part of their involvement in the Employer Resource Network and that this is extremely helpful given the nature of the high turnover in the hospitality industry. She had no recommendations for improvements. The service provider also provided a PowerPoint summarizing the services available. Bob Smith added that the participants interviewed all appeared to be “rock stars” who were able to utilize service effectively without a lot of assistance and that the Monitoring Committee recognizes there may be others who have challenges. The Committee also asked what can they do to help and recommended that all future monitoring reports should also include suggestions for improvement. Jakki Bungart-Bibb reported benefits available through the Trade Act are excellent.

Veterans Committee – Chris Walden reported the Veterans Committee met on May 12, 2016. Much of the discussion was centered on sharing resources and information regarding veteran homelessness and that several meetings have been held to address this issue. He gave the example that Silver Star Housing in Calhoun County now allows families to reside in the housing complex. Mr. Walden also shared information regarding a Priority of Service training that several staff attended and reported that the State struggles as to how to accurately reflect the numbers of Veterans served and that it has more to do with how the data is collected and entered into the Management Information System (MIS). The next Veterans Committee meeting is scheduled for September 29, 2016.

Disability Awareness Resource Team (DART) – Bob Smith reported The DART Committee met on May 10. As previously reported, the DART Committee has identified four areas of focus for its work plan. Subcommittees were formed to work on three of the focus areas: (1) the development of a disability awareness curriculum for staff, board members and employers; (2) cross-agency collaboration as highlighted by Eric Stewart in today’s presentation on the local strategic planning that supports collaboration across the four-county area; and (3) navigator assistance, especially to help identify individuals who may not self-identify a need for assistance. The fourth focus area, emerging issues, will be a regular item on the DART meeting agendas. Examples he

provided included the WIOA plan that is on today's agenda and the update to the Fair Labor and Standards Act (FLSA) that raises the salary threshold and makes more workers eligible for overtime pay. He reported that although this change may be good for many employees, it will also affect the cost of providing services. Guidance is expected from the U.S. Department of Labor regarding the changes. The DART roster was also reviewed and many members reaffirmed their desire to continue on the DART committee, some expressed a desire to remain on the roster for informational purposes only, and others identified someone else from their organization to participate on the Committee.

Talent District Career Council (TDCC) – Mike Hoffner reported the Talent District Career Council (TDCC) for Prosperity Region 8 met on March 28. The agenda included summary reports on the Career & Technical Education (CTE) Perkins Plans for the three CTE regions within Prosperity Region 8. The plans summarized how the federal funds would be spent, for example to support academic consultants in classrooms. CTE directors, and representatives from adult education and the community colleges provided updates on programs and training. 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. He reported the State Board of Education would like to give presentations throughout the State on the Reaching for Opportunity Report. He also reported the annual CTE Showcase was held in Lansing on April 20, 2016. The robotics and mechatronics CTE classes were a couple of the programs featured. He reported every legislative representative from our region, as well as the Governor, visited the exhibits and students were at the event to discuss the CTE programs with them. The next TDCC meeting is September 15, 2016. An invitation to an open house hosted by Kellogg Community College (KCC) and the Clemens Food Group to showcase the Robotics and Mechatronics Training was distributed at the meeting. The event will take place on Thursday, June 23, 2016 from 4:00 to 6:00 p.m. and Workforce Development Board members were invited to attend. Mr. Hoffner reported that the original per person cost for the training was \$3,000 and that this training is offered locally for much less. Staff are currently undergoing training so that they can teach the classes at KCC and at the Branch Area Career Center (BACC). The training will be useful to many companies in the area.

Mr. Hoffner reported there were five students in Branch County who were finalists for the *U.S. Presidential Scholar Award* and one female student [Mindy Young] from Coldwater was selected as a 2016 recipient. [The article about the award can be viewed at <http://branchisd.org/bacc/2016/05/06/mindy-young-named-2016-u-s-presidential-scholar/>]

He complimented Missy Lafferty from Michigan Works! Southwest for her assistance with the *Branch Area Career Center (BACC) Career Fair* that was held yesterday. He reported many positive comments were received from the employers in attendance and the employers indicated the students were well prepared. He highlighted one student who connected with Consumers Energy and who will be attending a lineman school in Georgia.

Mr. Hoffner further stated that he believes in the work that Michigan Works! Southwest does and encouraged staff and front-line workers to continue to do good things for the communities we serve. Dale Swift commented that Mike Hoffner's enthusiasm will certainly be missed at future meetings.

NEW BUSINESS

WDB Plans (Exhibits B1 & B2) – Jakki Bungart-Bibb reported Trade Adjustment Assistance (TAA) is a service that assist U.S. workers who have lost their jobs as a result of foreign trade. TAA seeks to provide affected workers with opportunities to obtain the skills, credential, resources, and support necessary to become reemployed. The plan for the TAA Business Services Employer-based Training Funding (Exhibit B1) in the amount of \$21,000 is to support TAA Employer-based Training services and assist with the placement of TAA participants into those Employer-based Trainings. Locally, the funding will also be used for coordination of Business Services staff, support the expansion or development of TAA Employer-based Training programs that includes On-the-Job Training (OJT), customized training, and registered apprenticeships; and coordinating with local employers to design these trainings.

Jakki Bungart-Bibb reported the Workforce Innovation and Opportunity ACT (WIOA) local and regional plans are non-financial. The WIOA local plan is for the Michigan Works! Southwest area that includes the counties of Branch, Calhoun, Kalamazoo and St. Joseph. The WIOA regional plan for Region 8 includes the four counties in the Michigan Works! Southwest area, along with the counties of Berrien, Cass and Van Buren. She further reported that these are four-year action plans to develop, align, and integrate service delivery strategies that focus on a current analysis of the local economic conditions; the existing structure for services; future plans for enhancing the coordination of services; partnerships with education, economic development, and business; and meeting performance measures. The details of the areas covered in both plans are outlined in depth within the document. Additionally, as required by policy, both plans will be posted for a thirty-day comment and review period prior to submission to the State.

No action was taken on either plan.

STAFF REPORTS

Marketing (Exhibit C - handed out at meeting) – Kathy Olsen distributed the monthly Marketing Report (Exhibit C) at the meeting. She reported media coverage during the past month included articles on various training opportunities, job fairs, the “Nudge” research project, the ribbon cutting/open house of the new service center in Battle Creek, and the Michigan Works! Association’s Impact Award recognizing Eimo Technologies, MEDC and Michigan Works! Southwest. Training opportunities that were highlighted included ones that are offered at no charge to the job seeker and included EDGE training at Kellogg Community College (KCC), MAT²® training at Kalamazoo Valley Community College (KVCC), and an introduction to manufacturing at Glen Oaks Community College (GOCC). Major career fairs that Michigan Works! Southwest staff assisted with during the previous month included the annual career fair at GOCC, a Hiring Blitz in Branch County at the KCC Grahl Center, the MWSW annual spring Education and Career Fair in Kalamazoo, a job fair in Albion that was held in partnership with the announcement of an AmeriCorp grant. Ms. Olsen also reported that local students were recognized at the annual Jobs for Michigan’s Graduates conference. Social media followers continue to increase. Upcoming business, training and hiring events are listed on pages 3 and 4 of the handout. They include multiple ERN presentations, a regional PTAC Meet the Buyer event on June 3, the Robotics/Mechatronics open house hosted by Clemens Food Group and KCC on June 23, the Michigan Manufacturing Association’s Manufacturing Summit on Oct 20 at McCamly Place, and a Pure Business Connect event in November in Kalamazoo.

Program Operations – Dallas Oberlee reported another cohort for *EDGE training* recently began and four local companies expressed an interest in interviewing participants. They include II Stanley, Johnson Controls, Bleistahl, and AC Foundry.

Staff are working to recruit more employers for the *Employer Resource Network (ERN) that is part of the Workforce Innovation Fund (WIF) grant*. She reported ERNs are designed to improve a company’s retention rate, thus reducing turnover thorough the use of a success coach to assist employees with personal issues that may affect their work performance. The WIF grant is also being used to design employer specific, vocational and soft-skill training; and to develop career ladders. An ERN has been operating in Kalamazoo and Calhoun Counties and recently four employers located in St. Joseph County were added. The next expansion will focus on adding companies in Branch County.

Ms. Oberlee reported that staff are working with the Friend of the Court (FOC) in Calhoun County on a *research grant for a Families Forward Demonstration*. The FOC is referring individuals to an orientation at Michigan Works! Southwest that is presented every Thursday. Moving forward, staff will be working out further details of the grant.

Special Initiatives – Scott Cubberly reported there has been a lot of activity around the *Career Jump Start (CJS)* initiative and the *Michigan Advanced Technician Training (MAT²®)*. MAT2 presentations were given

to students enrolled in Education for Employment Career Technical & Education programs at Vicksburg high school and a MAT²® open house was held on Saturday, May 7 at KVCC. Approximately 10 students and parents attended the open house event.

The ***BC Vision Early Childhood Workgroup*** is exploring childcare for second and third shift workers and is conducting a survey of DENSO employees. The survey is funded by the Battle Creek Rotary.

Michigan Industry Cluster Approach (MICA) / Skilled Trades Training Fund (STTF) and Labor Market Information (LMI) (Exhibits D) – Kara Stewart reported four more companies recently completed their training and submitted their documentation for reimbursement from the ***Skilled Trades Training Fund (STTF) grant***. The Governor's budget includes more STTF funding; however, the budget has not yet been signed. The State is tweaking requirements and procedures to be followed and new guidelines and forms are expected mid-August. There will be a statewide forum to update Michigan Works! staff on next year's STTF training program. Staff will be scheduling employer information sessions in all four counties.

Over 30 employers representing multiple industries participated in the ***Michigan Works! Spring Education and Career Fair*** that drew a diverse population of more than 150 job seekers.

The next meeting for the Healthcare Consortium is Thursday, May 19, 2016 from 1:00 to 3:00 p.m. The group's focus has been on recruitment and retention of in-home care workers.

Chris Walden reported the ***Athens, Tekonsha, Union City College Access Network (ATU-CAN)*** recently held a job fair during their Student Showcase evening event at Union City High School. Six employers participated and over 200 students and parents attended. This event was part of a local initiative to take workforce development services to underserved communities.

Recent business expansions include Sport Truck USA adding 129 new jobs and Schmitz Foam adding 39 new jobs.

He also reported that he attended the ***ground breaking ceremony in Albion for the new hotel***. The development near the hotel also includes shared space for Michigan Works! Southwest and Albion College that will be available late fall 2016. Some of the recently announced AmeriCorp Vista positions will help to support Michigan Works! activities at this location.

Kara Stewart reported planning is underway to hold another MiCareer Quest Southwest event either late fall 2016 or early in 2017. A video showcasing the MiCareer Quest Southwest can be viewed at <http://www.micareerquestsw.org/>. Discussions are also taking place with Glen Oaks Community College to hold a similar event in St. Joseph County. There has been strong support from all partners involved and Kalamazoo RESA has been an awesome lead agency for this initiative. She reported 14 partner staff recently visited the MiCareerQuest event in Grand Rapids.

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 March 1, through April 30, 2016 were included in the agenda packet (Exhibit D).

Mike Bearman reported Albion College recently inducted seven more students into the ***Albion Fellows Program*** and they are seeking employers to provide internship opportunities. Interested employers should contact Chris Walden or Andy French. He also reported that as of July 1, 2016, Albion Schools will be merging with Marshall Schools and that Marshall will serve pre-K through grade 16.

Dashboard Report (Exhibit E) – Jakki Bungart-Bibb reported the Michigan Works! Southwest Dashboard Report (Exhibit E) included in the agenda packet shows the monthly and year-to-date data for services provided. An exception is that the satisfaction numbers for customers (job seekers) and employers are reported quarterly and although not reflected on the report, the employer satisfaction increased 3% during the past month and that this is due partly to corrections to data entry. The increase in companies and the number of services reported for the Employer Resource Network (ERN) is due to the expansion of the ERN in St. Joseph County. All of the WIOA programs are on track to meet or exceed all performance measures. The Work Participation Rate for PATH continues to stay well above the 50% goal and the average wage goal for PATH is at \$9.18 which is above the goal of \$8.50. The dashboard also includes a summary of the reasons why individuals do not complete the Application Eligibility Period (AEP) when referred to PATH.

Director’s Report – Ben Damerow distributed the Director’s Report dated May 18, 2016. He reported Michigan received less *funding for Workforce Innovation and Opportunity Act (WIOA) Programs*. The result is significant reductions in the allocations for Michigan Works! Southwest. This includes a 22% reduction for WIOA Youth which is approximately \$300,000, a 20% reduction for WIOA Adult which is approximately \$225,000 and a 3% reduction for WIOA Dislocated Worker. Michigan Works! Southwest was one of the first areas to experience recovery from the recession and thus one of the 13 MW areas to receive less funding. *Wagner-Peyser funding for Employment Services* had a 1% increase. At the State level, the Governor, House and Senate have all recommended flat *funding for the PATH Program*.

Mr. Damerow reported the Department of Labor released a report titled “*Encouragement Emails Increase Participation in Reemployment Services*” on April 29, 2016. The report detailed findings of the local “*Nudge*” *experiment*. A copy of the report was distributed at the meeting. He further reported that the Governor’s Talent Investment Board has a subcommittee focused on expediting the return to work for unemployment claimants. Implementation of the encouragement emails on a state-wide basis is being discussed as well as in other State departments.

The Michigan Court of Claims ruled a proposed *class action lawsuit by unemployment insurance claimants* – who say they were wrongly accused of fraud, assessed financial penalties and in some cases, had assets seized – can proceed.

Ben Damerow reported a local youth received an *Alumni of the Year Award at the Jobs for Michigan’s Graduates annual conference*.

He also *thanked Mike Hoffner* for his service to the Workforce Development Board and that a formal presentation would take place at a future meeting. He also stated that Mike’s knowledge and passion has been an asset to Branch County and to Michigan Works! Southwest.

OLD BUSINESS

None.

CITIZEN’S TIME

None

MEMBER’S TIME

Mark O’Connell thanked Colleen Knight and members of the Monitoring and Evaluation Committee for their work. He expressed his appreciation to all who serve on this committee.

Mike Bearman thanked Mike Hoffner for his service on the Workforce Development Board and stated that it has been a “breath of fresh air” to hear his reports on what is happening with the youth in the Michigan Works! Southwest area and that Mike has done a tremendous job.

UPCOMING MEETINGS

The next **Monitoring and Evaluation Committee** is scheduled for Wednesday, June 8, 2016 from 8:00 – 9:30 a.m. at a location to be determined. [Following the meeting, it was determined that the meeting would be held at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan.]

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 **Veterans Committee** is scheduled for a September, 2016 from 8:00 - 9:00 a.m. at the Upjohn Institute, Kalamazoo, Michigan. [Following the meeting, the date was determined to be set as September 29.]

The next **Disability Awareness Resource Team (DART)** meeting is scheduled for Tuesday, September 13, 2016 from 2:00 - 4:00 p.m. at the Upjohn Institute, Kalamazoo, Michigan.

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

The next meeting of the **full Workforce Development Board** is scheduled for Wednesday, September 21, 2016 from 8:00 – 9:30 a.m. at Glen Oaks Community College, 62249 Shimmel Road, Centreville, MI 49032.

ADJOURNMENT

There being no other reports, the meeting was adjourned at 9:14 a.m.

Kathy Olsen

Date

Dale Swift, Chair

Date