

Workforce Development Board
Executive Committee Meeting Minutes
July 21, 2022

CALL TO ORDER: Workforce Development Board Chair, Frank Tecumseh, called the meeting to order at 9:00 a.m. at the Michigan Works! Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan.

Members in attendance introduced themselves. Kathy Olsen introduced the virtual attendees.

WDB Executive Committee Members Present:

Dan Dunn (PS)*	Kris Jenkins (Educ)*	Frank Tecumseh (PS)*
Lisa Godfrey (PS)*	Dave Maurer (PS)*	* Exec Committee
Randall Hazelbaker (PS)*	Jackie Murray (PS)*	

WDB Other Members Present:

Mike Quinn (PS)	Dustin Scharer, alternate for	Dr. Paul Watson (Educ)
Charles Rose, alternate for	Jenkins (Educ)	
Orozco (CBO) ^v		

WDB Executive Members Absent:

Michigan Works! / Upjohn Institute Staff Present:

Jakki Bungart-Bibb	Amy Meyers	Kathy Olsen
Ashley Iovieno		

Michigan Works! Services / Program Staff Present:

Tonya Black (MWSW/Upjohn)	Sarah Mansberger (KRESA)	Mark Waurio (MWSW/Upjohn)
Sam Dougherty (WDI)	Amanda Sutherland (YOU/KRESA)	

Guests Present:

Michael Jones Sr. ^v	Lori (Office of Rep Rogers) ^v	^v attended virtually
Don Reid (USA Today Network) ^v		

SHINING STAR AWARD

Jakki Bungart-Bibb reported the Shining Star Award for the month of June was being awarded to Tonya Black. Tonya has been instrumental in the success of the Clean Slate Pilot Program, where she consistently focuses on providing quality service to customers seeking to expunge eligible convictions from their record. During the month of June, Tonya supported over one hundred customers as they navigated through the Clean Slate expungement process with the courts and legal systems. Tonya coordinates with customers and the legal systems daily, working to improve processes and expedite expungements. Tonya is an outstanding team member, displaying a positive attitude, and her enthusiasm is contagious, brightening the day for her customers and co-workers. Her accomplishments with the Clean Slate Pilot Program are a true reflection of Michigan Works! Southwest's commitment to excellent service.

TRANSPARENCY & INTEGRITY OF WDB DECISIONS

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.

CITIZENS TIME

None.

APPROVAL OF MINUTES (*Exhibit A*)

Motion made by Lisa Godfrey and supported by Dan Dunn to approve the WDB Executive Committee Meeting Minutes of June 17, 2022. Motion carried.

COMMITTEE REPORTS

Monitoring and Evaluation Committee (*Exhibits B1&B2*) – Jackie Murray reported the Monitoring Committee met in May to review the PATH, FAE&T, Clean Slate & LEAP programs (*Exhibit B1*). The *PATH & FAE&T* programs were monitored mid-year as a follow-up to last year’s monitoring. Progress was noted in all areas requiring corrective action. During the spring monitoring, Individual Service Strategies within the file samples showed improvement from last year. However, internal monitoring systems and processes were failing to catch errors, such as those related to documentation of job search, employment hours, and signatures. Staff were advised that a reliance on primarily Job Search / Job Readiness (JS/JR) activities to meet the PATH core hours requirement could have negative effects on participants’ future engagement with the program. At the Monitoring meeting, program staff provided a PowerPoint presentation summarizing the activities during the past year. It was reported that at the time of the monitoring, the MW! Southwest Work Participation Rate was hovering around the top three in the State for the current Fiscal Year. *Outcomes for PATH & FAE&T* included two corrective actions. One was to review processes and procedures related to the completion of acceptable documentation and the calculating and inputting of participation hours. The other was to review internal monitoring procedures to ensure an effective internal process is conducted to ensure validity and accuracy of participant information. Technical Assistance will be provided to the service provider staff. There was also one administrative recommendation and one suggestion for continuous improvement.

The *Clean Slate* files contained all applicable information and documentation. Some activities were inconsistent with what was documented in OSMIS and not clearly detailed in case notes. The *LEAP* files contained all applicable information and documentation; however, some forms were not filled out completely and some showed inconsistent use of the staff signature line. Traditional support services, such as transportation assistance and obtaining work clothing, were often provided. Many participants also received incentive payments using Transitional Support Services funding. Program staff noted that multiple partnerships are utilized to support successful outcomes for Clean Slate and LEAP participants. *Outcomes for Clean Slate and LEAP* included no corrective actions, one administrative recommendation, and one suggestion for Continuous Improvement. She referred members to Exhibit B1 in the agenda packet for further details.

Dave Maurer reported the Monitoring Committee met in June to review the Barrier Removal Employment Success (BRES) program (*Exhibit B2*) and Business Services. Staff reported that while required documentation was present in the *BRES* files selected, the processing order of the provision of services occasionally failed to accurately reflect the order of approval. All participants selected for the staff monitoring review were dual enrolled in other programs, including Clean Slate and Wagner-Peyser. Outcomes included no findings and two suggestions for continuous improvement. One was to review file documentation processing procedures and the other was to increase consistency in the used of OSMIS.

Business Services included many activities and significant grant dollars that have increased opportunities with workforce development and economic development. Staff were challenged during COVID when face-to-face meetings were limited. Staff provided updates at the Monitoring meeting regarding the implementation of the State Apprenticeship Expansion (SAE) Grant, a Wage & Benefit Survey, changes in staffing, and an open position in Kalamazoo. They also provided updates on many of the business services provided, including the Going PRO Talent Fund and Industry Led Collaboratives, employer support, a business newsletter, consortium work in the Battle Creek area, MiCareerQuest™ Southwest, apprenticeship education and expansion, project proposals for economic developers, job fair and Employer of the Day Hiring events, and community partnerships. He noted that

there have been a lot of future economic development opportunities in the area, and it takes a great deal of time to put together the project proposals.

NEW BUSINESS

WDB Plans (Exhibit C1-C7)

AY2022 WIOA Adult, Dislocated Worker and Youth (Exhibit C1)

Amy Meyers reported on the Workforce Innovation and Opportunity Act (WIOA) allocations for the Adult, Dislocated Worker and Youth Programs totaling \$3.42 million for the Michigan Works! Southwest four-county area. Across all services, Michigan Works! Southwest has seen a decrease in total WIOA funding in comparison to allocation year 2021. The individual dollar amount change per program (compared to the previous year) is highlighted at the top of the plan document (Exhibit C1). Basic and individualized career services along with training services that will be provided to Adult and Dislocated Worker program participants are highlighted on the document and include job search assistance, workforce preparation, and on the job and occupational skills training. Services to be provided to youth, ages 14-24, are the WIOA required fourteen (14) elements listed on the plan document and include work experience, financial literacy, supportive services, leadership development and occupational skills training. Youth funding requirements require that at least fifty percent (50%) of expenditures for youth will be invested in out-of-school youth and at least twenty percent (20%) must be spent on work experience. The bottom of page two highlights the performance measures for WIOA for PY 21. Staff are currently awaiting performance negotiations with the state for PY2022.

AY2020 Funding for PY2022 WIOA High Concentration Youth (Exhibit C2)

Amy Meyers reported additional funding is allocated to MW! Areas with a higher concentration of WIOA eligible youth. MW! Southwest was allocated \$14,218, the same allocation received the past two years, to provide additional assistance in serving this high concentration of WIOA eligible youth (ages 14-24). The WIOA eligibility is outlined on the plan document (Exhibit C2) as well as the services to be provided with this funding. These services include preparing individuals for post-secondary education and employment. Both the services and the eligibility align with the WIOA Youth services and eligibility previously reported.

AY2022 Wagner-Peyser Employment Services and AY2021 Statewide Activities for PY22 ES Operations (Exhibit C3)

Amy Meyers reported the next plan for review is the Program Year 2022 Employment Services Operations plan, for which Michigan Works! Southwest has received an allocation of \$715,013 to support Employment Services Operations. This amount represents a slight increase from last year's allocation of \$696,000. The funding program year is (July 1, 2022 through June 30, 2023). The funding awarded in this policy is from two fund sources, federal Wagner-Peyser funding and WIOA statewide activities funding. The description of Employment Services is outlined on the plan document (Exhibit C3) and focuses on a variety of employment-related labor exchange services, including job search assistance, job referral and placement of job seekers, and recruitment services for employers. Performance measures for Wagner-Peyser for PY 21 are highlighted on the bottom of page one of the plan summary. As with WIOA, staff are currently awaiting performance negotiations with the State for PY2022.

AY2021 WIOA Integrated Education & Training (IET) (Exhibit C4)

Amy Meyers reported MW! Southwest has been allocated \$24,412 to implement Integrated Education and Training (IET) programs in collaboration with Adult Education partners to serve individuals enrolled in Adult Education programming (Exhibit C4). This is a minimal increase from the previous year's funding of \$22,000. The IET program must include three required components: (1) adult education and literacy activities, (2) workforce preparation activities, and (3) occupational training. These three components must occur simultaneously, which contrasts with the traditional model in which individuals are directed to complete adult education services prior to enrolling in occupational training. KRESA/YOU was previously procured to provide these services for a three-year period; thus, staff will continue to work with KRESA/YOU for the WIOA IET for this program year.

AY2020 WIOA Career Exploration and Experience Events (Exhibit C5)

Amy Meyers reported the Michigan Works! Southwest received an allocation of \$30,000 for the WIOA Career Exploration & Experience Events plan for the period of July 1, 2022, through June 30, 2023. Each of the events supported with this funding should involve multiple businesses and industries at an individual location or in a virtual format, like MiCareerQuest™. These career events should include local in-demand businesses and industries, hands-on activities, whenever possible, and information pertaining to the educational requirements for key positions in-demand. A full list of requirements for this funding is included on the plan summary (Exhibit C5).

AY2020 WIOA Statewide Activities for PY2022 Customer Relationship Management (CRM) (Exhibit C6)

Amy Meyers reported \$4,173 has been made available for Michigan Works! Southwest for the WIOA Customer Relationship Management (CRM) Plan for PY 2022 (Exhibit C6). These funds are to be used to support electronic systems for Customer Relationship Management (CRM). This is the same annual allocation Michigan Works! Southwest has received since PY2018. The period covered for this funding runs from July 1, 2022, through June 30, 2023, and it is to be used to support new or existing systems or software that assist with information gathering as it relates to employer services. Locally, these funds will be used to renew the licenses for Salesforce, a CRM system that staff currently use and is being used across the state for Business Services related activities. She noted that allocations are based on the number of previously reported local customer relationship management licensure agreements.

AY2020 Funding for PY2022 Capacity Building and Professional Development (Exhibit C7)

Amy Meyers reported the Capacity Building and Professional Development Plan (Exhibit C7) is for an allocation in the amount of \$33,067. This is a decrease from last year's allocation. She noted that the allocation is based on formula factors including 50% labor force and 50% unemployment. The funds are passed through to the Michigan Works! Association to provide technical assistance as well as professional development opportunities for the workforce development professionals throughout the MW! network across the State. All MW! Agencies receive this funding annually, including MW! Southwest.

Motion made by Dan Dunn and supported and Lisa Godfrey to approve the WIOA AY2022 WIOA Adult, Dislocated Worker and Youth, the AY2020 Funding for PY2022 WIOA High Concentration Youth, the AY2022 Wagner-Peyser Employment Services and AY2021 Statewide Activities for PY22 ES Operations, the AY2021 WIOA Integrated Education & Training (IET), the AY2020 WIOA Career Exploration and Experience Events, the AY2020 WIOA Statewide Activities for PY2022 Customer Relationship Management (CRM), and the AY2020 Funding for PY2022 Capacity Building and Professional Development Plans. Motion carried.

WDB Policies

WDB Policy 05 Rev 08 – Supportive Services and Needs Related Payments (Exhibits D1 & D2)

Kathy Olsen requested Board consideration and approval of WDB Policy 05 Rev 08 – Supportive Services and Needs Related Payments (Exhibit D1 and D2). She reported updates were made to the policy references. Also, under section A, the reference to the attachment was removed and language from the attachment was incorporated into the policy. This included adding criteria for determining supportive services funding (A.1.); 'all funding sources' changed to 'per funding sources' and required documentation was clarified (A.4.); criteria was added for WIOA (A.6.a.), NEG (A.6.b.), and PATH (A.6.c.); language was added to clarify waiver criteria (A.8.); and language was added to clarify criteria for requesting 'Other Supportive Services' (A.9.). Lastly, some clauses were moved and/or combined under Section B. Needs Related Payments.

Motion made by Randall Hazelbaker and supported by Dave Maurer to approve WDB Policy 05 Rev 08 Supportive Services and Needs Related Payments. Motion carried.

WDB Inter-governmental Agreement (Exhibit E)

Kathy Olsen requested Board consideration and approval of the WDB Inter-governmental Agreement for the period October 1, 2022, through September 30, 2024 (Exhibit E). She reported this Agreement between the Workforce Development Board and the County Boards of Commissioners for the four counties in the Michigan Works! Southwest Area is renewed every two years. Changes included updating the period covered as well as the signatories to the Agreement.

Motion made by Kris Jenkins and supported by Lisa Godfrey to approve the WDB Inter-governmental Agreement for the period October 1, 2022, through September 30, 2024. Motion carried.

WDB Bylaws (Exhibit F)

Kathy Olsen requested Board consideration and approval of the WDB Bylaws for the period October 1, 2022 through September 30, 2024 (Exhibit F). Like the Inter-governmental Agreement, the Bylaws are also reviewed and updated every two years. In addition to minor grammar and punctuation edits, the period for which the Bylaws are effective and the signatories were updated. Other changes include removing reference to the WDB Member Biography and Committee Interest forms as a means for determining member engagement in Section 2, language was added to address remote member participation as allowed under the ADA in Section 6, and the purpose of the two public comment periods on the Board's agenda was clarified in Section 7. In responding to a question regarding member engagement, Amy Meyers reported member interest and engagement is determined using the Board member application as well as through Board member communications and participation.

Motion made by Michael Quinn and supported by Dan Dunn to approve the WDB Bylaws for the period October 1, 2022 through September 30, 2024. Motion carried.

STAFF REPORTS

Business Services Update

Ashley Iovieno provided an update on the Registered Apprenticeships Celebration Event Day (aka RACE Day), upcoming Job Fairs, and the Going PRO Talent Fund (GPTF).

Registered Apprenticeships Celebration Event Day (RACE) - Ms. Iovieno reported this past week three local partners were recognized at a Statewide event for their work on apprenticeships. The event was held virtually on Thursday, July 14, 2022, and was called Registered Apprenticeships Celebration Event Day or RACE Day. These events were hosted by the State of Michigan Workforce Development, the United States Department of Labor (USDOL) – Office of Apprenticeships and the Michigan Works! Association. The goal was to celebrate USDOL Registered Apprenticeship sponsors that recently started new or expanded existing programs. MW! Southwest had three groups recognized at the event, Kalamazoo RESA was recognized for becoming a sponsor of an IT Support Specialist Apprenticeship program and they shared stories of experiences their apprentices are having navigating the world of technology. St. Joseph County Intermediate School District (SJCISD) was recognized for their work in building and adding several programs including a Teacher's Aide, IT, Medical Assistant, Industrial Manufacturing Technician, Craft Laborer, and an Electrician. Both employers are partners in the State Apprenticeship Expansion grant that MW! Southwest is administering and they have added these programs because of the ongoing work on that grant. The third employer recognized was Arcadia Home Care and Staffing which added apprenticeships in Home Health Aide and Certified Nurse's Assistant. Ms. Iovieno reported that she had the pleasure of attending the event and all three employers cited that the assistance they have received from the MW! Southwest business services team and area partners helped push the work forward. They also shared specific praise and compliments for the assistance they received from Jessica Meskil, Apprenticeship Success Coordinator for MW! Southwest. Following the event, Arcadia staff personally contacted Jessica and stated, "Your collaboration and constant support through this process has been outstanding!" The next RACE Day event will take place in September at the Michigan Works! Annual Conference.

Upcoming Job Fairs - Ms. Iovieno reported on two upcoming job fairs. The first was the second annual 3-on-3 Basketball Tournament and Michigan Works! Southwest Job Fair which will take place Saturday, July 23, 2022,

at Bronson Park in Kalamazoo from 10:00 a.m. to 2:00 p.m. This job fair is open to Kalamazoo employers and a few spots are still available; anyone interested should contact her. This event is being held in conjunction with several area partners including the City of Kalamazoo and the local police department. The next event is scheduled for August 10, 2022, from 12:00 to 3:00 p.m. at Urban Alliance. A few of the local partners working on the event that will be held at Urban Alliance include Michigan Works! Southwest and the Kalamazoo Literacy Council. This event will also include prep events for job seekers, where they can receive assistance with resume building and mock interviewing before the August 10th job fair event. The prep events will take place on July 25, 26 and 27, during both the mornings and afternoons. Staff are currently recruiting Kalamazoo County employers for that event; anyone interested should contact her.

Going PRO Talent Fund (GPTF) - Ms. Iovieno reported that the State of Michigan announced last week the public application period for independent Going PRO Talent Fund (GPTF) awards is being pushed back slightly and will begin around mid-October instead of the beginning of October. Staff are expecting to receive updated program information in mid-September and will then schedule information sessions. The reason for the delay is that the State is incorporating feedback from employers and MW! Areas into the online application system to assist in easing the administrative process for completing an application.

Labor Market Information Update

Michigan's Labor Market News – Ashley Iovieno reported the July edition of Michigan's Labor Market News is now available and a link will be sent to Board members. This month's topic of interest is Recent Labor Trends of Michigan Veterans. She noted a couple of interesting points: Veterans in Michigan display higher incomes than nonveterans, but female veterans had lower incomes than male veterans. In 2019, with a median income of \$30,300, female veterans in Michigan made \$10,000 less than male veterans but about \$5,000 more than female nonveterans. In 2019, 24% of employed veterans were employed in manufacturing, compared to 18% for nonveterans.

The map of the month focuses on the 2021 Labor Force Participation Rate for Veterans by State. Michigan came in at the 36% to 40.9% range. In comparison, Michigan's Labor Force Participation for non-veterans is 61.4%. Unfortunately, when compared to other states Michigan was ranked 47th among 50 in terms of veteran labor force participation rates. The newsletter cited an aging cohort of veterans with disabilities as a potential explanation for the rate being so low.

Online job ads were reported to be on the rise again with May 2022 being at 268,800, which was higher than the April 2022 number of 257,200. This is suggesting that job demand is increasing after a brief decline in April. In this edition, the Michigan unemployment rate was reported to be at 4.3%, the national rate was reported to be at 3.6% and the four counties in the Michigan Works! Southwest service area ranges from 3.9% to 4.9%. with St Joseph County at 4.1%, Kalamazoo County at 3.9%, Branch County at 4% and Calhoun County at 4.9%.

Job Demand Dashboard – Ms. Iovieno reported the top in-demand jobs continue to show Registered Nurses at the top which has been the case for several years now; however, in May there were only 3,700 newly posted positions of the 10,000 total online ads for the occupation. Computer occupations and software developers were next with 7,500 postings each, followed by Retail Salespersons with 7,200 ads. Most postings (87,788) require a High School Diploma or vocational training.

Burning Glass Analytics and Real Time Jobs Data (Exhibit G) - In addition to the verbal report, the website link to the labor market reports generated from Burning Glass Analytics and Real Time Jobs Data that identified 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 May 1, 2022 through June 30, 2022, were included in the meeting notice.

Operations Update

Jakki Bungart-Bibb reported all MW! Southwest service centers continue to be open to the public offering both virtual and in-person services. Although visitors to the centers continue to be lower than desired, quality services are still a focus for those who visit the centers. Highlights noted include Employment Services workshop attendance that doubled over the last several months and individual Career Coach appointments have almost tripled.

Jakki Bungart-Bibb reported Youth Opportunities Unlimited (YOU), the service provider for youth services in the Michigan Works! Southwest area succeeded with helping multiple youth find seasonal employment. For the first time, more students from Branch participated in summer virtual employment than any other county, with five of them identifying the experience as their very first job.

Ms. Bibb then distributed a sample of Data Dashboards that staff are planning to roll out next month. Pre-pandemic there was a similar dashboard report; however, during the pandemic staff shifted to a narrative report that focused more on COVID response planning. Staff wish to move forward with providing monthly dashboard reports that will be a snapshot of program performance and outcomes, business services activities, special projects and events, and more. These reports are a work in progress as staff seek to identify what Board members wish to see. The goal is for Board members to have access to more information in a user-friendly document. In addition to the Dashboard Reports, staff will continue to highlight significant items each month during their verbal reports. Due to timing, all the information staff would like to provide was not available for inclusion in the samples. She requested that Board members review the samples and welcomed their feedback.

Amy Meyers provided an update on the State Apprenticeship Expansion (SAE) grant. She noted with this grant, Operations overlaps with Business Services. She reported it has been approximately eighteen months since the SAE Grant was presented to the Board. The apprenticeship work with KRESA and SJCISD reported on by Ms. Iovieno is part of this grant. A modification to re-categorize the budget to align with other grant requirements is expected soon. The modification does not require the approval and signature of the WDB; however, it does require approval and signature from the Kalamazoo County Board of Commissioners, and it will be included as an agenda item at a County Board meeting in either August or September.

Director's Report (Exhibit H)

Jakki Bungart-Bibb provided a summary of what will be included in the written Director's Report that will be emailed to members following the meeting. She reported Governor Whitmer signed the state budget for Fiscal Year 2023 yesterday. The three key sections related to workforce include funding for talent and workforce, regional economic development, and small business growth. She highlighted a noteworthy budget item which was a funding increase to \$55 million for the Going PRO Talent Fund (GPTF).

Ms. Bibb further reported that a group of MW! Directors and the MW! Association CEO visited Capitol Hill this week and met with several lawmakers. One goal of the visits was to thank legislators for their support. On July 14, 2022, the Michigan delegation sent a letter to USDOL Secretary Marty Walsh requesting a meeting to discuss the proposed rules as they relate to Wagner-Peyser and the impact on Michigan. All members of the Michigan delegation signed this letter and staff wanted to express their appreciation, as well as discuss the local impact with real examples of how the proposed rule would affect job seekers and employers. The delegation was also able to discuss the importance of the Trade Adjustment Assistance (TAA) reauthorization and the need for increased funding in the WIOA reauthorization. Overall, the lawmakers and staffers were very engaged in the conversations asking great questions and appeared to be supportive of the work of Michigan Works!. Although not an inclusive list, some of the legislators who met with the delegation included Representatives Brenda Lawrence, Haley Stevens, Caitlin Burke, and Andy Levin; Congressman Fred Upton; and Senator Debbie Stabenow. Ms. Bibb also reported national organizations, such as the National Association of State Workforce Agencies (NASWA) and the National Association of Workforce Boards (NAWB), support Michigan's position.

OLD BUSINESS

None.

CITIZENS' TIME

None.

MEMBERS' TIME

Frank Tecumseh expressed thanks to the Michigan Works! staff for their leadership and service. He also thanked Board members for their dedication.

UPCOMING MEETINGS

Upcoming meetings include:

- The next WDB Executive Committee meeting is scheduled for Thursday, August 18, 2022, from 9:00 – 10:30 a.m. at the Michigan Works! Southwest Service Center, 1601 S. Burdick Street, Kalamazoo, Michigan. [This meeting was cancelled.]
- The next quarterly meeting of the full Workforce Development Board is scheduled for Thursday, September 15, 2022, from 9:00 – 10:30 a.m. at Kalamazoo RESA, 1819 E. Milham Road, Portage, Michigan.
- The next Monitoring and Evaluation Committee meeting is scheduled for Tuesday, October 25, 2022, from 8:00 – 9:30 a.m. at a location to be determined.
- The next Career Educational Advisory Council (CEAC) meeting is scheduled for Monday, September 19, 2022, from 1:00-3:00 p.m.
- The next Disability Awareness Resource Team (DART) Committee is scheduled for Tuesday, September 13, 2022, from 2:00-4:00 p.m.

ADJOURNMENT

There being no other reports or business for the Board, the meeting adjourned at 9:50 a.m.

Kathy Olsen

Date

Frank Tecumseh

Date

APPROVED

These minutes were approved on _____