

MICHIGAN WORKS! WEST CENTRAL
WDB/LEO JOINT MEETING
VIA ZOOM
WEDNESDAY, JUNE 3, 2020

MINUTES

LEO Members Present

Anderson, Janet
Byl, Larry
Cooper, Burt
DeLaat, Ken
Emig, Larry
Hogenson, Tom
Howard, Linda

LEO Members Absent

Johnson, Les
Walls, Karl

WDB Members Present

Cooper, David
Eisler, David
Griffin, Nancy
Gustad, Eric
Kemnitz, Karl
Kosheba, Dan
Marek, Ron
Massy, Dan
Roberts, Carla
Romanowski, Cynthia
Smith-Olson, Debbie
Thompson, Sheri
Visser, William
Vyse-Staszak, Janet

WDB Members Absent

Emerson, Donnie
Johnson, Megan
Johnson, Peter
Kulesza, Lisa
Stark, Liz
Timmers, Jon
Trucks, Mary
Vanderputte, Larissa
Vasquez, Jill
Whitney, Tina

Michigan Works! West Central Staff

Bennett, Merri	Marcellus, Lynsey	Shoemaker, Connie
Davis, Toni	Marr, Chad	Smith, Aleshia
Eppley, Jonathan	Reed, Brigitte	Teitsma, Deanna
Keene, Shelly	Sanders, Julie	Williams, Ellen

Other

Perry, Sarah, Telamon

Call to Order

WDB Chairperson, Debbie Smith-Olson brought the joint meeting of the Workforce Development Board/Local Elected Officials to order at 12:32 p.m. via Zoom. There is a quorum of both the WDB and the LEO.

Introduction of Guests

Guests were welcomed and introduced.

Welcome New Board Members

◇ Karl Kemnitz, Plant Manager, Leprino Foods

Karl shared that he came from the Alpena area and graduated from Michigan Tech. He joined Leprino last year and is pleased to be in the area and on the Workforce Board.

Consent Agenda (*Action Item*)

◇ Minutes of April 1, 2020 WDB/LEO Joint Meeting – Emailed Prior

◇ April Financial Report – Emailed Prior/Handout (Goldenrod)

Carla Roberts moved to accept the Consent Agenda as printed; supported by Tom Hogenson; motion accepted unanimously by both the WDB and the LEO. 12:38 p.m.

PY 19 Final Budget – Handout (*Action Item*)

Brigette explained that in the first column is the PY 19 Preliminary Budget approved by the WDB and LEO Boards at the June 2019 meeting.

In the second column are the known “at this time” allocations awarded for PY 19. The Preliminary budget contained estimates of both the new allocations for PY 19 and the estimated final expenses for the Program Year ending on June 30, 2019. This projected Final Budget contains the net of the actual funds awarded and adjustment for any deobligated funding.

Column 3 includes all actual, accrued and projected expenses through June 30, 2020.

Column 4 is net estimated funding that is eligible to be carried into PY 20 and expended during PY 20.

David Eisler moved to approve the PY 19 Final Budget as presented by Brigitte Reed, Finance/IT Director; supported by David Cooper; motion accepted unanimously by both the WDB and the LEO. 12:47 p.m.

PY20 Preliminary Budget – Handout (*Action Item*)

Brigitte explained that in the first column is the PY 19 net estimated funding that is eligible to be carried into PY 20 and expended during PY 20. Same estimate that is stated on the Final PY 19 budget.

Column 2 are the estimated allocations to be awarded for PY 20. The PATH and Trade Act grants are included at the 90% of the prior year funding levels.

Column 3 adds the carry-in and estimated new allocations to give a PY 20 Preliminary Budget for the approval of both the WDB and the LEO.

Larry Emig moved to approve the PY 20 Preliminary Budget as presented by Brigitte Reed, Finance/IT Director; supported by Ron Marek; motion accepted unanimously by both the WDB and the LEO. 12:51 p.m.

Oceana County Information

Lynsey Marcellus, Talent Development Manager, explained that Oceana County is huge on agriculture and agriculture production. Last month the asparagus kicked off the growing/harvesting/processing season. Many of the local farmers and agriculture production businesses had needs for employees. Michigan Works! has been getting inquiries for employment, these candidates can be sent to the local businesses.

Michigan Works! also partner closely with the State of Michigan Labor and Economic Opportunity Department's Agricultural Employment Liaisons to assist any migrant and seasonal farmworkers that may need resources such as employment or housing.

Oceana County is slowly seeing other local businesses start to open or plan to do so soon. Many of the seasonal and tourist driven industries are looking to reopen soon. This is exciting for Oceana County as agriculture and tourists driven industries are a huge part of the local economy.

Plans/Modifications Summary – Handout *Blue (Action Item)*

1. PI 20-10 Executing MOUs (Memorandum of Understanding) under WIOA – ***Action – Signatures Required***

The WIOA requires the local Workforce Development Board, with the agreement of the Local Elected Officials, to develop and execute MOUs and the One-Stop partners concerning the operation of the One-Stop delivery system in the local Service Delivery Area. All MOUs must adhere to the provisions outlined by the WIOA and the Final Regulations and be reviewed and renewed at least once every three years.

The list of required partners is robust. In the Michigan Works! West Central area, we are required to have MOUs with the following agencies:

- WIOA Adult, Dislocated Worker, Youth: Michigan Works! West Central
- Wagner Peyser: Michigan Works! West Central
- Trade Act: Michigan Works! West Central
- Temporary Assistance for Needy Families (TANF): Michigan Works! West Central
- Adult Education: Whitehall District Schools – White Lake, Mason County Central Schools, and Fremont Public Schools

- Senior Community Service Employment (AARP Foundation)
- Career and Technical Education postsecondary programs under Carl D. Perkins: West Shore Community College, Ferris State University
- USDOL – Veterans Department
- Unemployment Insurance Agency – State of Michigan
- Vocational Rehabilitation (MRS) – State of Michigan

2. Infrastructure Funding Agreements (IFA) – *Action – Signatures Required*

The WIOA requires the local Workforce Development Board, with the agreement of the Local Elected Officials, to develop and execute Infrastructure Funding Agreements (IFAs) with One-Stop partners concerning the operation of the One-Stop delivery system in the local Service Delivery Area. The IFA details how infrastructure costs for the One-Stop delivery system will be funded in the local area.

Each partner entity that administers a program or program activities in coordination with a local One-Stop Service Center(s) must use a portion of the funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop Centers. Required partners must contribute toward infrastructure costs based on their proportionate use of the One-Stop delivery centers and relative benefits received.

Infrastructure costs of a One-Stop are defined as non-personnel costs that are necessary for the general operation of the One-Stop Center, including but not limited to facility costs, utilities and maintenance, equipment (including assessment-related and assistive technology for individuals with disabilities); and, technology to facilitate access to the One-Stop Center, including technology used for the center’s planning and outreach activities.

In the Michigan Works! West Central area, we are required to have IFAs with the following agencies:

- WIOA Adult, Dislocated Worker, Youth, Wagner Peyser, Trade Act, Temporary Assistance for Needy Families (TANF): Michigan Works! West Central
- Adult Education: Whitehall District Schools – White Lake, Mason County Central Schools, and Fremont Public Schools
- Senior Community Service Employment (AARP Foundation) (formerly Experience Works)
- USDOL – Veterans Department
- Unemployment Insurance Agency (UIA) – State of Michigan
- Vocational Rehabilitation (MRS) – State of Michigan
- Migrant Seasonal Farm Worker Program (MSFW) – State of Michigan
- National Migrant Seasonal Farm Worker Program – Telamon

3. WIOA Title II Adult Education Proposals – ***Action – Signature Required***

WIOA promotes coordination between the local Workforce Development Boards and Adult Education providers. Based on the WIOA, Local Workforce Development Boards must review all Adult Education proposals for WIOA, Title II, Adult Education and Family Literacy funds. The role of the WDB is to review proposals to see if they align with the local and regional four year plans.

Michigan Works! West Central received five applications to review and provide feedback on. The three providers were Whitehall District Schools (2), Fremont Public Schools (2), and Mason-Lake Adult Education (1). A committee of WDB/LEO members were selected to work with the Administrative Agency to review and score the proposals.

4. WIOA Adult, Dislocated Worker, and Youth Program Allocations for Allocation Year 2020

– Action – Signatures Required

Labor Economic and Opportunity (LEO), Workforce Development has released the following funding amounts for the programs: Adult – \$515,824, Dislocated Worker – \$464,864, and Youth – \$589,703. Under WIOA, an unlimited amount of funds may be moved between Adult and Dislocated Worker programs with approval of the Boards and LEO. The table below illustrates the funding level changes in comparison to PY 19.

WIOA Program	West Central	Increased/Decreased Funding Amount
Adult	-15.4%	(\$93,988)
Dislocated Worker	-14.8%	(\$40,683)
Youth	-8.0%	(\$102,333)
Total		(\$237,004)

5. Employment Service Allocation for Allocation Year 2020 – ***Action – Signatures Required***

Labor Economic and Opportunity (LEO), Workforce Development has released the following funding amounts for Wagner Peyser: \$333,869. Employment Services are provided to job seekers and employers from each of the six Workforce Service Centers. Employment Services must be provided by merit based employees. LEO has lumped several statewide funding sources in with Wagner Peyser to reduce the amount of reporting required, therefore a funding comparison is not available at this time.

6. Fiscal Year (FY) 2020 – Partnership. Accountability. Training. Hope. (PATH) Program Plan Instructions (PI 19-28, Change 1) – **No Action Required**

This policy reduces TANF funding by \$150,000 bringing the total allocation to \$567,858. Due to expenditure projections and the pause in the PATH program due to COVID-19, West Central requested the de-obligation. Per state policy, we will have an opportunity in July to request additional funds if needed.

7. DTE Energy Foundation Grant/United Way of the Lakeshore – **No Action Required**

Funding is through United Way of the Lakeshore in Muskegon. The intent is to assist disadvantaged youth with obtaining summer employment working with non-profit agencies. The funding is designated for all six counties and is anticipated to be approximately \$29,000 for up to 24 youth to work a minimum of 32 hours for a minimum of six weeks. The funds can also be used for virtual programming due to COVID-19.

8. Capacity Building and Professional Development (*Draft PI 20-XX*) – **Action – Signatures Required**

Capacity Building and Professional Development funds may be utilized for, but not limited to, supporting state and local partnerships, enhancing system capacity to provide opportunities for individuals with barriers to employment to enter in-demand occupations, developing and improving local program performance and goals, and assisting ongoing system development and proficiency, including professional development and technical assistance. Michigan Works! West Central has received a total allocation of \$12,651 that will expire on March 31, 2021.

Janet Anderson moved to approve the WIOA Memorandum of Understanding to execute WIOA MOUs – Infrastructure Funding Agreements – the WIOA Title II Adult Education Proposals – the WIOA Adult, Dislocated Worker, and Youth Program Allocations for Allocation Year 2020 – the Employment Service Allocations for Allocation Year 2020 and the Capacity Building Professional Development funds as presented by Shelly Keene, Executive Director; supported by Linda Howard; motion accepted unanimously by both the WDB and the LEO. 1:11 p.m.

Impacts of COVID -19 on Michigan Works! West Central

◇ Service Delivery

Shelly explained that even though the Center doors are locked, Michigan Works! West Central staff continue to serve those who need our services. The majority of the staff are working remotely and are able to continue their normal work from home. Staff have been trained on the Unemployment System so that they can better serve those who need assistance with their unemployment claims. Many of the staff are handling UIA calls for 8 hours a day and have had to set aside regular workforce development work in order to meet the increasing unemployment demands. The call volume has increased significantly. Staff are handling an average of 1,000 calls per week. Staff are working hard and are doing an exceptional job while we navigate through the pandemic.

◇ Employer Service

Merri Bennett, Business Services Director, explained that the biggest impact was keeping employers informed of what were almost daily changes or updates. This not only included business services but communications as well, including social media and our website, which takes some time especially as things change on a faster pace.

The first step was reaching out to employers who had to lay people off and filing WARN notices and delivering Rapid Response materials electronically.

Next was keeping employers informed of the state and federal resources available, whether it was the Payroll Protection program, what employers were deemed essential, PPE equipment and the state's Work Share program, which was done on a weekly and sometimes daily basis.

The Business Services have been attending daily Facebook updates with the Small Business Administration and daily webinars with the Detroit Chamber of Commerce

The latest step has been the implementation of virtual job fairs. The second job fair will be held June 9. West Michigan Works! established a process to post openings on the webpage and then through Eventbrite, job seekers can email their resume to an employer and schedule a 20-minute telephone interview. The challenge has not been finding employers but job seekers; hoping this will change as unemployment ends.

◇ Fiscal

Brigette explained that the additional burden on West Central's budget for purchasing the required PPE items for the Service Centers and staff was definitely not on the radar prior to March 2020. The shift of staff time to help UIA is a concern since these expenses are being charged to Grants and so far no expectation of reimbursement from UIA. Also the cost of adding PPE to the Centers is not being shared by the partners, so again the grants are totally supporting this effort.

Working from home has not been a huge burden for Fiscal staff. All the functions normally handled in the office are being done at home instead. Staff moved their printers and were issued laptops with direct vpn access to the accounting system and their files at work. Staff have regular communication via email, texting, phone calls and periodic ZOOM meetings.

The Fiscal Department is currently upgrading the accounting software system to be more automated and transitioning to cloud based rather than server based. The payroll system will also be automated. There is training involved which is completely online. With all four of the Fiscal staff working from home it has made the training a bit more difficult. Steps have also been taken to add new accounting codes to track as many of the expenses related to COVID-19, if indeed there is funding available at some future point.

Fremont Area Community Foundation Grant Award

Michigan Works! West Central received a special COVID-19 grant from the Fremont Area Community Foundation that is to support those who are unemployed or were unemployed due to COVID-19 and need assistance with barrier removal to gain full-time employment. The counties of Lake, Mecosta, Newaygo, and Osceola each have \$1,000 for seven months bringing the total grant to \$28,000.

Debbie Smith-Olson thanked Carla Roberts for stepping up to help people with what is needed. This is much appreciated.

April Program Reports – Handout

Aleshia Smith, Quality Assurance Performance Specialist, explained that the most common barrier among WIOA participants is being low income, followed by a basic skill deficiency or learning the English language.

The WIOA youth primarily seek career services while WIOA adults and dislocated workers primarily seek training services.

The most common barrier for Wagner Peyser participants is long-term unemployment followed again by basic skill deficiency.

Wagner Peyser participants are primarily men between the ages of 24 and 44. As noted in the charts there was a steep drop off of participants served in the month of April due to the COVID-19 closures.

Employer services for April suffered considerably, as well, due to the pandemic. The spike in January was due to a very successful job fair for Ventura.

PATH participants are primarily white women between the ages of 22 and 29 with their highest level of education being twelfth grade. The average wage for participants is about a 60 cent increase after six months of employment.

Business Resource Network Update – Handout

Julie Sanders, Success Coach, explained that she and Cassie Smith are working with the BRN employers and their employees virtually. In the last quarter they have provided services of approximately \$11,000.

Julie and Cassie are using the “down time” due to COVID to work on marketing materials and two new brochures, as well as creating an HR Group in Mecosta County. The group will meet for some peer to peer interaction along with speakers.

Virtual workshops, such as credit reports, goal setting and interviews have also been in the works with the help of Merri and Jon.

Outreach Activities

◇ MiCareer Quest

Jonathan Eppley, Business Services Specialist, informed the Boards that the MI Career Quest was held Thursday, March 5, 2020 at the Ewiglebin Sports Complex at Ferris State University. 1,304 students were hosted from across our six counties – three Intermediate School Districts and 18 individual K-12.

Students visited 36 employers and took part in hands-on career exploration activities. There were four focus areas – Ag/Food Processing, Healthcare, Advanced Manufacturing and In-Demand Careers.

Had a total of 52 volunteers, including Tom Hogenson and Debbie Smith-Olson sent a couple volunteers from the LOSB. There were about a dozen Ferris staff and students; several MRS staff and about 18 West Central staff plus a several others.

Criminal Justice students from Ferris were invaluable and the staff from the sports complex were very accommodating and helpful.

The link for the MI Career Quest video is <https://www.youtube.com/watch?v=vEdqaYSTsrM>

Business Activity – Handouts

◇ Going Pro Talent Fund

Merri explained that this program was vetoed and is no longer available.

◇ Job Fairs

Jon explained that the virtual job fair had to be created from “scratch” using EventBrite online software. Five businesses signed up for West Central’s first ever virtual job fair held on May 20 and 21, 2020 – Gerber Federal Credit Union, Gray & Company, Leprino Foods, Northern Staffing and Peterson Farms. Unfortunately, only four people registered. The next event will be scheduled for June 9, and this time we will try to better market the event.

◇ Rapid Response

There were four “official” Rapid Responses in our region in April and May – Vitro in Evert 125 people affected, Pizza Hut in Reed City affecting 15 employees and Kettunen Center in Tustin affecting 30 people.

Fluid Routing Systems also filed a WARN report with the state notifying them of a temporary layoff as a result of COVID-19. They fully expect to call all their employees back. Seven companies along with Fluid Routing Systems reported reducing their workforce

during the pandemic by cutting back hours. However, no WARN report was filed with the state.

◇ Success Stories

Schmock's Landscaping worked with a youth who was in dire need of work to support he and his mother. When school started up he was able to enroll in a program that allowed him to continue his employment with Schmock. Schmock mentoring and patience and their teaching abilities was a very good learning environment for the young man. The young man has decided that his life career is to become a landscaper and own his own business.

Arthur (Adult Ed) was hoping to earn his high school diploma, he not only accomplished that but also received his certificate of completion from Agape for CNA and with help from Michigan Works! staff obtained employment with McBride Homes as well as Metron Health System. At this time, he is working both jobs.

Ashlee (PATH participant) came to Michigan Works! through the PATH program. Ashlee participated fully with the PATH requirements and attended daily workshops and appointments. She was able to obtain full time employment with Samaritas in Scottville.

Breanna and Zachariah also came to Michigan Works! through the PATH program. They attended GED courses for three months and passed several of the tests. Breanna continues to study to obtain her GED while Zachariah accepted a full-time position at Chippewa Plastics in Ewart.

Joseph (WIOA participant) obtained his GED with the assistance of the Adult Education program and received his phlebotomy certification. He stated that once Michigan Works! West Central took over he received better communication and assistance. "Michigan Works! was quick to respond when I needed interview clothing, which was great."

What's New in our Region?

Due to current circumstance, West Central has been making our services available virtually. On the Michigan Works! West Central website, several workshops are available virtually along with setting up and scheduling multiple virtual job fairs.

Staff have also developed online enrollment processes to ensure that we can still enroll individuals in programming or continue providing services to those that were enrolled prior to the pandemic.

LEO Appointment of New WDB Member

Larry informed the membership that the LEO met prior to the full Boards and appointed Adam Wilson, HR Manager at Nestle Nutrition/Gerber to the WDB. Adam's appointment fills the vacancy left by Tina Whitney also of Nestle Nutrition/Gerber.

Updated WDB Membership List – Handout

An updated WDB membership list was given to Board members.

Next Meeting August 5, 2020 – Michigan Works! Workforce Service Center, Ludington

The next WDB/LEO Joint meeting will be held at the Workforce Service Center in Ludington, 920 E. Tinkham Avenue 49431.

Round-the-Table

- » Cooper, David, Whitehall Industries – All the full time are back and working overtime and working to get some of the temp staff back.

- » Byl, Larry, Oceana County Commissioner – the Electric Forest has been canceled this year; the campgrounds have had a difficult year.
- » Marek, Ron, Reed City Group – the Reed City Group has been fortunate, recently won a respirator contract. This product launch is a tremendous opportunity for the area. Most of the molding staff have been called back.
- » Romanowski, Cindy, Arbre Farms Incorporated – Arbre Farms never shut down. The president has been vigilante and only two employees tested positive.
- » Smith-Olson, Deborah, Lake Osceola State Bank – the banks are on the front lines serving customers making sure debit cards are working. Banks have been helping people during this time; helping small businesses and processing loans.

Other Business

Reserved for the Public

Sarah Perry explained that Telamon office is not open but they too are working remotely and continue to take applications.

Adjournment

Meeting stands adjourned at 2:23 p.m.