

**Minutes for the December 4, 2017 Meeting of the
Administrative and Workforce Development Board and The Talent District Career Council**

- I. Call to Order – 11:01 a.m.
- II. Pledge of Allegiance
- III. Introductions/Roll Call

<u>Administrative, WDB and TDCC Present</u>	<u>Administrative, WDB and TDCC Absent</u>
John Wallace Julie Powers Nicholas Modrzynski Larry Wilson Stacy Carroll Jamie McClain Sheryl Coyne Brooke Sprenger Erika Comerford Keri Sheer John Metts Lisa Bolen Steve Schnell Eric Bachmann Ryan Charney Julie Waldron Daniel Beltz Mark Dombroski Thomas Lutz Dr. Peter Olson Sandra Jeannotte Deborah Larson Laura Percival Dawn Stone Kathy Bodzick Dana McGrew Steve Rollins	Gary Wnuk Robert Schell Mary Vratana Katy Zenakis-Makowski Joyce McCoy Shawn Thornton Michelle Wesner Rob Ricketson Rod Fullerton Jeff Hutchison Dan O'Connor Eileen Tussey Allen Nash Rina Bethany John Diamond Gary Stevens Greg Winter

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Guests:

Peter A. Pallas Ombudsman Director for the Employer Support of The Guard and Reserve in Michigan and his Assistant Al Janutolo. Mark Berdan Director of Michigan Works! Region 7B.

Staff:

Marisue Moreau, Director Michigan Works! Northeast Consortium
Laura Budreau, Field Operations Manager
Kim Schultz, Business Services Assistant
Yolanda Romel Administrative Assistant
Alicia Wallace, Marketing Coordinator
Collin Hoffmeyer Business Services Professional Coordinator
Jessica Canez, Business Service Professional
Amalia Harvey, Apprenticeship Success Coordinator
Natasha Allen, Chief Operating Officer, Michigan Works! Region 7B
Mark Berdan, Director, Michigan Works! Region 7B

- IV. Approval of the November 20, 2017 Administrative Board Meeting Minutes (Admin only)
Action Required
Motion to approve the November 20, 2017 Administrative Board (Admin) minutes as made by Jamie McClain and seconded by Stacy Carroll. Voted: All Ayes
- V. Approval of the October 16, 2017 Workforce Development Board (WDB) meeting minutes (WDB only)
Action Required
Motion to approve the October 16, 2017 WDB meeting minutes as made by Deborah Larson and seconded by Eric Bachmann. Voted: All Ayes
- VI. Approval of the October 16, 2017 Talent District Career Council (TDCC) meeting minutes (TDCC only).
Action Required
Motion to approve the October 16, 2017 TDCC meeting minutes as made by Deborah Larson and seconded by Dana McGrew Voted: All Ayes
- VII. WIOA Local Board Policy Approval (WDB only) -Laura
- i. Local Priority of Service Policy updated
Laura stated that she hoped everyone had an opportunity to look over the policies that were sent with the agenda. She explained that there were some minor changes to page 3 of the policy. Career Advisors will now determine suitability prior to determining if participant will be eligible for Priority of Service Enrollment. If the participant is suitable than they will be referred back to the Talent Specialist to register the participant to the reportable level. Then the Talent Specialist will notify the Career Advisor that they have completed. If the participant is not suitable for enrollment than the Career Advisor will refer the participant back to the Talent Specialist for Basic Career Services.
 - ii. Trade Adjustment Assistance (TAA) PY 18 Plan
Laura stated that Jerilyn Hyde, our MIS Coordinator, worked on the TAA Plan. Laura explained that the TAA helps workers who have lost their jobs as a result of increased imports or shifts in production out of the United States with the goal to help eligible workers re-enter the workforce.
The Plan period is from October 1, 2017 until September 30, 2018. The award is \$125,357
Laura continued that there were no program changes from the previous year
Motion to approve the Local Priority Of Service Policy and the TAA PY 18 Plan as presented was made by Dana McGrew and seconded by Brooke Sprenger. Voted: All Ayes
- VIII. WDB Bylaws Change (WDB only)-Marisue
Marisue proposed the change because there is only 5 meetings per year.

Section 9: Attendance

Current Language-Any Board member may be replaced if he/she is absent for **five (5)** or more unexcused or excused absences during the year commencing January 1. The Chair may recommend to the Board that said person be replaced and recommend that the Administrative Board take action. No formal letter of resignation is necessary.

Proposed Language-Any Board member may be replaced if he/she is absent for **three (3)** or more unexcused or excused absences during the year commencing January 1. The Chair may recommend to the Board that said person be replaced and recommend that the Administrative Board take action. No formal letter of resignation is necessary.

Motion to change the attendance bylaw to any Board member may be replaced if he/she is absent for **three (3)** or more unexcused or excused absences during the year commencing January 1 made by Keri Sheer and seconded by John Metts. Voted All Ayes.

IX. TDCC Nominations (WDB Only)-Marisue Action Required

- i. North Central Michigan College
Dr. Peter Olson and Alternate Michele Andrews
- iii. Alpena Community College
Alternate Deborah Bayer

Motion to approve the TDCC Nominations made by Dana McGrew and seconded by Lisa Bolen. Voted All Ayes.

X. Arauco Introductions –Chelsea Kalbfleisch

Michigan Works! Northeast consortium Business Services Professional Jessica Canez explained that Chelsea from Arauco was unable to make it today because of a family emergency but she forwarded her presentation so that I can give an overview of what is going on Arauco's progress. Chelsea's wrote: Right now, my time is consumed mostly with active recruiting and interview scheduling since we are trying to bring 208 jobs total to the area. There is never a dull moment!

Status update on Arauco project:

We are on target with our building structure with most of the roofs on our buildings. Our next step is to close in on the buildings before winter sets in.

Projects currently coming up:

Our biggest project coming up is our Q1 ramp up of recruiting. We only have until April 1st to get our remaining employees hired, which is around 190 people. When you factor in the number of candidates that we will have to pull in for all our positions, considering our rigorous interview process that can end up being a lot of applicants. We are grateful for all the help we have had with Jessica and everyone else at MiWorks to assist in this process.

Successes accomplished so far:

We have hired our HR Manager, HR Generalist, Logistics Manager, Safety Manager, Finance Manager, Cost Accountant, Wood Procurement Manager, three Mechanic Millwrights, Payroll & Benefits Administrator, Plant Engineer, Storeroom Attendant Purchasing Agent, Technical Sales Agent, Technical Manager, and Production Manager. Our employees are our biggest successions. Also the fact that we are on track with our building timeline as well as staying safe in the process.

Current snapshot of what's going on:

Basically, we are actively recruiting almost 24/7. In my world, that is all I see: recruitment and onboarding of new employees. It is so exciting to present our new employee's with offers of employment and know that we are apart of growing our community.

Jessica Canez expanded on what our Michigan Works! agencies have been doing to help with the process. There is a 5 part hiring process:

1. There is a phone interview if they pass
2. Aon testing here at our Michigan Works Office if they pass then

3. A Behavioral Assessment which is a group interview, If they pass then
4. A Panel Interview with the managers, then if they pass that
5. A job Offer

There is an Aruenco Job Fair at the Grayling Township Hall

- XI. Employer Support of the Guard & Reserve (ESGR)- Peter Pallas
 Peter A. Pallas Ombudsman Director for the Employer Support of The Guard and Reserve in Michigan and his Assistant Al Janutolo gave a presentation on the benefits of hiring Guard, Reserve and Veterans and some of the services that their office provide. Some of benefits of hiring a military personnel are they are leaders as well as team players and dependable and able to get the job completed in a timely fashion. Peter Pallas explained that they try to resolve issues between employers and military personnel. Peter Pallas asked the WDB members if they hire Veterans and reservists? John Metts stated that their company gives Veterans preference. Thomas Lutz from the Michigan Statewide Carpenters & Millwrights JATF stated that there is a program in place that is called helmets to hard hats. This is a referral process for military to refer Veterans and reservist that are interested in the Skilled Trades Careers.
- XII. Director Report-Marisue
 - i. ERN
 Employer Resource Network grant would help employers retain their current employees.
 - ii. Going Pro
 Marisue explained to the board of the Going Pro preapprenticeship grant that we applied for. This grant will cover cost for additional training needed for any skills deficiency prior to enrolling into an actual apprenticeship or to insure the student is actually interested in perusing a career in the field.
 We applied for the ERN and Going Pro grant and should know soon if we were approved.
 - iii. TDCC Changes (Laura & Marisue)
 Laura explained that the TDCC is an advisory group to the WDB on education and employer related topics. The State has proposed that the TDCC must meet at least 3 times a year and become recertified by February 1, 2018. The state has heard from several Michigan Works agencies that the TDCC do not meet before than to recertify. There are other changes that the State is considering and asking the Michigan Works Agencies for feedback. Dana McGrew asked what are the changes the State is proposing? Marisue stated that she was part of a work group that had asked that the TDCC to go from 10 counties to 16 counties to align with each Michigan Works! service delivery area. Laura added that they are proposing there will be different metrics such as Talent Tours and changes to the rooster. The proposed roster change is adding an Employer from an In-Demand Industry from the Private Sector and not on the WDB. Laura asked if you had any recommendations to please send them to us. We will have to submit all the forms again. The policy is still in the draft phase and we are waiting for the Official Policy to see what changes they are imposing. Marisue stated that she will keep the Board updated.
 - iv. STTF Update (Stats)
 The STTF Update is included in the Managers Report. Alicia went over the STTF report.

Marisue asked if a Youth Agenda Item could be added. No one objected. Voted All Ayes.

XII-A. In-House Operations of WIOA Youth Programs

Laura explained that currently all programs are in-house except the WIOA Youth program. Michigan Works! Northeast Consortium is proposing that we take the program in-house. Currently Alpena Public Schools (APS) is contracted and covers all 8 counties. Laura stated that we are required to look at taking all programs in house prior to making proposals. Alpena Public Schools have done an excellent job. If we were to take the program in-house we would bring APS staff with it. Their staff have years of experience and would work with our current staff to help with the process and build and improve and the program. Laura stated that we are not sure what the funding will be in July but we anticipate there will be a cut but this move would be cost effective.

Motion by Administrative Board to approve Michigan Works! Northeast Consortium to deliver WIOA Youth programs effective 7-1-18 made by Julie Powers and seconded by Larry Wilson. Voted All Ayes.

Motion by WDB to approve Michigan Works! Northeast Consortium to deliver WIOA Youth programs effective 7-1-18 made by Deborah Larson and seconded by Erika Comerford. Voted All Ayes.

XII-B. WDB Consent Agenda-(WDB Only)-Sheryl WDB Chair

Sheryl would like the WDB have a Consent Agenda. Sheryl explained that all meeting materials that needed to be approved such as prior meeting minutes and updates and approval of policies would be sent out prior to the meeting. The consent agenda can be approved in one action, rather than filing motions on each item separately and would save time. It moves routine items along quickly so that the board has time for discussing more important issues. Sheryl continued that the WDB Board Members would be required to read the material prior to the meeting and if they do not approve a certain policy item they could voice that at the meeting. John Wallace interjected if any Board Member had a question on a topic they could always call the office and ask questions. Marisue added that Board Members are invited and encouraged to add topics or agenda items that they wanted discussed at the meeting. Steve Rollin stated that he likes this idea it is direct and to the point.

Motion to approve the WDB Consent Agenda made by Deb Larson and seconded by Brooke Sprenger. Voted All Ayes

XIII. 2018 Meeting Dates Approval (WDB and TDCC Only)

Marisue explained that we included 2 options for meeting dates. The current proposed schedule for 2018 is 2/26, 5/21, 7/16, 10/15 and 12/3.

Because several of the WDB members also serve on the Regional Prosperity Initiative (RPI) it was asked that we look into having the WDB on the same day as the RPI. The RPI meets on Wednesday so it would be 2/28, 5/23, 7/25, 10/24. The 12/3 meeting would remain on Monday because it is a joint Board meeting.

We could even consider some on Monday and some on Wednesday as a compromise. The TDCC would be from 9:00-10:15 and WDB would be from 10:30 - 12:30 if we switched. Those attending the RPI would have lunch starting at noon and then the meeting would start at 1pm.

The meeting were discussed the meeting schedule for the year and voted by a show of hands to continue to meet on Monday's. Marisue asked Steve Schnell if he could ask the RPI if they would consider meeting on Mondays instead of Wednesdays. Steve Schnell stated he would find out and get back to her. Marisue informed the WDB and TDCC that she would relay the information to the boards.

XIV. Report from the TDCC –Dana

XV. 61 B Grant Update (TDCC and WDB)-Dana

Dana stated that these grants are either available on an allocation basis or competitive basis for CTE programs.

1. 61 B grant is going to be available again. Last year the region received in excess of \$1 million and that this year that amount is likely to be reduced because the state reduced the total amount available and that more schools were likely to participate thus reducing the amount available per student.

2. 61c1 was being awarded to each CEPD region (Alpena, Cheboygan, COOR ISD, & Iosco RESA in our region) as it was last year. The amount last year was about \$56,000 and this year it was going to be over \$130,000. This money is to be used for equipment for CTE programs.

3. 61c7 grant was available on a competitive basis and that several of us were applying for the grant. There is a total of \$5 million available across the state and grants could range from \$100,000 to \$1,000,000. We hope to know before our next meeting if anyone in our region received the money.

XVI. Regional Prosperity Initiative-Talent Update (Collin/Laura/Natasha)

Collin explained that the RPI hired a videography to record events such as talent tours and manufacturing days. . NEMCOG/RPI is applying for an Innovative Program Grant through Michigan College Access Network (MCAN) that will focus on finding out why students are leaving school after 2 years. Laura explained Grant will support the development, execution and analysis of a region-wide survey of students with an emphasis on their views and experiences pertaining to college access. Laura stated the grant money could be used for a scholarship and can have the staff from Alpena Public Schools that currently run the youth program encourage their participants to get

involved for an opportunity to win the scholarship. We propose to gather survey responses as part of a college scholarship competition. The region intends to offer one scholarship, valued at \$1,000, in each county in the region. Incoming and current students pursuing a four-year, two year or certified skilled-trade program would be eligible to apply.

Laura stated the results of the survey will help leaders in the area get insight as to why area students are enrolling in college at far lower rates than their peers and then could address the issue.

Collin continued the RPI report that even though our talent tour events surrounding manufacturing were all a great success we still have some room to grow and improve for next year.

Collin stated he would like the targeted audience to expand from mainly high school students to the 18-25 year old's who may either be struggling down a career path or have not yet chose to pursue a career. Possible options include employers hosting an "open house" where their doors would be open to the public for a certain time period, inviting those who would not have had the opportunity for a school coordinated talent tour. Second option would be to plan a tour for outside work hours and target our marketing efforts in popular public areas such as the library, banks, and grocery stores.

Collin added that Manufacturing week gave us a great platform to let businesses know of all we offer as an agency outside of training services. IE Talent Tours, expos, in house job fairs. Next year I believe it is important to take into account other community events happening that coincide with manufacturing week. This year we ran into high school homecomings, and local college open houses. We have begun developing plans for our spring 2018 career fairs throughout or region.

XVII. Region RPI –Diane

Diane was unable to make the meeting so her alternate Steve Schnell presented. Steve stated the RPI has introduced the "Taste the Local Difference" which encourages local business to use produce from the local farmers. For example the Mackinaw Island's Grand Hotel has agreed to use Michigan Based produce when possible. The RPI will help with advertisement for local food events. The RPI is trying to broaden their membership to get more exposure for our organization.

XVIII. Jobs For Michigan Graduates (JMG) Contract-Laura

Laura explained that the JMG targets high school dropout prevention, dropout recovery, and school to career transition services. Our organization received funding the last 2 years from Youth Solutions Inc., a subsidiary of Kinexus-Michigan Works! They are the JMG fiduciary for Michigan. The new contract period is from October 1, 2017 until September 20, 2018. We were awarded \$50,000 to serve 50 participants and additional \$5,000 incentive if we reach 50 participants by 2-16-18. Our current contractor Alpena Public Schools (APS) already has 27 participants enrolled so we should receive the incentive. APS will be focusing on drop out and retention. Michigan Works! Northeast Consortium but will be taking this program it in-house starting July 1, 2018.

XIX. Local Dashboard, Talent Tours, Job Fairs and Career Expos (Alicia)

Alicia went over the Manager's Report that included Local Dashboards. Alicia stated that we are on track to meet our goals. The Talent Tours most of them happened in October there will be more in the spring. Collin added that we have school events scheduled. Alicia stated the STTF grant was awarded to 12 companies that are listed the companies must use this funding by July 31, 2018. The Mackinaw City Job Fair is scheduled in March and Gaylord, Grayling and Alpena Job Fairs will be in April.

XX. Round Table Discussion

Daniel Beltz stated that we are applying for the 61c grant money for the welding and mechatronics departments and are requesting letters of support. If you are interested in providing the letter please send them by Monday. Marisue asked that Yolanda send out Daniel Beltz contact information to the WDB.

Erika Comerford from Carmeuse stated that her company is having trouble hiring employees ages 18-25 because they have no job history and are lacking relevant skill sets. Erika asked how are schools helping students get these stepping stone jobs to acquire those skills sets? Erica added we are not willing to hire a bad person just because we need someone.

Thomas Lutz Michigan Statewide Carpenters & Millwrights stated that they have pre-apprenticeship and apprenticeship programs that teach soft skills, work ethic, and have drug testing.

John Metts from Spring Windows Fashion stated that he visits schools and tells students what employers are looking for and what skills you need to bring to the interview. He also added he tells students to research the company that they are applying for.

Collin will continue this discussion in the Young Professional Group with the RPI to get some ideas on how to address this issue. Marisue stated that this is a wonderful discussion and wants this topic added to the next agenda because most of the educational TDCC Members left the meeting already.

Dana McGrew stated that he will give an update on the 61c grant at the next meeting and would like it added to the agenda.

Steve Schnell will ask the RPI about meeting dates.

XXI. Other Business

XXII. Next Meeting Administrative Board will be January 22, 2018 at 9:00 a.m. at the Michigan Works! Gaylord office 2927 D 7 M Drive, Gaylord, MI 49735. Next meeting for the TDCC will be on February 26, 2018 at 10:30 a.m. and WDB February 26, 2018 at 1:00 p.m. at the Gaylord University Center, 80 Livingston Blvd., Gaylord, MI 49735.

The meeting dates will be sent out later once the RPI meets to discuss if they can change their meeting schedule.

XXIII. Meeting adjourned at 1:52 p.m.

Motion to adjourn made by Sheryl Coyne and seconded by Dana McGrew. Voted: All Ayes

MM/yr