Attendees:

Cassaundra Bell (DAKC), Amanda Merrill (Goodwill), Angela Hodges (DAKC), Betty Beth Johns (UCOM), Daniel VanderMolen (Goodwill), Erin Shibley (GR Housing Commission), Jennifer Summers (Literacy Center of West MI), Jessica White-Hatinger (West MI Works!), John Gill (West MI Works!), John VanElst (GRCC), Jordan Daley (CSR), Juan Rosario (Kent Co. Friend of the Court), Lisa M Derr (GR Urban League), Marge Palmerlee (Degage Ministries), Michelle Bryk (Women's Resource Center), Neil Carlson (CSR), Robert McKown (United Way), Wende Randall (ENTF), Sara Proano (Hispanic Center), Danielle Veldman (IPS), Tracie Coffman (WKKF), Jeremy DeRoo (Linc UP), Whitney White (Talent 2025), Amy (West MI Works), Chad Patton (Literacy Center of West MI), Tony Calgano (Goodwill), Dick Bulkowski (Steepletown), Allison Rudi (CSR), Lynda Sweigart (Urban League of West MI)

I.   **Welcome/Introduction & Question**
        a.   Your name, organization; What is a prank that you took part in or had happen to you?

II.   **Steering Committee Update: List on Trello, Steering Committee Charter Posted, Roster Quick Update on Selecting Evaluator**
        The Economic & Workforce Development Steering Committee has met twice. The meeting in February gave them the chance to look at the Charter and finalize it. The Charter is available on Trello, and minutes from the steering meetings will also be available on Trello in the future. The Steering Committee will be a supporter of the Workforce Development Action Teams. Today the criteria for selecting an evaluator will be posted. This year we want to make sure we are collecting the right data and asking the right questions. If there are any additional data pieces or framework that needs to be added, make sure to add it now. The expectations and objectives for this project is listed on Trello. This is the long-term goal that the action teams are building steps towards. Interviewing for the evaluator will be this month.

III.   **Action Team Update: Measuring System Success: Amanda and Bob**
        Three areas that this team is focused on: Best Practices Report Card (agency level), Service Analysis (program level), and System Outcomes Analysis (client level). This group has completed a pilot in each of these areas. They have created a final document that can be used as a quick reference. Timelines are still to be decided upon.
        Recap of System Outcomes Analysis Pilot: CSR aided in compiling and discussing data. Helpful to understand what we are collecting and how, provided initial insights on client trends. Focused on improving the following data points: zip code, date of intake, birth year, education, employment, and income. Also discussed what it would take to measure barriers more accurately.
        The Data Retreat date is still to be determined. The goal of the retreat is to tell the story of relevant staff, provide training on key data collection points for 2018 System Outcomes Analysis, understand each agencies' data capacity, and work to enhance processes and mitigate problems. The question around the possibility of taking race into account was brought up. Race was captured on the first data pull, and race will still be asked but the points listed during

today's presentation are the areas that need the most improvement. Most agencies are currently reporting race. One comment was that regarding employment and income, it was a bit shocking to see that it hasn't been better tracked. Workforce agencies do ask those two questions, but they need standardized definitions and methods for collecting data. There was more discussion on this point. It was brought up that those who attend on a regular basis have a good feeling about how things are going in their organization, but it should be noted that only the ones pulling data have a real idea of progress and organizations haven't fully adopted the standardized list. One big step that WFD needs to make is to ensure that standards and definitions are adopted, which is one reason for the retreat day. One goal this workgroup has is to make a cheat sheet for those standards and definitions. The plus four numbers on the zip code is important when collecting zip codes. GRCC tracks education vs actual employment, and they ask the question: did the student become employed in their area? The group today wants to clarify that there are three different data projects that they work on and share the data points. All the information from this presentation will be put on Trello. The goal is regarding data collection, not having to ask clients the same question nine different ways. Barriers and how to overcome them is a very important part of this question. Barriers can be fluid and therefore difficult to track in an organized way. This is another question that is hoped to be looked at during the retreat. There is not enough time in these meetings to discuss all the matters at hand, therefore the retreat will be helpful.

IV.   **Action Team Update: Engaging External Systems**
        This presentation has been moved to the April 5th meeting.

V.   **Action Team Update: Equity**
        Goal of this action team is that the WFD system understands where disparities in economic stability exist, and how these disparities relate to race, gender, and the ability to utilize tools to create inclusive and effective system strategies. This group has come up with an equity tool box. The tools include: Define the problem with data (knowing where the problem is and backing it up with data), think beyond the status quo (Think creatively in short term and long term. Think about current resources and partners, and what is already in place.) The Power Matrix shows power and interest quadrants and who falls where. Other tools include: CAM Equity Filter, IAP2 Community Engagement Spectrum, and the Community Engagement Plan.

VI.   **Action Team Planning**
        Action teams were created out of a need for focused work, but they are not to be silos. The presentations today are integral for collaboration. Teams were given a choice of presenting today or at the next meeting.
        Everyone then splits into action teams and answered the following questions:
        - Please write down names and emails of all current team members.
        - When is the next action team meeting?
        - What are the next tangible steps?

- What input do you need from the larger group?
- What do you hope to share in April?

VII. **Overview of Job Ready Construction Program: Amy**

Assist construction contractors with recruiting, training, and retaining employees. Mercy has a building project in Muskegon that has utilized the Job Ready Program. Hired 17 individuals with 3 going into an apprenticeship program. The project was so successful that it was hired by the bio digester system being built in Kent County which is a 30million dollar project. They want to make sure they are being inclusive with this program and want to have a broad reach getting the word out for people to apply. More information for this will be coming out soon. Amy and Jessica will reach out soon to discuss the recruitment plan. Local hire agreements are built into the contract and this is a splendid example for future businesses to support the area. We want to ensure that the 40-million-dollar riverfront project is fueled by local labor when it's time for them to hire. GRCC has had a great first meeting with the city and this project is a wonderful opportunity. It should be noted that in Kent County roughly 40% of skilled trades staff will be retiring in the next four years.

VIII. **Adjourn**

Next meeting is scheduled for April 5th, which is in the middle of Spring Break. Therefore, the meeting will be moved.