

MICHIGAN WORKS! WEST CENTRAL  
WDB/LEO JOINT MEETING  
LUDINGTON & SCOTTVILLE CHAMBER OF COMMERCE  
WEDNESDAY, DECEMBER 10, 2008

MINUTES

LEO Members Present

Emig, Larry  
Howard, Linda  
Pinkerton, James  
Scott, Brent  
Warba, Mark

LEO Members Absent

Gardner, Pat  
Myers, Robert  
Powell, Daniel

WDB Members Present

Arnoldi, John  
Aultman, Robb  
Bonga, Roger  
Christensen, Sharon  
Crandall, Sandy  
Fettig, Grant  
Frost, Jim  
Jensen, James  
Massy, Dan  
Masternak, Jason  
Smith-Olson, Debbie  
Stanek, Bill  
Thompson, Sheri  
Trucks, Mary

WDB Members Absent

Ferguson, Tim  
Finch, Curtis  
Fridsma, Chris  
Geno, Buck  
Gilbert, Gary  
Goward, Scott  
Stuck, Brian  
Varenhorst, Michael

Michigan Works! West Central Staff

Griffith, Paul      Reed, Brigitte      Shoemaker, Connie      Wickings, Beth      Wyman, Michael

Others Present

Anderson, Felisha – FBR	Kiessel, Jeff – Ludington Daily	Pinkerton, Marilyn
Bozeman, Jerri – Hope Network	Linn, Jennifer – Ludington Daily	Tykoski, Sherry – Goodwill
Crum, Moreen – FBR	Murphy-Dubay, Matt – FBR	Wood, Janet – Hope Network
Frendo, Joe – NCRESA	Orzechowski, Sheila – EV	Wyers, Kirk – NCRESA

Call to Order

Just before the meeting the Mason County Community Corrections Board awarded Jim Pinkerton a plaque for 18 plus years of dedication to their Board.

LEO Chairperson, Jim Pinkerton brought the meeting to order at 12:43 p.m. at the Ludington & Scottville Chamber of Commerce/Airport in Ludington. A quorum was present of both the WDB and the LEO.

### Introduction of Guests

Guests were introduced and welcomed.

### Recognition of Outgoing WDB & LEO Members

#### 8 Sharon Christensen

Jim explained that Sharon Christensen is moving on to greater responsibilities for the Department of Human Services and therefore will be unable to continue on the Workforce Development Board.

Sharon was presented a special tribute signed by Representative Darwin Booher, Senator Michelle McManus and Governor Jennifer Granholm.

#### 8 Jason Masternak

Jason Masternak is leaving Yoplait and taking a position with Amway in Grand Rapids. Jason was presented an engraved mantel clock on behalf of the WDB and the LEO.

#### 8 James Pinkerton

Larry Emig and Sheri Thompson presented Jim Pinkerton with an engraved mantel clock and also with a special tribute signed by State Senator VanWoerkom, State Representative Palsrok and Governor Granholm.

Jim said he will miss everyone and thanked his wife Marilyn for all the times she kept him on the “straight and narrow” and on time for his meetings. Jim thanked the Michigan Works! staff and commented that it has been a pleasure to be on the Board and work with such good people.

8 Daniel Powell

Daniel Powell was not present but Paul will make arrangements to meet with him and give him an engraved clock.

Consent Agenda (Action Item)

Ø Minutes of October 1, 2008 WDB/LEO Joint Meeting – Mailed Prior

Ø October Financial Report – Mailed Prior/Handout (Goldenrod)

**Larry Emig moved to approve the Consent Agenda as presented; supported by Sheri Thompson; motion approved by both the WDB and the LEO. 12:55 p.m.**

2007/2008 Annual Audit – Mailed Prior (Action Item)

Brigette Reed stated that this year there were no outstanding issues with cash management as last year. Because of that issue last year, West Central now pays the Service Providers by electronic transfer. This allows cash to be turned around quicker.

The Auditors were at West Central the last week of September – John Hemming was promoted to a partner. There were no findings so next year West Central will hopefully be back to “low risk” classification.

Paul explained this is not just a financial audit but also a program audit. Sheri thanked Brigette and Beth for their outstanding work.

**Bill Stanek moved to accept the Annual Audit as presented by Brigette Reed; supported by Jim Frost; motion approved by both the WDB and the LEO. 12:58 p.m.**

October Program Reports – Handouts

4 Newaygo County Regional Educational Service Agency – Service Provider Highlighted

#### 4 Enrollment/Expenditure Reports – Handout

Paul stated that in almost every case the Service Providers are ahead of their planned expenditures – this means there are a lot of people who need service, but there will be additional funds that West Central will be receiving throughout the Fiscal Year. The Service Providers will not turn anyone away when going through the normal selection process.

#### 4 PY 2007 Final WIA Performance Standards

Paul explained this final report is for the year ending June 30, 2008 for the WIA Adult, Dislocated Worker and Youth programs. This is the first time in the last six years that West Central has not “Exceeded” all the Performance Standards; of the 17 standards, all were exceeded except five which were “Met” – which were all in the youth area.

West Central staff met with Eagle Village and was very impressed with the handle they have on their program, going right down to the name of the person who did not follow through. There are those individuals who just cannot be moved from a negative termination to a positive. Eagle Village is certainly watching this on an individual basis. Hopefully next year this will improve; most of these were missed due to one or two people. The biggest issue that Eagle Village has is the income eligibility. The income eligibility for Youth is very tough; the Adult and Dislocated Worker income is easier to obtain.

Jim Pinkerton stated that even with all that, West Central does not have any Performance Standards in the red and he feels that this agency will be one of the very top agencies in state.

#### 4 FBR & Hope Network Service Provider Performance

Paul explained that because West Central has two adult providers, it is necessary from time to time to look at individual performance to be sure that one agency is not “propping up” the other. He explained that HRDI is still listed on every chart and their numbers are significant compared to FBR’s numbers for Lake and Mason, as the Performance Standards look at follow-up two and three years after a person leaves the program.

Eagle Village is not included in this report because they are the ONLY youth provider.

Most Performance Standards consist of a very complicated formula; these Standards are given to the state from USDOL and there is no negotiating.

Mike explained that WIA is built on continuous improvement so when the standards are exceeded then the next year the goals go higher. The Youth Program is the only one that eligibility continues to income based – 95% of the youth have to meet the lower living standard or poverty level.

#### 4 PY 2008 1<sup>st</sup> Quarter WIA Performance Standards

In the first quarter there is one “red,” however, this is not a major concern because it is only first quarter; and there are four “yellow.” In 14 of the 17 West Central’s performance exceeded the state’s average.

#### Plans/Modifications *Summary Blue (Action Item)*

Mike presented Jim with a jar of M&M’s, one for each Plan or Modification he’s signed over the last eight years.

##### 1. Major Programs, Transfer (Modification 08-02)

The Modification transfers a second \$100,000 from the Dislocated Worker to the Adult program to meet increased demand for NWLB applicants eligible for Adult funding. The \$57,894 from the National Emergency Grant and possibility of additional funding for this program were considered in making this Modification.

##### 2. Signatory Authorization (Systems Plan 09-00)

Each year, the WDB & LEO authorize, by motion, the vice chairs to sign plans and documents. This is usually done as part of the Systems Plan and happens in February. However, the signatory authority is from January to December. A motion authorizing the vice chairs to sign is suggested.

We also suggest approval of the Systems Plan which we will present at the next meeting if instructions are received by that time.

3. Five Year Plan (Modification 00-11)

The Modification will add three local credentials that apply for the Credential Rate Performance Standard. These are Safety, Food Service and the Career Readiness Certificate (as a credential). These have been reviewed by an ad-hoc committee of the WDB and are recommended for adoption.

4. NWLB (Plan 08-00)

DLEG has allocated \$2 million of the \$15 million of state funding appropriated to NWLB. The West Central portion of this funding is \$34,146, where additional funding may be requested to meet demand when current funding is obligated.

5. Employment Service (Modification 08-01)

The Modification revises the estimated carry in to actual carry in of \$37,267.

6. JET (Plan 09-00)

Update – this Plan was submitted in late October. The initial allocation of \$1,206,514 (TANF & GF/GP, without the WIA allocation), is about \$64,607 lower than last year. However, last year there was various supplemental funding received during the year. The Plan has been revised to a much shorter agreement among the partners (DHS, MRS and Michigan Works!).

7. Food Assistance Plans (09-00)

Update – these Plans have been submitted. We received allocations of \$80,951 for program operations and \$2,011 for supportive services.

8. Due to the increase in the number of individuals seeking training through NWLB, staff is requesting that the Boards provide a general approval for the Board Chairs (Vice Chairs) to sign applications requesting additional funds. Specifically, we anticipate sending in an application soon for a State Adjustment Grant (SAG) for \$200,000, with other applications that may follow.

Mary Trucks asked about the stability of this funding. Paul explained this is all federal money except the No Worker Left Behind and this is a relatively small amount that may be at risk and it is possible for them to redirect some of the JET money, but it is not expected.

**Bill Stanek moved to accept the WIA Dislocated Worker 08-02; the Five Year Plan; the No Worker Left Behind 08-00; the Employment Service 08-01; JET 09-00; and the Food Assistance Plans 09-00 and to submit applications for additional funding, including but not limited to SAG, as presented by Mike Wyman; supported by Larry Emig; motion accepted by both the WDB and the LEO. 1:21 p.m.**

**Jim Frost moved to allow Signatory Authority for the WDB Vice Chair and the LEO Vice Chair; supported by Roger Bonga; motion accepted by both the WDB and the LEO. 1:21 p.m.**

Election of the WDB Chair, Vice Chair & Treasurer (*Action Item*)

**Jim Frost nominated Sheri Thompson for WDB Chair; seconded by Debbie Smith-Olson.**

**Bill Stanek moved that the nominations be closed and a unanimous ballot be cast; supported by Jim Frost; motion accepted. 1:25 p.m.**

**Debbie Smith-Olson nominated Bill Stanek for WDB Vice Chair; seconded by Grant Fettig.**

**Jim Frost moved that the nominations be closed and a unanimous ballot be cast; supported by Grant Fettig; motion accepted. 1:26 p.m.**

**Bill Stanek nominated Curt Finch for WDB Treasurer; seconded by Roger Bonga.**

**Grant Fettig moved that the nominations be closed and a unanimous ballot be cast; supported by James Jensen; motion accepted. 1:28 p.m.**

### Results of the LEO Election of Chair & Vice Chair

Jim Pinkerton explained that the LEO met prior to the Joint meeting and elected Larry Emig as the new LEO Chair and Mark Warba as the new Vice Chair.

NOTE: Kirk Wyers left at 1:29 p.m.

### Competitive Bid Process – Handout

Paul explained there are very minor revisions on the Competitive Bid Process informational sheet; in fact two of the five pages are taken directly from the State Policy Issuance addressing this.

This is very important – Paul encouraged Board Members to read this before the next meeting. At that time West Central will actually be entering the bidding process. This is something that is taken very seriously and West Central adheres to this very rigidly because we do not want anything in the bidding process to cause a halt of services to individuals.

The Boards in the past have awarded one year contracts with two one-year renewable options.

### Change in Michigan’s Approach to Adult Learning – Handout

Paul explained there are some significant changes coming for Michigan’s Adult Learning during the next year.

Jim Pinkerton stated that with the economy, adult learning needs a new focus and revamping.

### WorkKeys Brochure – Handout

Paul explained this is the first brochure for WorkKeys; the state is going to be the one that does the marketing and West Central wants to tie into that as much as possible. This is a very basic, one page informational sheet that can be sent electronically.

You can go to [www.michiganerc.org](http://www.michiganerc.org) and look under the performance bar and click on any county in Michigan to find out how many Gold, Silver & Bronze certificates have been awarded in that county.

#### Trade Act – Handouts

#### 4 National Activity

From October 2006 through September 2007 Michigan had the second highest number of TAA certifications and the third highest number of employees affected by those Trade Act Certifications.

#### 4 West Central Activity

In 2004 things changed and Trade Act expenditures increased dramatically; from \$1,066 in September 2003 to \$314,994 in September 2004.

NCRESA operates Trade Act for West Central and is currently serving 34 Trade Act customers.

#### 4 Federal Screw Works, Big Rapids

Paul explained that Federal Screw Works has been Trade Act certified. They have been a good company to the area and to their employees. In the next couple weeks an ad will be placed in the newspaper and informational meetings will be held.

In this case, the company did not apply for the certification, the State of Michigan (DELEG) did.

#### 4 Whitehall Industries, Ludington

Whitehall Industries applied for Trade Act Certification but withdrew the petition. This means West Central can continue to service those laid off but only under the Dislocated Worker program. Until these lay-offs, Whitehall Industries was the largest employer (FTE's) in Mason county.

Mike told of a Trade Act person who got a job through a temporary agency for three months working for a company close to their prior wage. The employer said if the government would pay for this certain training in Brighton, Michigan, this person could have a full time job. Mike worked

with DLEG and found out that because this person is “suitably employed” in this temporary position they are not eligible for this training, even though they would only be “suitably employed” for one more month and then not employed at all. Beth suggested Incumbent Worker training, so West Central was able to take some Incumbent Worker dollars, matched by the employer to pay for this training. Now he has a permanent position with this new company.

#### Other Business Activity – Handout

##### 4 U.S. Census Bureau

Paul explained that the U.S. Census Bureau will be hiring and they want to hire people who actually live in the various townships throughout the counties. There are a lot of jobs available at between \$10 and \$18 per hour. While part time, they can work up to 40 hours in some cases. They will be using four of our Centers to conduct the testing that started last week.

##### 4 Gerber Products, Fremont

Gerber Products advertised 20 jobs between \$10 and \$12 per hour and in three days 1,607 applications were accepted at the Fremont Center.

##### 4 Yoplait, Reed City

Yoplait advertised 10 jobs at \$12 per hour and 600 applications were accepted in four days.

The good news is there were 30 jobs, but the bad news is we had over 2,200 people that wanted those 30 jobs. There were even people from out of state applying for these positions.

##### 4 Ice Mountain, Ewart

There was a very positive article in the Pioneer Osceola Edition on Ice Mountain. Greg Fox is quoted as saying, “...when demand increases and we realize a need for an additional Midwest plant ..Ewart is well positioned to be home to that plant.”

##### 4 North Lake Correctional Facility, Baldwin

Hopefully in January West Central will receive approval to start taking names, addresses, telephone numbers for those who are interested in applying for jobs at the Baldwin prison.

Mary Trucks asked if credit reports will be used to determine employment at this facility.

Paul explained that yes, this will be a criteria, and it is not GEO's policy but the federal government and the biggest issue is "don't lie." This information will be put in a fact sheet. Debbie Smith-Olson said that perhaps some training on credit repair could be done.

#### Michigan Prisoner Reentry Initiative (MPRI) Update – Handouts

##### 4 Letter from Parolee

The person who wrote a letter thanking the MPRI and was employed as a meat cutter and promoted to manager will be West Central's Alumnus of the year for the annual Michigan Works! Alumni Celebration to be held in Lansing in early February.

##### 4 September 30, 2008 Report

The total number of unduplicated parolees served was 185 from January through September 2008.

John Arnoldi handed out a fact sheet detailing the total number of parolees and probationers in West Central's five county area.

#### Mystery Shopper/Mystery Stopper – Handout

Paul explained that the first quarter actually started October 2007; this is a state contractor who calls and visits the 100 plus Centers posing as a job seeker and employer and grades them on how staff handles "the call." The average for West Central for 2008 was 9.1.

#### Business Donations to West Central Workforce Programs – Handout

Paul explained that FBR and Hope Network receives many donations from individuals and area businesses to help meet the needs of their customers.

## Mailing Packet Items

*West Central's 2007/2008 Annual Audit report*

*Service Provider one-page reports*

*Job Retention – Worker Tenure at 4 years, MII Publications October 6, 2008*

### 4 Unemployment Ranking – Handout

Paul explained that Congress and the President approved a 13 week Unemployment Insurance extension in July. Then just prior to Thanksgiving, Congress and the President approved, an additional seven week extension, with those states having an unemployment rate of greater than 6%, being granted an additional 13 weeks. So in Michigan, a person who is laid off can receive up to 59 weeks of Unemployment Insurance.

National 6.5 – Lake County 12.8 – Mason County 8.6 – Mecosta County – Newaygo 9.7 – Osceola 10.4 – West Central 9.4 – State of Michigan 8.6

## Next Meeting, February 4, 2009 – the Fremont Workforce Service Center

### 4 2009 Meeting Schedule – Handout

The next meeting will be Wednesday, February 4, 2009 at the Michigan Works! Workforce Service Center in Fremont.

## Round-the-Table

- » Bonga, Magna Mirrors – still going, but watching closely what happens with the Big Three, if they close down it will not be a glorious year next year.
- » Smith-Olson, Lake Osceola State Bank – for the Big Three bailout they discussed salaries and benefits, however, with the big banks the CEO salaries did not have to go through the hoops they are asking the Big Three to go through. There should've been more restrictions with the banks as well.

- » Crandall, Northern Escape Lodge – doing fairly well, there has been some economic downturn in the area, but the snowmobile trails are being groomed and this is good tourism business.
- » Arnoldi, Michigan Department of Corrections – a couple prisons are being closed affecting about 2,000 beds.
- » Frost, Ludington Daily News – Tribune made history by filing Chapter 11, and with all the lay-offs the trickle-down theory has to affect Michigan.
- » Masternak, Yoplait – Construction going on in Reed City on what was a vacant corner, this will add one production line.
- » Trucks, Five Cap – there is assistance still available for people who need help.
- » Aultman, Mosaic Potash – nothing real positive, prices have fallen off; the ethanol plants have all closed.
- » Christensen, Michigan Department of Human Services – there is a record number of people coming to DHS, certainly a sign of the times. There is a new system being piloted for a new data base; this has been in the works for five years.

She stated that she has great respect for the Michigan Works! staff and Service Providers. She has been working with 23 counties for the last five years and the working relationship between the DHS offices and the MWAs in this area have a very strong relationship and commitment.

- » Warba, Big Rapids LEO – congratulations to the outgoing members and thanks for the vote of confidence for electing him Vice Chair.

Tom Hogenson mentioned at the last Joint Meeting about a possible merger between Spectrum Health and the Big Rapids Hospital but that has been put on hold.

The Commission approved seeking grant funding for the third phase of the River Walk extension which would take it south of the Maple Street Bridge and adjacent to the medical center complex. In 2009 the City should be seeing signs of the Vibrant Cities grant money that the state approved. The city must match the \$1 million dollar grant from the state.

The prisoner who escaped over the Thanksgiving weekend has been apprehended and is back in custody.

- » Stanek, Kitson Manufacturing – thanked Mark for the city doing a great job notifying those in the community about the recent escape.

Kitson Manufacturing has been caught up in the economic downturn and will be closing, at least temporarily, December 23, this affects five people. Right now the furniture store and the book store are doing okay.

- » Emig, Osceola Commissioner – looking forward to working with Mark and wishes Jason, Sharon and Jim the very best.
- » Thompson, Thompson Milk Hauling – milk trucks aren't as fond of this weather and the downturn in the oil prices has not been reflected at the pumps, so those in trucking continue to work through that problem. On a good note the milk cows are still employed and still producing milk.
- » Pinkerton, Mason County Commissioner – wish everyone a Merry Christmas and Happy New Year! A special note to the Service Providers, the unsung heroes out on the front lines doing the work, getting the numbers that make the organization look great; it has been good working with you, keep up the good work.

#### Other Business

#### Reserved for the Public

#### Adjournment

**Meeting stands adjourned at 2:44 p.m.**