

MICHIGAN WORKS! WEST CENTRAL
WDB/LEO JOINT MEETING
IDLEWILD HISTORIC & CULTURAL CENTER
WEDNESDAY, JUNE 5, 2019

MINUTES

LEO Members Present

Andersen, Janet
Byl, Larry
Cooper, Burt
DeLaat, Ken
Emig, Larry
Hogenson, Tom
Howard, Linda
Walls, Karl

WDB Members Present

Cooper, David
Eisler, David
Griffin, Nancy
Gustad, Eric
Marek, Ron
Massy, Dan
Smith-Olson, Debbie
Stark, Liz
Thompson, Sheri
Visser, William
Vyse-Staszak, Janet
Whitney, Tina

Others Present

Albanesi, Angie – Hope Network

Call to Order

WDB Chairperson, Debbie Smith-Olson brought the joint meeting of the Workforce Development Board/Local Elected Officials to order at 12:37 p.m. at the Idlewild Historic & Cultural Center, 7025 Broadway Road, Idlewild 49642. There is a quorum of both the WDB and the LEO.

LEO Members Absent

Johnson, Les

WDB Members Absent

Fisk, Dena
Frey, Amy
Johnson, Peter
Kosheba, Dan
Morningstar, David
Roberts, Carla
Romanowski, Cynthia
Splane, Rob
Timmers, Jon
Trucks, Mary
Vasquez, Jill

Michigan Works! West Central Staff

Bennett, Merri	Gager, Kim
Buss, Mark	Keene, Shelly
Davis, Toni	Marr, Chad
Eppley, Jon	Reed, Brigitte
Eppley, Megan	Shoemaker, Connie

Sweighart, Lynda – Hope Network

Introduction of Guests

Guests were introduced and welcomed.

Consent Agenda (Action Item)

- ◇ Minutes of April 3, 2019 WDB/LEO Joint Meeting – Emailed Prior
- ◇ April Financial Report – Emailed Prior/Handout (Goldenrod)

Larry Emig moved to accept the Consent Agenda as printed; supported by Sheri Thompson; motion accepted unanimously by both the WDB and the LEO. 12:38 p.m.

Lake County Information

Toni explained that Connie Aalderink, Talent Specialist, was not able to attend. Orientation began for the new hires, Janet Bloomfield provided an overview for services and Marv Pichla reviewed customer service training. MRS, Veteran's Career Advisor and Migrant Seasonal Farm Worker staff all presented as well.

Lake County staff attended Mental Health First Aid Training which provided an opportunity to learn more about approaches with people and resources available in the community to make referrals. A number of people have been calling about GEO hiring and stopping in to update their resumes, including former employees interested in getting rehired.

Debbie Smith-Olson stated that for those who were not aware the GEO Prison is reopening our Centers are holding job fairs and working hand-in-hand to come up with the people they need.

The difference this time around is that it is a ten-year Federal Bureau of Prisons contract. This facility was not originally built for this type of contract but with the additions that were put on it was done with this kind of contract in mind and they have been diligently paying their taxes, to the benefit of all the Promise students.

They did take this away from another private company, one of their major competitors. These are criminal alien, not US citizens, they committed a crime while here and were sentenced. When they are released they will be deported to their country of origin. These are not just people crossing the Border illegally but they have committed a crime.

The first time GEO had a contract with California because their prisons were severely overcrowded, so much so that there was a court ruling that they had to find additional room. There was also a court case stating that moving the prisoners to Michigan would be a hardship on the prisoners and cruel and usual punishment.

The second time they had a contract for excess prisoners with the state of Washington and Vermont but they never had any excess prisoners. So it didn't materialize.

This time is very different, the prisoners will be moving in and the facility must be ready to accept them October 1, 2019. This is a ten year contract with the option of renewals up to 40 years.

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

1. 19-16 Apprenticeship Success Coordinators (ASC) – **Action – Signatures Required**

In Michigan, the Talent Investment Agency recognizes Registered Apprenticeship as a key driver of transformational workforce and economic development activity, especially for connecting employers that have jobs to fill which require high-skill levels with qualified job seekers who have potential to obtain the required high-skill levels.

Michigan Works! West Central will receive an allocation of \$27,647 that will expire on July 31, 2020. The purpose of the funds is to support the Michigan Works! Agencies in developing and implementing comprehensive strategies to support Registered Apprenticeship expansion; engage industry and workforce intermediaries, employers, and other partners to expand and market Registered Apprenticeship to new sectors and underserved populations;

enhance capacity to conduct outreach and work with employers to start new programs; and expand and diversify participation in Registered Apprenticeship through innovations, incentives, and system reforms.

2. WIOA PY 19 Allocations – *Action – Signatures Required*

Talent Investment Agency (TIA) has released the following funding amounts for the programs: Adult – \$535,870, Dislocated Worker – \$502,622, and Youth – \$614,766. Under WIOA, an unlimited amount of funds may be moved between Adult and Dislocated Worker programs with approval of the Boards and TIA. The table below illustrates the funding level changes in comparison to PY 18.

WIOA Program	West Central	Increased/Decreased Funding Amount
Adult	+23%	\$101,190
Dislocated Worker	-11%	(\$60,475)
Youth	+22%	\$110,717
Total		\$151,432

3. Employment Service PY 19 Allocation – *Action – Signatures Required*

Talent Investment Agency (TIA) has released the following funding amounts for Wagner Peysers: \$217,735. 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. The table below illustrates the funding level changes in comparison to PY 18.

West Central	Decreased Funding Amount
-3.4%	\$7,687

David Eisler moved to approve the 19-16 Apprenticeship Success Coordinators (ASC); the WIOA PY 19 Allocations; and the Employment Services PY 19 Allocations as presented by Deputy Director Kim Gager; supported by Linda Howard; motion accepted unanimously by both the WDB and the LEO. 12:52 p.m.

April Program Reports – Handout

◇ Enrollment/Expenditure Reports

Shelly stated that for the sake of time Board members can go over these later and if there are any questions they can contact her or Brigitte.

PY 18 Final Budget – Emailed Prior/Handout ((Action Item))

Brigitte Reed explained that the PY 18 budget is broken down between the West Central Administrative Office and contracted services. West Central pays the costs of operating the Service Centers such as rental, janitorial, all office/computer equipment, insurance, etc. West Central is also responsible to cover all IT costs and maintenance of equipment.

Also included are the costs for participant services administered by West Central staff and sub-contracted services such as Offender Success.

The budget information for Hope Network is to provide WIOA and PATH services to participants, including staff, training costs and some office supplies

The sub-contractors are included in the budget for various sources to provide direct Service Center oversight. Such as Offender Success participants, the Michigan Works! Association support and funding to help employers provide training to their employees to maintain employment.

The PY 18 Preliminary budget approved by the Boards was based on planning allocations, issued by the State and projected unexpended funds that are allowed to be carried into the new Program Year.

PY 18 Final Allocations are the actual available funds awarded over the current Program Year of July 1, 2018 to June 30, 2019. The estimated expenses are based on actual obligations of funding needed to operate the six Service Centers. The Final Budget mirrors the PY 18 Final Allocation

column for easier reference. The unexpended funds are funds that can be carried into the new Program Year of PY 19 and are available to be utilized for both operational and participant services.

David Cooper moved to accept the PY 18 Final Budget as printed and presented by Brigitte Reed; supported by William Visser; motion accepted unanimously by both the WDB and the LEO. 12:59 p.m.

PY 19 Preliminary Budget – Emailed Prior/Handout (*Action Item*)

Brigitte Reed explained that this budget is also broken down between the West Central Administrative Office and Contracted Services.

Again West Central pays the operating costs and covers all IT expenses. Also included, as in PY 18, are the costs for all participant services that are now administered by Michigan Works! West Central staff and sub-contracted services, such as Offender Success.

WIOA and PATH services that Hope Network provided previously are now provided completely in-house. As in the PY 18 budget the PY 19 budget include sub-contractor services.

PY 19 Preliminary Budget is being presented for approval to begin the new Program Year. These dollars are based on planning allocations, issued by the State and projected unexpended funds from PY 18 that are allowed to be carried into the new Program Year.

Ron Marek moved to accept the PY 19 Preliminary Budget as printed and presented by Brigitte Reed; supported by Janet Andersen; motion accepted unanimously by both the WDB and the LEO. 1:07 p.m.

Michigan Works! West Central Personnel Policy (*Action Item*)

Shelly explained that the Michigan Works! West Central personnel policy originated in 1996 and was revised in 2000, then sporadic removal of information done by staff throughout the years.

Shelly worked with an attorney on the revisions. Many of the changes are suggested language addition that was not in the previous version or it may have been extremely outdated.

The changes were emailed to Board members in a lay-out showing side-by-side comparisons.

David Eisler suggested that a grammatical change be made that would keep it all in a third person narrative.

Larry Byl moved to accept the Michigan Works! West Central updated Personnel Policy as presented by Shelly Keene with the change suggested by Dr. Eisler; supported by Ron Marek; motion accepted unanimously by both the WDB and the LEO. 1:27 p.m.

Newaygo County Service Center (Action Item)

Shelly explained that the lease for the Fremont Workforce Service Center ends October 31, 2019. West Central does have the option of a five-year renewal. However, due to the location and space constraints, it is no longer meeting the needs of our customers.

Currently we have 3,365 square feet and pay \$12 per square foot. Shelly did meet with Dr. Clark, Superintendent NCRESA to inform her that West Central is releasing a request for information and looking for a larger space in a location that is highly visible and on a main road that will help to make our Center more accessible.

After placing an ad, one written notice of interest was received from Gary Gerber, our current landlord in Baldwin and he and his brother, Terry, are partners for the Big Rapids Center.

Gary has purchased the old VFW hall in Newaygo which is located on M-37 exactly one mile south of the M-82/M-37 intersection. This will be renovated to meet our needs. The building will be 6,934 square feet when finished and ready to be occupied by the end of October. The proposed lease will be \$17 per square foot.

When Paul first started pulling information together for this project the population for Newaygo has increased significantly in comparison to Fremont – from 1990 to 2017 Newaygo’s population increased 28.4% and Fremont’s population increased 10.6%.

David Eisler moved to direct Shelly Keene to move forward with this project with Gary Gerber to renovate the old VFW hall and to enter in an agreement for occupation November 1, 2019; supported by Sheri Thompson; motion accepted unanimously by both the WDB and the LEO. 1:27 p.m.

Michigan Works! West Central Transition Update – Handout

Shelly reported that the job chart is almost complete. Nine new Talent Specialist started work on Monday the 3rd of June. They will have two weeks of orientation.

There are two vacancies yet to fill. In the beginning the plan was to hire a third Talent Development Manager but after some discussion the decision was made to add a Quality Assurance position instead. This person will be responsible for internal monitoring, managing the OSMIS, providing weekly reports to ensure that program requirements are being met and to keep track of performance measures.

There is also a part-time Business Services Specialist position posted. This position has been in the works for some time but with all the other transitions taking place this was put on hold.

GEO Group Update

May 2, 2019 at 6:45 a.m. Shelly received a call from John Oliver, Director of Operations for GEO. He indicated they had received a ten-year Federal Grant and would be in town Monday to meet with the local officials. They hoped a “town hall” type meeting could be pulled together for Tuesday.

Debbie Smith-Olson made that happen. About 40 community members attended and three GEO upper management. Since that time Michigan Works! and our partners have “hit the road running.”

West Central assisted with three ten-hour days of job fairs on May 14, 15 & 16. West Central provided four staff for all three days. Job fairs were held in Reed City, Fremont and Ludington. This first week of June job fairs will be held in Baldwin, Big Rapids and partnered with Networks Northwest to host a job fair in Manistee on Friday. In the beginning there were 299 job openings as of May 31st there are still 60 openings.

Career Educational Advisory Council (CEAC) Update

June 11, 2019 is the next scheduled meeting for the Career Educational Advisory Council to be held at the Big Rapids Workforce Service Center.

West Central submitted letters of support for three different grant applications – Mecosta/Osceola ISD partnered with NCRESA – West Shore Talent Consortium – Cadillac Area Schools; none of these were selected. The state awarded another \$14 million in grants and have made it known that there will not be another grant cycle – 13 grants were awarded.

Newaygo County Business Resource Network Report

Megan Eppley explained that with the personnel transitions there was a little bit of a drop in services but things have been picking up again. She has met with 15 people in the last three weeks and the biggest request seems to be automotive and housing expenses and budgeting/financial planning.

Megan is getting to know the area and learning more about the services available to the employees she works with. She is meeting with representatives in the county to become better acclimated to what Newaygo County has to offer.

Megan will begin seeing employees at Spectrum Health Gerber Thursday and already has appointments scheduled. Kim and Megan did a meet and greet with the team leaders at the hospital, who seem excited about the program.

Megan contacted the River County Chamber of Commerce and met with the Executive Director, Colleen Lynema who is interested in participating as a benefit to its premium members. She is aware of the monetary costs and fully supports it.

Marketing is the next thing on the agenda in the respective counties to raise awareness and expand the program.

A discussion took place regarding data Mark Buss prepared from Newaygo County Success Coach encounters (Newaygo County BRN Graph) for the period including February through April 2019. The data illustrated a bar graph inclusive of the unduplicated number of employee contacts for the top 11 services requested in Newaygo County. In addition a pie chart demonstrated the percentage of proportional service requests for the same period. Mark and Megan will be developing a database that allows for aggregate reporting back to employers to demonstrate categorical employee needs.

Osceola County Business Resource Network Report

Mark Buss introduced himself as the Success Coach for Lake and Osceola counties and gave a brief summary of his work history. He has met with local BRN members and is starting to schedule regular hours in each of the sites.

New Service Center Partners

West Central now has a veteran's representative in Ludington and Baldwin. Jim Wincek is the Mason County Veteran's Representative and Wayne Eversole is the Lake County Veteran's Affairs Officer.

Mid-Michigan Industries and Disability Networks have now moved from the MRS office suites in Big Rapids and are now renting space from West Central directly.

Outreach Activities

◇ Veterans Meeting

On April 18, Shelly, Toni and Jon met with Brandy Walkington, Regional Coordinator for Michigan Veterans Affairs Agency and Shane Scherer, Veteran's Employment Services Rep for the State of Michigan to discuss how the veterans in our area can be better served. Options discussed included hosting veteran networking events and a resource fair for veterans with area agencies with programs/services that benefit veterans. There will be more information to come.

◇ USDOL Apprenticeships

At an Apprenticeship presentation in Newaygo Merri and Jon spoke to about 100 Career Readiness sophomore students on April 17 at the Newaygo High School about the USDOL Registered Apprenticeships. Four classes cycled in throughout the day to view the PowerPoint slideshow and hear about the benefits of apprenticeships.

Jon spoke with 15 students at Grant High School on May 9, during their mini Apprenticeship/College and Career Fair. Two classes of students cycled through, but most of them already had a plan for after graduation.

Leroy Tool and Die is looking to create several USDOL Registered Apprenticeships. Jon has been in contact with them for more than a year and it appears they are finally ready to move forward. They have an in-house training facility that they have been training new employees for about two years. They are looking to formalize their training and create as many as five apprenticeships through USDOL. They are discussing how to move forward.

Gerber Life is also looking to create a USDOL Registered Apprenticeship program including two IT, an insurance claims agent and a licensed insurance agent. Jon was part of a conference call with Dave Jackson from USDOL on May 17th to discuss the apprenticeships. Dave is compiling information and the necessary documentation to move forward. More information to come.

NOTE: Karl Walls left at 2:00 p.m.

◇ Ferris Projects

A group of Human Resource students from Ferris visited the Big Rapids Center on April 4th to learn more about Michigan Works! The goal was to expose these future HR professionals to the services and programs that MWAs across the state can provide. They seemed very interested and asked some good questions. There is a short write up about their visit on our website.

NOTE: David Cooper left at 2:04 p.m.

Merri added that in early May she and Shelly met with the Ferris marketing class to promote West Central's High School Completion/GED programs through a grant they received. At the completion of the project on social media and google, they determined that West Central already has a strong presence on google and social media, so the paid ads really didn't do much. This is actually good news knowing that West Central has that kind of exposure on the web. Ferris also created some brochures and posters and a video on our website featuring Shelly and Renee Pickard.

◇ LHS Work Based Learning Academy Partnership

Merri saw an article in the Ludington Daily News on April 30th about the Oriole Work Based Learning Academy at Ludington High School. This is for students who are at risk of dropping out of school and here they can complete high school online, combined with learning workforce development skills with local employers. Merri contacted the principal and approached them

about partnering with Michigan Works! for the youth program since many of these students could possibly qualify. They are excited about this possibility and a meeting will be set up once the in-house transition is completed.

◇ Talent Tours

Merri informed the Boards that Michigan Works! West Central is required by law to do Talent Tours to introduce youth, parents and teachers to available career paths by offering a behind-the-scenes look at employers. Some employers have been doing these but not in conjunction with West Central. Alyssa from the Oceana College Access Network contacted Merri and asked if West Central would be willing to work with them in coordinating tours. A meeting is being planned after the in-house transition.

Business Activity

◇ MiCareer Quest

Merri explained that West Central is required by the state to hold a MiCareer Quest type event before March 2020. Merri has been working with West Shore Community College partnering with them since they already hold a smaller and similar event. Merri gave a presentation at West Shore ESD to the Superintendents from Lake, Oceana and Mason counties to get a date on the books for this to happen. They were very excited and would like to do it before the Thanksgiving break. She is also working on one at Ferris for next spring.

◇ Employer Led Collaborative

As Merri mentioned at the last Board meeting West Central is one of the few MWAs not doing industry sector collaboration or industry councils. These collaboratives or councils bring together employers, workforce agencies and other partners such as training institutions and economic development agencies to create regional sector-specific workforce strategies. At a meeting at

West Shore a healthcare sector was started. Representatives from Mercy, Spectrum, Family Health Care and a new facility, Turning Leaf in Scottville are participating. The group will also be applying for grant help with funding in July.

◇ Job Fairs

Job fairs included HGA Support Services; AccessPoint Staffing; US Census Bureau; OnPoint Employment Solutions; Bella Senior Care; Arcadia Home Care; EDUStaffing; Turning Leaf Behavioral Health Services, Magna Mirrors/Effex Staffing; and Harbor Freight Tools. In addition, West Central also helped market job fairs for Lowes; MPH Logistics; Tubelite; Magna Mirrors/Effex Staffing; Michigan Regional Council of Carpenters and Millwrights; Leprino Foods; Manpower and phlebotomy training through Mid-Michigan Community College.

◇ Rapid Response

- ✓ Nestle-Gerber Products in Fremont announced early May that they would be laying off 32 employees at the end of July. They offered buyouts to eligible employees and combined with several employees finding new employment, that number was reduced to 18 by the end of May. Worker Orientation meetings at the Gerber facility will be held yet this month for those employees who will be laid off. They are shifting one of the production lines from three eight-hour shifts to four 12-hour shifts which will reduce the number of employees necessary to run the line. The state has been notified and this pending lay-off will not affect there Going Pro award.
- ✓ Sears Hometown Store in Big Rapids will be closing their doors on July 13th after 13 years of business. Rapid Response packets are being compiled and should be delivered soon to the four affected employees.

- ✓ Staples in Big Rapids is slated to close their doors July 12th affecting four full-time employees and 13 part time. The decision to close was a financial decision made by the corporate office.

Merri explained the term “Rapid Response” is a free service Michigan Works! offers to employers who close or are forced to lay off employees. Once the closure or layoff is announced Merri or Jon will get the necessary details. Packets are put together and delivered which shows what Michigan Works! offers to those impacted employees. Also with WIOA funds Michigan Works! may be able to help pay for training in helping them find another job. If the company is interested Jon and/or Merri will come in and talk to the affected employees and answer any questions they may have.

What’s New in our Region?

Kim and Chad will present information regarding programs and services available through West Central to the Circles Group on July 25, 2019. The targeted audience will be the Circles participants.

Unemployment Ranking April 2019

The average for the West Central area is 4.4%.

Next Meeting August 7, 2019 – Michigan Works! Workforce Service Center, Ludington

The next joint meeting of the WDB/LEO is scheduled for Wednesday, August 7, 2019 at the Ludington Michigan Works! Workforce Service Center, 920 E. Tinkham Avenue.

Round-the-Table

- » Thompson, Sheri, MOISD – with the many snow days this year, school finally ends for several ISDs on June 19th. The ISDs are waiting on the State Education budget as we are required to submit the annual budget by July 1. It looks like the State Budget may not be available until the fall. The Career Center is working to increase partnerships with local businesses to provide career-based learning. In partnership with Spectrum Health, Career Center Allied Health students were involved in job shadowing and clinical rotations with 11 Spectrum departments from lab to Radiology to Ambulatory Surgery. Meceola Tech continues to offer credentialing opportunities for adult learners. Recently the MOISD has begun partnering with Mid-Michigan Community College to offer certification training for phlebotomy on the MOISD campus. In the General Ed department the academic focus continues on improving Third Grade Reading scores, as well as, providing learning assistance with issues surrounding Childhood Trauma and its effect on classroom behavior.
- » Whitney, Tina, Nestle Nutrition/Gerber – the Success Coach has been successful.
- » Vyse-Staszak, Janet, DHHS – working on program for child trauma
- » Griffin, Nancy, Michigan Rehabilitation Services – Plan to have a counselor at the Newaygo Center.
- » Massy, Dan, Osceola County Community Development – a Leroy tool & die owner is taking kids off the streets and paying them to work and learn the trade at his company.
- » Hogenson, Tom, City of Big Rapids – working on a grant for a downtown pavilion for the Farm Market and ice rink. Also extending and repairing the runways at the airport.
- » DeLaat, Ken, Newaygo County Commissioner – Meijer opened and White Cloud has had the first medical marijuana open up and another dispensary is planned.
- » Eisler, Dave, Ferris State University – of 370 colleges Ferris is 5% above; in the top 15.

- » Byl, Larry, Oceana Commissioner – Peterson Farms has 900 employees and is addressing the housing shortage by building apartment complexes. The Silver Lake sewer project was canceled. Arbor Farms are not in production due to contamination and hope to be back in production in September.
- » Stark, Liz, Mason Lake Adult Education – the adult education is open year round, students can enter and exit as they complete.
- » Andersen, Janet, Mason County Commissioner – Wally Taranko passed away and will be missed. Busy working on the Planning Commission.
- » Marek, Ron, Reed City Group – Reed City Group is a high tech company and have 110 employees. It is injection molding and have 3-D printing. Recently hosted sixth graders, divided into groups and did a full plant tour.
- » Smith-Olson, Debbie, Lake Osceola State Bank – Cassair Internet is laying fiber from Baldwin to Chase. The “old” Jerry’s Best Food is torn down, the Dollar General may be moving to that location. The “old” Box Factory was bought and plan to build a youth paint ball facility.

Other Business

Reserved for the Public

Lynda Sweighart said Hope Network has had a long relationship with Michigan Works! She has worked with other rural areas and has found that this Michigan Works! has a dynamic and can do attitude, even during the recession when she was first introduced to West Central. This has been a good working relationship.

Adjournment

Meeting stands adjourned at 2:40 p.m.