

MICHIGAN WORKS! WEST CENTRAL  
WDB/LEO JOINT MEETING  
LUDINGTON CITY HALL  
WEDNESDAY, JUNE 1, 2016

MINUTES

LEO Members Present

Andersen, Janet  
Byl, Larry  
Trapp, Chuck  
Walls, Karl  
Warba, Mark

LEO Members Absent

Castonia, Gary  
Emig, Larry  
Howard, Linda  
Ortwein, Chris

WDB Members Present

Andrus, Amy  
Booyinga, Voni  
Cooper, David  
Eisler, David  
Ferguson, Tim  
Griffin, Nancy  
Hampton, Heidi  
Marek, Ron  
Nolan, Don  
Roberts, Carla  
Romanowski, Cynthia  
Smith-Olson, Debbie  
Stark, Liz  
Visser, William  
Vyse-Staszak, Janet

WDB Members Absent

Cherry, Ralph  
Hallenbeck, Chris  
Kosheba, Dan  
Massy, Dan  
Merriam, David  
Pasley, Julia  
Splane, Rob  
Thompson, Sheri  
Trucks, Mary

Michigan Works! West Central Staff

Bennett, Merri	Griffith, Paul	Keene, Shelly,	Rasmussen, Michelle
Reed, Brigitte	Shoemaker, Connie		

Others Present

Albanesi, Angie – Hope Network	Gillum, Heidi – Hope Network
Bozeman, Jerri – Hope Network	Spedowske, Gretchen – NCRESA
Budde, Amy – Hope Network	Sweigart, Lynda – Hope Network
Daly, Jennifer – NC RESA	Wyers, Kirk – NCRESA

Call to Order

WDB Chairperson, Deborah Smith-Olson brought the joint meeting of the Workforce Development Board/Local Elected Officials to order at 12:42 p.m. at the Ludington City Hall. A quorum is present of both the WDB and the LEO.

## Introduction of Guests

Guests were introduced and welcomed.

## Introduction of New Administrative Staff

### ◇ Merri Bennett, Business Services Specialist

Michelle introduced Merri as one of the new additions to the Administrative staff.

Merri grew up in Ludington, graduated from Central Michigan University and worked in TV News in Traverse City; then worked as the state capitol reporter in Lansing. She left Michigan to work as an entertainer at Walt Disney world where she interviewed celebrities and hosted several stage shows. She got back into TV News and worked in several locations including California, Washington State and Tucson. She transitioned into management for nonprofit public relations; worked for the Salvation Army, a home for abused children and for a medical clinic that helped those who couldn't afford health insurance.

Last fall Merri decided to move back to Ludington to spend more time with family and is now working for Michigan Works! and keeping busy.

### ◇ Shelly Keene, Grants & Contracts Manager

Paul introduced Shelly as the "New Mike Wyman." Shelly has been hired to fill the position vacated with Mike Wyman's retirement.

Shelly is a graduate of Central Michigan University with a Bachelor's of Applied Arts and a major in Child Development and a minor in Sociology. In April 2014 she earned her Master's in Business Administration with an emphasis on Project Management.

Her professional career started out as Head Start Teacher then moved on to Early Childhood Disability Coordinator. In 2009 she made a career change and became the Program Manager for Central Area Michigan Works! She managed the Wagner/Peyser,

Trade Act, WIA Adult and Dislocated Worker programs for two Centers. Due to regionalization she accepted the Grants and Contracts Manager position through ACSET at West Michigan Works! This position covered Montcalm, Ionia and Barry Counties.

Her family lives in the southeast corner of Mecosta County and she has son, Brien, who is finishing up his freshman year and is a three sport athlete; so she spends a lot of time on the sidelines supporting him and his team.

She's pleased to be part of the West Central team and looking forward to working with everyone.

Consent Agenda (Action Item)

- ◇ Minutes of April 6, 2016 WDB/LEO Joint Meeting – Emailed Prior
- ◇ April Financial Report – Emailed Prior/Handout (Goldenrod)

**David Eisler moved to accept the Consent Agenda as presented; supported by Carla Roberts; motion accepted unanimously by both the WDB and the LEO. 12:50 p.m.**

PY '16 Proposed budget – Emailed Prior/Handout (Action Item)

Brigette explained that on page 2 it gives detail of the budget for West Central's administrative office. This is for different costs which admin holds funds for the leases, maintenance contracts, etc. With the new combined OMB circulars and WIOA regulations require a budget that shows partners share in the cost of the Centers – the infrastructure is shared such as rent, maintenance, janitorial, copiers and supplies that go with those items. So when breaking this out in a separate column it adds clarity with a new column to the budget. The yellow column is what is used for the Trade Act, WorkKeys testing, Prisoner ReEntry and the light green is for IT services, equipment, keeping licenses up-to-date. The last column is for wages for the administrative staff.

This budget also gives a comparison to the budget of a year ago of what the initial planning budget was; to what is known at this time of year since we don't yet know what our entire budget will be. This is a projected budget based on where Brigitte believes the expenditures will be June 30, plus the carry-in. For October we will not get those allocations until probably September so Brigitte uses 90% of current allocation. In February the final budget will be presented. This is a snapshot of what actually happened in PY 14 and PY 15 is the current year which ends June 30<sup>th</sup>.

It is important to remember that last Fiscal Year West Central started out with five counties and then the first of October Oceana County was added.

**Ron Marek moved to accept the PY 2016 Proposed Budget beginning July 1, 2016 as presented by Brigitte Reed; supported by David Cooper; motion accepted unanimously by both the WDB and the LEO. 12:57 p.m.**

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

1. WIOA Local and Regional Plan (PI 16-02) *Action: Signature Required*

*Separate Plan Summary Provided – Emailed prior*

This will replace the 5 year plan under WIA. The plans give parameters for delivery of WIOA services that integrates all WIOA services, including Employment Service, WIOA Adult, Dislocated Worker, Youth, as well as Michigan Rehabilitation Services and federal Adult Education Services. We also include PATH and Food Assistance Employment and Training with the Department of Health & Human Services. This plan must be updated every two years, but we anticipate more frequent modifications the first year.

2. Dislocated Worker (PI 15-01) Modification 03 *Action: No Signature Required*

WDA is expected to release additional AY'15 Rapid Response funding to be allocated to the Dislocated Worker program. West Central is projected to receive approximately \$86,000 of this funding. The modification will accept this funding, and 100% will carry into the next Program Year.

3. Employment Service Plan (Modification **UPDATE**) *Action: No Signature Required*

WDA is releasing additional Employment Service funding prior to the next meeting. The actual amount received is **\$55,506**. The modification will accept this allocation.

4. Food Assistance Employment & Training (Modification) *Action: No Signature Required*

MWAs were asked to review expenditures for FAE&T to determine if they could deobligate funding. West Central could release \$15,000 to be used by other Michigan Works! Agencies. This is to meet need identified in other areas. As this area has benefitted from funding released from other areas in Welfare Reform when we had additional needs, we also release funding that is not being used.

5. DTE Energy Foundation Grant/United Way of the Lakeshore (*Information Item*)

This is a program that was expanded into our area last year. 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. For our area funding served participants in the SEEDS program in West Central. SEEDS is a youth conservation corps program that is operated by a non-profit and provides a variety of conservation work on federal, state and local forest and parks. DHHS is involved in recruiting youth in foster care. Other non-profit worksites are also acceptable. Funding is anticipated to be approximately \$24,000 the same as was awarded last summer.

**Carla Roberts moved to accept the WIOA Local Plan (PI 16-02); the Dislocated Worker (PI 15-01) Modification 03; the Employment Service Plan Modification update; and the Food Assistance Employment & Training Modification as written; supported by Liz Stark; motion accepted by both the WDB and the LEO. 1:09 p.m.**

April Program Reports – Handout

◇ Enrollment/Expenditures Reports

Paul explained this Program Year ends June 30 and both Service Providers are on target. The issue with enrollment as of last July 1 we went from 70% in-school youth to 75% out-of-school. This is a major shift. From basically serving in-school kids who were connected to the K-12s for referrals and now the out-of-school kids are not connected with the K-12s. This was a significant shift from where they get their referrals and thus enrollments. The enrollments are connected to the dollars spent.

Paul pointed out that West Central is leading the state with the best PATH Work Participation Rate of any of the 16 Michigan Works! Agencies. State minimum wage went from \$8.15 to \$8.50 per hour.

◇ Third Quarter PY 2015 WIA Performance Standards

Paul explained this is now WIOA – Adult, Dislocated and Older & Younger Youth. The up and down arrows indicate that the Goal either went up for West Central or down or stayed the same from last year. West Central has EXCEEDED the Goal in 10 areas and MET in Six and one shows no exits at this point. The only Standard Admin is concerned about since we only have one more quarter, is goal number 8 – that is the minimum before we hit “FAILED.” West Central has not failed any goals for about 10 or 12 years. Obviously we

would prefer to EXCEED all of them but anything in the 90s is acceptable. The goals are set by USDOL/WDA.

#### Prisoner ReEntry Report – Handout

Paul explained the report is typical with no significant changes.

#### ◇ Request for Proposal Released (*Action Item*)

Paul explained that the Request for Proposal for Prisoner ReEntry has been released and is due June 30, 2016.

**Nancy Griffin moved to direct the Michigan Works! Administrative staff to bid on the Prisoner ReEntry program up to or including all 13 counties in Prosperity Region 4; supported by Ron Marek; motion accepted unanimously by both the WDB and the LEO. 1:26 p.m.**

#### ◇ Truck Driver Training

Paul explained that this Truck Driving training is for parolees. Truck Driving has a very high turnover rate and is actually over 100%. It is Over The Road (OTR) but they can make up to \$50,000 or \$60,000 and have to be willing to be gone 14 days in a row. Angie working with the Department of Corrections and West Michigan Works! to implement this program that currently involves three trucking companies. The training program is in Cadillac and what is so neat is that in order for a parolee to leave the state they have to have the Parole Agent's approval. The trucking companies are very interested in this and said Prisoner ReEntry does more "vetting" than they do. The companies have agreed to give the itinerary of the drivers to MDOC Parole Agents and they all have tracking devices on their cabs so they know their location. This is something that MDOC is excited about as well and at this time we have about five or six interested in the training. This has only been put together about four or five

months ago and started in the lower part of Region 4. It is the hope that this will be very successful. In fact, trucking companies are bringing other trucking companies to the table. This certainly has the capacity to go statewide in another year. This is a great opportunity for the right type of parolee and certainly a great option to be able to offer parolees.

#### Food Processing Training – Handout

Amy Budde explained that the Food Processing Training will be three weeks long, twice a week at The Starting Block in Hart. After completion they will receive Certification and interviews for employment from at least two employers in Oceana County. Seven out of the ten major Oceana County employers are Food Processers. Employers are excited about this because they can now hire new people with knowledge of food processing.

Employers are also offering scholarships for the program if they meet WIOA requirements. The training is being offered by the Michigan Manufacturing Technology Center (MMTC). This is truly an opportunity for Oceana residents because Oceana County does not have any post-secondary institutions located in the county.

If anyone is interested in the program they can call Amy at 231.259.2005 or email her at [abudde@michworkswc.org](mailto:abudde@michworkswc.org)

NOTE: Kirk Wyers & Gretchen Spedowske left at 1:34 p.m.

#### Certified Nurse Aid Training (CNA) – Handout

Heidi Gillum explained that recently Michigan Works! partnered with West Shore Community College and Grand Oaks Nursing Center in Baldwin to provide an opportunity for training for Certified Nursing Assistant (CNA). The training is provided on site at Grand Oaks and administered by West Shore. The funding is provided by the WIOA program. The program has



enrolled 11 eager clients to complete this training. WIOA will also provide any supportive services such as scrubs, minute watch, or shoes.

West Shore Community College and Grand Oaks have been wonderful to work with and to be working with these individuals who are so eager and excited for this opportunity is very rewarding. The barriers that they have faced such as funding and transportation have been taken care of and allows them to all step forward into this rewarding career.

### Outreach Activities

#### ◇ Mason & Oceana County Employer Outreach

Merri explained that the only challenge she's seen so far is most employers do not have a good understanding what Michigan Works! can offer employers. Once it is explained they are happy to use our services.

#### ◇ Networking (ERN, MCMA, Chambers, United Way)

Some of the contacts have come about through networking such as job fairs, chamber events and also from personal visits set up as introduction meetings.

New accounts have been set up for Mason County which includes the City of Scottville, the City of Ludington, hotels, restaurants, landscapers and Lowe's in Ludington as well as the Badger.

New accounts in Oceana County include the County of Oceana in searching to fill the County Administrator position; Anne Hardy with Economic Development posted the Hart Main Street Manager position and will also be working with them on marketing efforts. She is working with the Michigan Asparagus Advisory Board, the Oceana Council on Aging, a job fair for Arbre Farms and she and Michelle met with Peterson Farms.

She will be serving as a Board and Community Development Committee member on the United Way of Mason County. The Mason County Manufacturers Council has been important as it helps her meet key people in some of the larger area employers and they are considering expanding membership to Oceana County.

◇ Business Solutions Professional Training

Merri will finish up next week, taking part in an exercise where employers present you with problems and you go through the process of finding solutions. This is also beneficial because she gets to meet other Business Service Professionals and learn from them as well.

Business Activity – Handouts

◇ Impact Awards

Every year the Michigan Works! Association hosts the Impact Awards at the Anderson House Office Building in Lansing. The purpose of the Impact Awards is to showcase businesses that collaborate with Michigan Works! and provide opportunities for job creation, training, and make a positive impact in the community. Each of the 16 MWAs across the state were able to submit nominations for an Impact Award, and the Michigan Works! Association Board reviews all the nominations. So, we had the pleasure of witnessing Ventra Evert receive a Michigan Works! Association Impact award. HR Manager Amy Andrus was there to represent Ventra, along with the General Manager Chad Leiter. They received their award from Representative Joel Johnson and Senator Darwin Booher. It was a great day for Ventra and for West Central. It's really an important day, as Michigan Works! Agencies from across the state are able to network with their local legislators and they are able to see first-hand the impact we are having in the communities they represent.

An extra bonus was finding out that the General Manager Chad Leiter received his degree through Ferris State with support from Michigan Works! West Central programs.

◇ Project Rising Tide

We had a pretty big event occur in Ewart in April – the Governor came to Ewart to hear about the progress being made relative to the Project Rising Tide efforts occurring there. There were about 15 people there with the Governor, including Michelle, the MOISD superintendent, staff from Ewart Public Schools and the Board Of Education, and the Michigan Economic Development Corporation. This was the first time she had ever met the Governor, and it was pretty exciting. He had a real interest in what was happening in this Rising Tide Community; he was excited to hear about the progress being made on several initiatives that we hope will help the community move forward in its quest to become better positioned for redevelopment opportunities.

◇ Michigan Potash Company, LLC

Some of you may have seen the recent news about Michigan Potash Company and the plans the company has to mine potash in Hersey, in Osceola County. The company has purchased about 120 acres within Hersey and Ewart townships and has plans to process nearly 800,000 tons of potash and one million tons of food-grade salt each year.

Paul and Michelle met with Ted Pagano, the company's CEO, a few weeks ago to discuss the plans the company has and to see how Michigan Works! can assist with the talent that will be needed to staff the facility, which includes electricians, instrument technicians, millwrights, welders and heavy equipment mechanics. As many as 170 jobs could come to fruition in the next two to three years.

Having a local source of potash for farmers, to use as fertilizer, would be a pretty big deal, as most of the potash the farmers use comes from Canada and Russia. This really would

I:\MRASMUSSEN DOCS\Website Development\June 2016 Minutes.doc

be great for Osceola County and certainly would complement the Rising Tide efforts happening in Evart.

#### Eastwood Early Childhood Center, Big Rapids – Handout

Jerri Bozeman said that Karen Roy from the Mecosta-Osceola Intermediate School District (MOISD) contacted her in April to see if Hope Network would be interested in having a staff person collocated at the Eastwood Early Childhood Community Center. The Department of Health and Human Services is a partner and has a staff person there on site as well. After Greg Wickings, Hope Network's Career Development Specialist for Mecosta County and she met with Karen, it was decided it would be a very good fit.

There are 16 programs located there, including Michigan Works! and they serve 150 children ranging from three to five years old. The Center is located in a low income neighborhood and 30 to 33% of the parents do not have a High School Diploma or GED. They have a Resource Lending Library where resources and toys can be checked out to enhance activities for child care providers, early childhood classrooms or parents. Most of these parents would never have access to these tools. They also met a couple of EightCap Foster Grandparents that volunteer there.

Play dates are scheduled on Mondays and Fridays; this allows parents to spend the day with their children. Fridays were thought to work the best for Hope staff to be on site. Hope was provided office space and can set up a table at the entrance with literature about the programs available. This is a great collaboration allowing Greg to set up appointments throughout the day and meet with individuals to discuss their employment and training needs.

NOTE: Amy Andrus left at 1:58 p.m.

### Newaygo County Promise Zone – Handout

Paul explained that the Kalamazoo Promise has been used as a model for Michigan's Promise Zones. Michigan law allows for up to ten Promise Zones which are all urban except for one... Baldwin. Baldwin's Promise Zone has been up and running for five years now. The one in Jackson did not materialize so it had to come off the list. NCRESA was #11 on the statewide list, so Jackson came off NCRESA's Superintendent inquired about becoming the new #10, but the Department of Treasury said the language allows for up to ten not that they have to have ten. Superintendent Clark contacted Senator Geoff Hansen and State Representative Jon Bunstead to help her with this. A year later new legislation was finally approved. The primary purpose of the legislation was to get Newaygo approved as the new tenth Promise Zone. Out of the ten Promise Zones in the State of Michigan, West Central has two of them and both are rural in nature and both cover the entire county. Scholarships are planned for the graduating Class of 2017.

Four of our six counties now have College Access Networks. It is the hope that in the next year or so Mecosta and Osceola counties will also have one.

Debbie Smith-Olson explained that one reason the state approval is necessary is that they are sharing one half of the increase in non-homestead property tax revenue that's collected from that school district or from the Promise Zone. So they are giving back to the entity the cash that's necessary to come up with those scholarship dollars. Looking ahead, Baldwin will need \$100,000 in two years and then maintain that for the future.

NOTE: Jerri Bozeman & Heidi Gillum left at 1:59 p.m.

### New Partners

#### ◇ American Red Cross – Big Rapids

Paul explained that the American Red Cross is now collocated at the Big Rapids Center. A couple years ago they went through a tremendous downsizing, now 80% of their staff are volunteers.

#### ◇ Muskegon-Oceana Community Action Partnership – Shelby

In Shelby the Muskegon-Oceana Community Action, an agency similar to Eight Cap and FiveCap, sold their building to Oceana County and they are going to make it their new ambulance barn. So there will be one or two new people sharing a spot in our Shelby Center.

### Companies Helping Employees Pay Off Student Loans – Grand Rapids Press

Companies are keeping up on development in terms of offering to help pay off student loans by allowing someone to work for them for a minimum period of time and they pay a percentage of their student loan. This has become a huge issue, so some companies are creating this new type of fringe benefit.

### Board Member Resignation

Paul informed the Boards that Mark Vipperman is no longer with Spectrum Health and therefore has resigned.

### April Unemployment Chart – Handout

Michelle is putting a lot of information on our new website such as the unemployment information. We actually have the unemployment rates by month going back to 1978 for all six

counties, for the state and the nation. The unemployment information is limited to our six counties.

#### Next Meeting August 3, 2016 – Big Rapids Workforce Service Center

The next WDB/LEO Joint meeting is Wednesday, August 3, 2016 at the Michigan Works! Workforce Service Center in Big Rapids.

#### Round-the-Table

- » Warba, Mark, City of Big Rapids – the Baldwin Street bridge opening is scheduled for July 1<sup>st</sup>. The City has met with the design & development group to market the Hanchett property. \$2 million will be needed to replace a water main on Ives. The Public Safety Director is stepping down and the City Manager will be retiring in December. Artworks will be hosting a two month exhibit profiling manufacturing in the community.
- » Byl, Larry, Oceana County Commissioner – County Administrator, Sue Johnson is retiring. Oceana festival is June 11<sup>th</sup>. Silver Lake \$500,000 nutrient study demonstrates that the algae have something to do with sewage systems.
- » Andersen, Janet, Mason County Commissioner – updating the Zoning Ordinance after sending out a survey of 10 major items to address. House of Flavors on June 11 will be trying for the world's largest ice cream sundae.
- » Trapp, Chuck, Newaygo County Commissioner – Newaygo has a new County Administrator and we are getting good feedback. All parks are going good and have good attendance.
- » Ferguson, Tim, Retail, Wholesale & Department Store Union – Local 386 – Walmart is going to start their own dairy in Indiana which will affect dairy farmers and especially the Livonia, Michigan plant which employs about 400 people.

- » Griffin, Nancy, Michigan Rehabilitation Services – Michigan Rehabilitation is sixth in the nation for closed rehabilitated cases, which means individuals with disabilities working more than 90 days after placement. Fiscal Year 2015; 7,109 individuals were employed with an 86% satisfaction rate. \$12.75 was the average hourly rate which equals a \$10.10 return on every dollar spent. 37,216 individuals received services, 15,216 were students still in high school. With WIOA legislation MRS will be working with younger students. MRS has begun the process of hiring PETS Transition Counselors to meet the needs of the students.

Michigan Works! and MRS/MCTI will be providing a Manufacturing Training in Hart, starting June 20<sup>th</sup>. MRS will be sending a Shelby High School student to seven and a half weeks Autism training at Western Michigan University summer program.

Mason County MRS will have a summer DNR Work Experience at Ludington State Park and Charles Mears in Pentwater. Oceana MRS will have a DNR summer Work Experience at Silver Lake State Park.

Disability Network will begin serving more counties to the north and there is an Employment Navigator, Leslie Green, working out of the Big Rapids MRS office.

MRS is also working with the City of Ewart to provide a Summer Youth Work Experience – four grounds keepers and one clerical position. The Newaygo ISD and MRS wrote a grant to work with students receiving Social Security for benefits planning to help students understand the monetary value in going to work.

And lastly, MRS is hiring a Business Resource Specialist to work with employers and businesses to hire and retain individuals with disabilities.

- » Stark, Liz, Mason-Lake Adult Education – for a small Adult Education program we had the highest graduating class of 23. This is due largely to dedicated and hardworking instructors. Unfortunately Adult Ed will lose funds due to the change in prosperity regions. We are



working on ways to keep the Adult Ed open and thanks to Michigan works! the Adult Ed is part of the Local Plan.

- » Hampton, Heidi, Yoplait – General Mills – starting some new organic products.
- » Roberts, Carla, Fremont Area Community Foundation – closed a community assessment; pulled together data for four counties; are in the process of taking information from surveys and where we need to focus efforts. Newaygo is working on having a workforce to keep economic development plugging along.
- » Nolan, Don, Michigan Department of Corrections – the Pugsley Prison is scheduled to be closed in September this year; they have about 230 employees.
- » Cooper, David, Whitehall Industries – Whitehall has been very busy.
- » Eisler, David, Ferris State University – Two new degrees have been added – Brew Pub Manager and Doctorate in Nursing Practice. This graduating class included the 40,000<sup>th</sup> student to graduate from Ferris since David Eisler became President.
- » Romanowski, Cynthia, Arbre Farms Incorporated – would like to partner with other growers with housing. Also have purchased a school bus to transport workers.
- » Vyse-Staszak, Janet, Department of Health & Human Services – The Oceana County ERN position is currently serving 6 businesses in Oceana County. The businesses involved have expressed satisfaction with the program. The primary focus is self-sufficiency and meeting service needs of the employees of those businesses. In Mason County the ERN is a different configuration and is funded by private dollars.

#### Other Business

#### Reserved for the Public

#### Adjournment

**Meeting stands adjourned at 2:39 p.m.**