

MICHIGAN WORKS! WEST CENTRAL
WDB/LEO JOINT MEETING
THE SHACK, JUGVILLE
WEDNESDAY, DECEMBER 6, 2017

MINUTES

LEO Members Present

Andersen, Janet
Byl, Larry
Emig, Larry
Hogenson, Tom
Howard, Linda
Johnson, Les
Ortwein, Chris
Walls, Karl
Willett, Vern

WDB Members Present

Booyinga, Voni
Eisler, David
Griffin, Nancy
Gustad, Eric
Marek, Ron
Martin, Don
Massy, Dan
Pasley, Julia
Roberts, Carla
Romanowski, Cynthia
Schurkamp, Christine
Smith-Olson, Debbie
Visser, William
Vyse-Staszak, Janet

Others Present

Albanesi, Angie – Hope Network
Bell, Tamara – TIA
Bozeman, Jerri – Hope Network
Daly, Jennifer – NCRESA

Call to Order

LEO Chairperson, Larry Emig brought the joint meeting of the Workforce Development Board/Local Elected Officials to order at 12:46 p.m. at the Shack in Jugville. A quorum is present of both the WDB and the LEO.

LEO Members Absent

WDB Members Absent

Cooper, David
Ferguson, Tim
Fisk, Dena
Frey, Amy
Kosheba, Dan
Merriam, David
Splane, Rob
Stark, Liz
Thompson, Sheri
Trucks, Mary

Michigan Works! West Central Staff

Bennett, Merri	Reed, Brigette
Eppley, Jonathan	Ridenour, Beth
Griffith, Paul	Shoemaker, Connie
Keene, Shelly	

Spedowske, Gretchen – NCRESA
Sweigart, Lynda – Hope Network
Weiss, Julie – Hope Network

Welcome New Board Members

- ◇ LEO Member – Tom Hogenson, City of Big Rapids Mayor

Tom has served on the Commission for three and a half terms; and he was a nurse for 15 years.

He is looking forward to serving on the Board.

- ◇ LEO Member – Les Johnson, City of Ludington Councilor

Les has been on the City Council for four years; he is a retired business owner and his wife was a teacher at the Baldwin schools.

Introduction of Guests

Guests were introduced and welcomed.

Consent Agenda (*Action Item*)

- ◇ Minutes of October 4, 2017 WDB/LEO Joint Meeting – Emailed Prior
- ◇ October Financial Report – Emailed Prior/Handout (Goldenrod)

Chris Ortwein moved to accept the Consent Agenda as presented; supported by Vern Willett; motion accepted unanimously by both the WDB and the LEO. 12:51 p.m.

PY 2016 Annual Audit – Emailed Prior (*Action Item*)

- ◇ John Hemming, Partner WipFLI via “Go to Meeting” – 1:00 Internet Connection

John Hemming explained that there were no deficiencies or non-compliance related to financial reporting and no deficiencies or non-compliance related to major federal programs. The Federal programs tested as major programs were WIOA cluster consisting of WIOA Adult, Youth and Dislocated Worker. Michigan Works! was determined to be a low risk auditee, this means it

shortens the audit by reducing the number of steps. There were no findings. The fiscal staff at Michigan Works! did an extraordinary job!!

Larry Byl moved to accept the PY 2016 Annual Audit for Michigan Works! West Central as presented; supported by Ron Marek; motion accepted unanimously by both the WDB and the LEO. 1:38 p.m.

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

1. WIOA Adult and Dislocated Worker Funding – *No Action Required*

In the WIOA Law, the Michigan Works! Agencies have been given the authority to transfer up to 100% of funds between Adult and Dislocated Worker. Michigan Works! West Central will be requesting a transfer of \$150,000 from the Dislocated Worker allocation to Adult. Upon approval, the revised allocations will be Adult – \$314,298 and Dislocated Worker – \$214,204. The request has been made due to the larger number of Adult participants that are being served compared to Dislocated Workers.

2. Michigan State Housing Development Authority (MSHDA) – MOU – *Action – Signature Required*

MSHDA is identified as a required partner in the WIOA. Even though we do not have a representative located in our Service Centers or a local MSHDA office in our area, they have reached out to Michigan Works! West Central to formalize our partnership with an MOU.

3. Trade Act Plan 18-00 (PI 17-23) *Action – Signatures Required*

This Plan is Trade Adjustment Act funding for training, case management and services for workers of companies with certified dislocations due to imports. Trade Act funding has been allocated on an individual customer basis, with case management funding being in addition to. This plan is for Fiscal Year 2018, allocations for expenditure October 1, 2017 through

September 30, 2018. The West Central allocation for program costs is \$97,500 and \$32,500 for case management for a total funding amount of \$130,000.

4. Career & Educational Advisory Council (CEAC) *(PI 17-XX, Draft) – No Action Required*

The WIOA encourages local boards to establish a committee to focus on youth services and to provide a voice and perspective for youth. To be effective, such committees should be composed of key personnel that work directly with youth. Likewise, Michigan Public Act 491 of 2006, states that Educational Advisory Groups (EAGs) are required by state law to serve in an advisory capacity to each of the 16 local WDBs on educational issues. The CEAC, which is being proposed by the draft policy, will replace all existing EAGs and Talent District Career Councils (TDCCs) and will advise the 16 WDBs on career and educational issues.

Currently, there is one TDCC per Prosperity Region and this policy change would require that each Michigan Work! Agency develop and establish their own Advisory Council. Once the Policy is made final, we will be asking the Board to take the necessary actions required.

Ron Marek moved to approve the Michigan State Housing Development Authority (MSHDA) – MOU as presented with the two chairs approving the final draft, and the Trade Act Plan 18-00 (PI 17-23) as presented by Shelly Keene; supported by Deborah Smith-Olson; motion accepted unanimously by both the WDB and the LEO. 1:41 p.m.

Service Provider Contract Extension *(Action Item)*

◇ Oversight Committee Recommendation – Emailed Prior – Handout (Yellow)

Newaygo County RESA: Employment Service & Trade Act Programs

NCRESA will be put on probation, effective immediately, for the remainder of the contract (June 30, 2018). NCRESA staff will be scheduled to appear before the Oversight Committee in March 2018 to review the attainment of the required parameters set forth by the WDB/LEO.

Vern Willett moved to accept the recommendation of the Oversight Committee for Newaygo County RESA Employment Service and Trade Act programs; supported by Dan Massy; motion accepted unanimously by both the WDB and the LEO. 1:45 p.m.

Carla Roberts abstained

Hope Network: Adult and Youth Programs

Hope Network will be put on probation, effective immediately, for the remainder of the Contract (June 30, 2018). Hope Network staff will be scheduled to appear before the Oversight Committee in March 2018 to review the attainment of the required parameters set forth by the WDB/LEO.

Janet Andersen moved to accept the recommendation of the Oversight Committee for Hope Network Adult and Youth programs; supported by Dan Massy; motion accepted unanimously by both the WDB and the LEO. 1:46 p.m.

Nancy Griffin abstained

Election WDB Chair and Vice Chair (*Action Item*)

Dan Massy nominated Deborah Smith-Olson for WDB Chair; supported by David Eisler; motion accepted unanimously. 1:47 p.m.

Deborah Smith-Olson remains WDB Chair

Ron Marek nominated Julia Pasley for WDB Vice Chair; supported by David Eisler; motion accepted unanimously. 1:48 p.m.

Julia Pasley remains WDB Vice Chair

October Program Reports – Handout

◇ Enrollment/Expenditures Reports

Paul explained that even though we are in December, we have not gotten the November enrollments so this is through the first four months. In the beginning of the Fiscal Year West Central gets funding for one quarter and it is not 25%, so we have to “live” on carry-over from the prior year. This year receiving funds for the second quarter (October 1st) was very late almost the end of October. These dollars have now been allocated.

In West Central, we do not have many “Dislocations” so being able to transfer funds from Dislocated to Adult works very well. This allows for local flexibility.

MWAs have been given a “fifth quarter” in which to spend PATH funding. West Central will clearly have the money spent by the end of December.

NCRESA's report is financial; there are no enrollment numbers.

Outreach Activities

◇ Project Rising Tide

The Governor continues to urge Project Rising Tide communities to “graduate” and implement action plans to solve issues identified over the past year. Ewart is the Project Rising Tide community in Region 4. Ewart has not graduated yet, however, four committees were formed last month to develop action plans to address the four key issues identified. The four areas identified are housing, economic development, workforce development and schools.

◇ Apprenticeship Week Events

Michigan Works! agencies are working with companies to educate employers about the USDOL Registered Apprenticeships. Merri collaborated with the apprenticeship Success Coordinator at Northwest Michigan Works! and held a joint event at West Shore Community College for Mason

and Manistee counties. Numerous employers and apprentices attended along with Dave Jackson from the USDOL. About 30 students attended. Jon and Merri will be meeting with NCRESA and Hope Network to educate them on apprenticeships.

Jon worked with the Mecosta-Osceola Career Center to host a webcast for nearly 40 students to learn about the USDOL registered apprenticeships. A panel of three journey workers shared their apprenticeship success stories. Students seemed to be fairly engaged and asked good questions of the panel speakers.

Jon also worked with NCRESA to organize an apprenticeship roundtable discussion with manufacturers in Newaygo County. Those who did attend were able to partake in an intimate discussion about the benefits of registered apprenticeships.

◇ Media Coverage

Merri said there was some great media coverage during the STTF process: Paul was interviewed by TV9&10; the awards were in both Ludington Daily News and Mason County Press and it should be in the Oceana papers this week and Merri did an interview with WMOM radio. The awards were also announced in a press release in the Big Rapids Pioneer and the Osceola Herald Review.

Business Activity – Handouts

◇ Medical Assistant Apprenticeships

Michigan Works! will launch a medical assistant apprenticeship with Mercy Health in the fall of 2018. West Shore has just started a program and Mercy will wait until the first class graduates before starting theirs. After the holidays, the Mercy HR team would like to meet with Merri, Shelly, West Shore and representatives from West Michigan Works! since they will hold the standards for the apprenticeships.

NOTE: Chris Ortwein left at 2:01 p.m.

◇ STTF

Paul explained that almost half of these (15 of the 32 grants awarded) were first time applicants. Nestle/Gerber was a first time applicant. There are 46 apprenticeships among seven companies. The dollar value of match is \$6.7 million which is both cash and in-kind. The majority is in-kind; one reason this is so popular is that it is typically the wages of the employees getting the training. These trainings are very short – three or four months other than apprenticeships. The Apprenticeship Program is not just walking around with the journeyman electrician/plumber, etc., there is a lot of formalized classroom training along with the hands-on portion. Places like West Shore and Ferris are among the entities that are actually involved in providing that training. It is amazing on how many of these awards have multiple trainers; employers get to select the trainers they want as long as it is reasonable. West Central received 90% of the dollars asked for and according to population received “more than our fair share.”

◇ Rapid Response

- ✓ After more than 30 years in business, the owners of Great Lakes Book and Supply in Big Rapids decided to close the store for good due to a major shift in book sales turning to online purchases. Three people will be affected by the closing. Rapid Response packets were delivered in mid-October.
- ✓ TrueNorth Community Services also announced the permanent layoff of 28 employees due to a cut in government funding. Rapid Response packets were compiled in late-October to be distributed to any former employee seeking assistance.
- ✓ December 4th the Nineteen Mile Veterinary Clinic in the Big Rapids area announced that after 37 years in business it would be closing the practice at the end of this month. Four full-

time employees will be affected by the closing. Rapid Response packets will be delivered this week.

◇ Job Fairs

- ✓ Bella Senior Care held a job fair on November 9th at the Reed City Workforce Service Center, only one applicant showed up.
- ✓ EDU Staff held a job fair on November 30th at the Fremont Workforce Service Center, unfortunately, no one attended. They are scheduled to hold another job fair on December 18th at the Big Rapids Service Center.
- ✓ Ventra Evert job fair was held on November 28th at the Reed City Workforce Service Center with just over 100 people attending and about 50 job offers made.

At the Ludington Service Center:

- ✓ Harbor Freight Tools used office space for trainings in late October. They had no problem filling their full-time positions but like many employers having trouble filling part-time sales positions.
- ✓ Randstad staffing held another hiring event for Haworth and holds job fairs on site at their Ludington facility every few weeks.
- ✓ Comfort Keepers in Muskegon is hiring caregivers in the Ludington area and holding a job fair at our Service Center Friday.

WDB Certification – Handout

Paul informed the Boards that the Michigan Works! West Central Workforce Development Board has officially been notified that the membership has been recertified.

Mason County Exploring Becoming a Promise Zone – Handout

A resolution has been approved, and will be sent to the full Board of the Mason County Commissioners for approval; this resolution would notify the Michigan Department of Treasury that Mason County intends to create a promise zone. A recently passed law raises the cap of Promise Zones to 15. If this is approved then they would have to submit a Promise Zone Development Plan.

Increase in State Minimum Wage January 1, 2018

The State Minimum wage will go up to \$9.25 effective January 1, 2018.

West Michigan Hot Jobs Flyer – Handout

A new West Michigan Hot Jobs list with Demand Occupations listed with projected growth and wage range was distributed.

Updated LEO Membership List – Handout

New LEO membership list with two new Board members.

Next Meeting February 7, 2018 – Reed City Workforce Service Center

The next WDB/LEO Joint meeting is Wednesday, February 7, 2018 at the Michigan Works! Service Center in Reed City.

Round-the-Table

» Smith-Olson, Deborah, Lake Osceola State Bank – the Brown Trout “statue” is not done yet but will be completed in the spring. Lake Osceola State Bank has opened their 10th branch in Leroy.

- » Byl, Larry, Oceana County Commissioner – Another big festival coming up in Rothbury – Electric Forest with about 40,000 people expected. It is the last week in June and the first week in July.
- » Gustad, Eric, Consumers Energy – there is restoration going on even as we speak. Consumers is restructuring and he has now been given Oceana County; he now has five of our six counties.
- » Griffith, Nancy, Michigan Rehabilitation Services – Evart received the MRS Champion Award.
- » Roberts, Carla, Fremont Area Community Foundation – will be announcing grant awards at the end of the year.
- » Booyinga, Voni, Workforce Development Agency – some restructuring is going on, so this is her last meeting and Tamara Bell will be taking her place. She thanked everyone and said she has learned a lot during her time on the Board.
- » Vyse-Staszak, Janet, Department of Health & Human Services – a new PATH Coordinator has been appointed for Oceana County so that it is the same person for all six counties. The application for Food Stamps and Cash Assistance has been modified and is supposed to be much more user friendly; it's been changed from 27 pages to seven pages.
- » Johnson, Les, Ludington City Council – invited everyone to come to the New Year's Eve Ball Drop in Ludington.
- » Marek, Ron, Reed City Tool – Thank you to Michigan Works! for helping with the application for the Skilled Trades Training Funds. They are dedicated to the Apprenticeship Program. They now have new, state of the art equipment coming in and this is the third month for the lean manufacturing and expect to see good things. They have also hired a marketing firm and have many lofty goals to increase sales.
- » Eisler, David, Ferris State University – he thanked Paul and staff for supplying such good information in the packet.

- » Anderson, Janet, Mason County Commissioner – looking forward to exploring the Promise Zone for Mason County.
- » Emig, Larry, Osceola County Commissioner – the County’s \$20 million overall budget has been passed and they are working on issues related to the medical examiner.

Other Business

Reserved for the Public

Adjournment

Meeting stands adjourned at 2:31 p.m.