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West Michigan Works! (WMW) Workforce Development Board Meeting (WDB)

**Executive Committee
Westside Service Center
215 Straight Ave. NW
Grand Rapids, MI 49504**

Monday, July 10, 2017 • Meeting 11:30 a.m.

AGENDA

- | | |
|---|-------------------------|
| 1. Call to Order, Chairperson Dave Smith | |
| 2. Public Comment – Agenda Items | |
| 3. Approval of the May 8, 2017 Minutes | Action Required |
| 4. Report on Financial Activities: Notes to May 2017 Board Financials
<i>Jacob Maas, WMW Chief Executive Officer</i> | Information Item |
| 5. WMW WDB Member Applications
<i>Angie Barksdale, WMW Chief Operating Officer</i> | Information Item |
| 6. Officers of the Workforce Development Board
<i>Jacob Maas</i> | Discussion Item |
| 7. WMW WDB Subcommittees | Discussion Item |
| a. Quarterly Reports and Tracking | |
| b. Challenges | |
| c. Talent Solutions | |
| d. Employer Solutions | |
| e. Strategic Partnerships | |
| f. Outreach and Communications | |
| 8. General Updates | Information Item |
| 9. Other Business- Reschedule September 11, 2017 meeting | Action Required |
| 10. Public Comment | |
| 11. Adjournment | |

Next Scheduled Executive Committee Meeting:

TBD



**West Michigan Works! (WMW) Workforce Development Board (WDB)
Executive Committee Meeting
HAWORTH
One Haworth Center • Holland, MI 49423
Monday, May 8, 2017 • Meeting 11:30 a.m.**

MINUTES

MEMBERS/ALTERNATES PRESENT: Mark Bergsma, John Buchan, Jay Dunwell, Jim Fisher, Heather Gluszewski, Jon Hofman, Scott McLean, Dave Smith, Sherry White

MEMBERS/ALTERNATES ABSENT: Rebecca Herrington, Shana Welch

STAFF PRESENT: Jacob Maas, Brenda Isenhardt, Jane Kreha, Brittany Lenertz, Deb Lyzenga, Nancy Wiest, Janette Monroe

GUESTS PRESENT: None

1. Call to Order, Chairperson Dave Smith at 11:41 a.m.
2. Public Comment- Agenda Items- None
3. Approval of the March 13, 2017 Minutes **Action Required**

Motion – Jon Hofman
Second – Sherry White
Item Approved by Vote – Motion carried
4. Report on Financial Activities: Notes to March 2017 Board Financials **Discussion Item**
Brenda Isenhardt, ACSET Chief Financial Officer, reviewed WMW's 2017 Board Financials, Statement of Revenue and Expenditures by program for the nine months ending March 31, 2017. Discussion took place, and Brenda answered board members' questions.
5. Ad-hoc Proposal Review Appeals Committee **Information Item**
Nancy Wiest, ACSET Staff Attorney, reported that West Michigan Works! is presently accepting proposals for service providers in Kent County Out-of-School Youth (OSY) Program and the In-School Youth (ISY) Programs in Allegan, Barry, Ionia, Kent, Montcalm and Ottawa Counties. The Requests for Proposals contain an appeal process provision which states that an appeals committee will consist of members of the WMW WDB and the ACSET Governing Board. Nancy stated that WMW is requesting two (2) members of the WDB Executive Committee to be on the Ad-hoc Appeals Committee. Jon Hofman and Dave Smith volunteered to be on the committee. Brittany Lenertz, WMW Regional Service Center Director, indicated that she was still seeking two (2) more board members to serve on the proposal review committee. Mark Bergsma volunteered, and an email to solicit another volunteer will be sent to the full workforce board.

6. Workforce Development Board: Demographics Survey **Discussion Item**
Jacob Maas, WMW Chief Executive Officer, reported that part of WMW's strategic plan is to have demographics of our workforce board match the demographics of the communities we serve. Jacob requested support from the Executive Committee that a survey be sent out to the full workforce board requesting demographic information such as, for example, race and ethnicity. Jacob reported that although the information is not required by the State, the ACSET Governing Board has requested the information. Discussion occurred, and committee members made additional suggestions to include in the survey. Jacob stated that WMW staff will send the survey to the Board Chair and Vice-Chair first and then to the full workforce board in the next couple months.

7. Adult Education Title II Applications **Action Required**
Brittany Lenertz, WMW Regional Service Center Director, reported that the Michigan Talent Investment Agency (TIA) recently issued a Request for Proposals (RFP) for Adult Education Providers pursuant to the Workforce Innovation and Opportunity Act (WIOA), Title II, Adult Education and Family Literacy Act (AEFLA). WIOA requires the WMW WDB to review the providers' applications to determine which providers demonstrate alignment between proposed activities and our local plan. Brittany reviewed summaries of the twenty-four (24) applications received for consideration since the agenda was sent out and one (1) additional application received thereafter. Brief discussion took place, and Brittany answered board members' questions.

Motion – Jim Fisher

Second – Jon Hofman

Item Approved by Vote – Motion carried

8. General Updates- None

9. Other Business- **Information Item**
WDB member Kiesha Guy has advised that she is starting a new position with Goodwill Industries as the Mission Service Director beginning June 5. In this new position, Kiesha will still fit the requirement of representing Community-Based Organizations in Muskegon County. WMW Staff requested support for Kiesha to remain on the board. No committee members opposed.

Chairperson Dave Smith requested updates on the subcommittee meetings.

- a. Talent Solutions: working on goals and prioritizing
- b. Employer Solutions: working on goals and outcomes
- c. Strategic Partnerships: TBD
- d. Outreach and Communications: TBD, meeting request was sent

10. Public Comment- None

11. Adjournment at 1:00 p.m. by Chairperson Dave Smith

Recorded by: _____ **Received by:** _____



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MEMORANDUM

TO: West Michigan Works! (WMW)
Workforce Development Board (WDB) Executive Committee

FROM: WMW Staff

DATE: July 3, 2017

RE: May 2017 Michigan Works! Board Financials

Revenue

Year to date earned revenues total \$21,315,293 for the eleven months ending May 31, 2017. This amount is 11.29% under the budgeted revenues. In May, the ACSET Governing Board approved a modification to the budget that is reflected here. The budget modification reduced the overall budget by \$2,779,000. The reduction reflects West Michigan Works! no longer administering the Offender Success program as well as correcting an over budgeting of the Skilled Trades Training Funds (STTF) Awards. This final budget more accurately reflects the anticipated spending for the remainder of the fiscal year ending June 30, 2017. The approved final 2016/2017 budget and the approved 2017/2018 budget is provided for your information.

Expenditures

Operating expenses are under budget by 4.6%. Several equipment purchases will take place during the final month of the fiscal year. These include Barry service center upgrades of network and IT equipment and purchases of office furniture as well as IT upgrades for the Greenville service center. Software licensing will be purchased under the Consumable Supplies category to bring our purchased licensing up to our current usage levels. Space and Communication costs will include leasehold improvements completed at the Barry Service Center. We anticipate a large amount of STTF payments to area business as the requirements for training reimbursements are fulfilled. Administrative expenses represent 6.1% of total expenses which is well within the acceptable limits as stipulated by our awards.

Balance Sheet

A combined balance sheet is presented for your review. Cash continues to be managed effectively allowing for timely payment of invoices and payroll. Inventory consists primarily of food inventory held under the Community Action programs and also makes up the majority of the unearned revenues shown on the balance sheet. The majority of Michigan Works funding is received on an expense reimbursement basis.



Other Financial Information

Year to date, West Michigan Works has provided \$4,670,392 for training. This is broken down in the following categories:

On-the-Job (OJT) Trainings	\$174,100	Across 4 programs serving 86 participants
Incumbent Worker Trainings	\$234,987	Across 1 program serving 85 participants
Individual Training Accounts	\$1,702,180	Across 8 programs serving 468 participants
Skilled Trades Trainings	\$2,559,125	Providing trainings to approximately 80 area employers

In addition, \$340,008 has been provided for subsidized employment and youth work experience. \$117,881 has been invested in approximately 50 participants who have been engaged in subsidized employment across 2 programs. In addition, 101 youth have been engaged in work experience with an investment totaling \$222,127.

New Funding

During the current fiscal year West Michigan Works! has received the following new funding awards:

Apprenticeship Grants – 4 awards totaling \$708	650 through April 2018
America’s Promise Grant	\$1,884,030 over 4 years
SAG Grant for Dislocated Workers	\$175,760
Refugee Navigator Pilot Program 2 awards	\$ 135,000
Talent 2025	\$10,000
JAC – SAF Holland	\$22,340
MiCareer Quest – Kellogg Foundation	\$10,000

Area Community Services Employment and Training Council
Michigan Works! Agency Programs
Statement of Revenue & Expenses
For the Eleven Months Ending May 31, 2017

	YTD Thru May 2017 Actual	YTD Thru May 2016 Actual	YTD 2016/2017 Budget	Budget Variance	Budget Variance %
Total Revenue	\$ 21,315,293	\$ 19,978,509	\$ 24,028,583	\$ (2,713,290)	-11.29%
Expenses					
Operating Expenses					
Wages	\$ 6,340,876	\$ 5,778,821	\$ 6,462,500	\$ 121,624	1.88%
Fringe Benefits	2,494,470	2,321,972	2,548,333	53,863	2.11%
Consumable supplies	563,116	498,475	648,083	84,967	13.11%
Transportation	182,425	176,265	210,833	28,408	13.47%
Outside services	288,495	310,806	320,833	32,338	10.08%
Space and communications	1,251,449	1,186,992	1,315,417	63,968	4.86%
Equipment rent and maint	78,139	58,442	91,667	13,528	14.76%
Equipment purchases	229,037	32,765	366,667	137,630	37.54%
Other expense	435,875	330,332	467,500	31,625	6.76%
Total operating expense	<u>11,863,882</u>	<u>10,694,870</u>	<u>12,431,833</u>	<u>567,951</u>	<u>4.57%</u>
Subcontractors	\$ 3,081,089	\$ 2,951,743	\$ 3,456,750	\$ 375,661	10.87%
Training	\$ 4,670,392	\$ 4,856,161	\$ 6,325,000	\$ 1,654,608	26.16%
Direct Client Expenses	<u>\$ 1,699,930</u>	<u>\$ 1,475,735</u>	<u>\$ 1,815,000</u>	<u>\$ 115,070</u>	<u>6.34%</u>
	<u>\$ 9,451,411</u>	<u>\$ 9,283,639</u>	<u>\$ 11,596,750</u>	<u>\$ 2,145,339</u>	<u>18.50%</u>
Total Expenses	<u>21,315,293</u>	<u>19,978,509</u>	<u>24,028,583</u>	<u>2,713,290</u>	<u>11.29%</u>
Excess of Revenue over Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

Area Community Services Employment Training
Michigan Works! Agency Programs
Actual expenses by cost category
For the Eleven Months Ending May 31, 2017

Item #4

	Administration Expenses	Program Expenses	Total YTD Apr 2017 Expenses
Expenses			
Salaries and wages	\$ 760,417	\$ 5,580,459	\$ 6,340,876
Fringe Benefits	301,843	2,192,627	2,494,470
Consumables	34,915	513,156	563,116
Transportation	17,239	152,796	182,425
Outside services	33,005	255,490	288,495
Space and communications	98,743	1,152,706	1,251,449
Equipment rent and maintenance	6,430	71,709	78,139
Equipment purchases	18,863	210,174	229,037
Other expense	<u>31,724</u>	<u>404,151</u>	<u>435,875</u>
Total operating expense	<u>\$ 1,303,179</u>	<u>\$ 10,533,268</u>	<u>\$ 11,863,882</u>
	<u>11.0%</u>	<u>88.8%</u>	

UNAUDITED

Area Community Services Employment and Training Council

General Fund

Michigan Works! Budgetary Comparison Schedule
For the Fiscal Year Ending June 30, 2018

	Fiscal Year 2016-2017 Final Budget	Fiscal Year 2017-2018 Budget	Increase (Decrease)
REVENUES			
Grants and other	\$ 26,168,000	\$ 24,480,000	\$ (1,688,000)
Commodities - Non Cash grant			-
Program income	45,000	45,000	-
TOTAL REVENUE	\$ 26,213,000	\$ 24,525,000	\$ (1,688,000)
EXPENDITURES			
Operating costs:			
Wages	\$ 7,050,000	\$ 8,300,000	\$ 1,250,000
Fringe	2,780,000	3,275,000	495,000
Consumables	707,000	650,000	(57,000)
Transportation	230,000	200,000	(30,000)
Outside Services	350,000	300,000	(50,000)
Space & Communications	1,435,000	1,375,000	(60,000)
Equipment Rent & Maintenance	100,000	100,000	-
Equipment Purchases	400,000	275,000	(125,000)
Other Expenses	510,000	450,000	(60,000)
Subcontracted program costs	3,771,000	1,085,000	(2,686,000)
Training costs	6,900,000	6,920,000	20,000
Direct client expenditures	1,980,000	1,595,000	(385,000)
SUBTOTAL OPERATING EXPENSES	\$ 26,213,000	\$ 24,525,000	\$ (1,688,000)
Net Change in Fund Balance	\$ -	\$ -	\$ -

Area Community Services Employment and Training Council
Balance Sheet
Governmental Activities

	Unaudited 5/31/17	Audited 6/30/16	Audited 6/30/15
	<u> </u>	<u> </u>	<u> </u>
Assets			
Current Assets			
Cash & Cash Equivalents	\$1,035,719	\$617,357	\$971,425
Accounts Receivable	2,056,335	2,923,954	2,045,944
Inventory (at Cost)	658,641	415,323	157,488
Prepaid Expenses	257,330	265,690	100,909
Total Current Assets	<u>4,008,025</u>	<u>4,222,324</u>	<u>3,275,767</u>
Long-term Assets			
Property & Equipment	723,208	490,048	403,833
Total Assets	<u><u>\$4,731,233</u></u>	<u><u>\$4,712,372</u></u>	<u><u>\$3,679,600</u></u>
 Liabilities			
Short-term Liabilities			
Accounts Payable	\$1,588,423	\$1,914,424	\$1,345,252
Unearned Revenue	943,376	912,308	976,760
C/P Compensated Absences	475,000	475,000	147,926
Total Short Term Liabilities	<u>3,006,799</u>	<u>3,301,732</u>	<u>2,469,938</u>
LT Compensated Absences	280,114	184,131	284,966
Total Liabilities	<u>3,286,913</u>	<u>3,485,863</u>	<u>2,754,904</u>
 Net Assets			
Total Net Assets	<u>1,444,320</u>	<u>1,226,509</u>	<u>922,696</u>
 Total Liabilities and Net Assets	<u><u>\$4,731,233</u></u>	<u><u>\$4,712,372</u></u>	<u><u>\$3,677,600</u></u>



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MEMORANDUM

TO: West Michigan Works! (WMW)
Workforce Development Board (WDB) Executive Committee

FROM: WMW Staff

DATE: July 3, 2017

RE: WMW WDB Member Applications

According to the West Michigan Works! Workforce Development Board bylaws, seventeen (17) of our current board members' term limits will expire effective October 31, 2017. Nominees will be reviewed by the designated Nomination Committee. Listed below are the members whose terms expire. Applications are due July 31, 2017. Nominations will be brought to the ACSET Governing Board for final approval.

Business (10): Buchan, Dunwell, Fisher, Freeland, Herrington, Hofman, Semrau, Welch, White
Higher Ed (1): Pink
Adult Ed (1): Putnam
Community-Based Organization (1): Jara
Labor Training rep/apprenticeship rep (1): Kitchen
Organized Labor/Employee rep (1): Talbot
Economic Development (1): Balgoyen-Williams
Public Assistance Agencies (1): Seigo



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MEMORANDUM

TO: West Michigan Works! (WMW)
Workforce Development Board (WDB) Executive Committee

FROM: WMW Staff

DATE: July 3, 2017

RE: Officers of the West Michigan Works! Workforce Development Board

In accordance to the West Michigan Works! Workforce Development Board bylaws, the selection of board officers will need to be conducted with term dates of 11/1/2017-10/31/2019.

ARTICLE IV: ORGANIZATION

Section 1: Officers. There shall be two Officers of WDB. These are:

- A. The Chairperson, and
- B. The Vice Chairperson.

Section 2: Selection. The Chairperson and the Vice Chairperson shall be elected by the WDB to a two-year term of office. For the initial election of the officers in 2015, the Ad-hoc Steering Committee will seek nominations for Chairperson and Vice-Chairperson from the WDB at the first regular meeting. Following the close of the time period for making nominations, the Ad-hoc Steering Committee will prepare any necessary recommendations and present nominations to the WDB at the second regular meeting in December 2015. At that meeting, the Chairperson and Vice-Chairperson will be elected by the WDB. For subsequent elections, nominations for these offices will be sought by the Executive Committee prior to the meeting at which the elections shall take place. The Executive Committee will present such nominations to the WDB at the meeting at which officers are to be elected. If the Executive Committee has established a Nominations Committee, the Nominations Committee shall solicit nominations for these positions from the membership of the WDB and present the nominations to the Executive Committee. The Chairperson and Vice-Chairperson, by law, shall always be chosen from among members representing the business sector, and no local elected official may serve as chairperson or vice-chairperson. No officer may serve more than two consecutive terms in that position.

WMW staff would like to discuss the option of the Executive Committee being considered the Nominating Committee for Officers of the WDB and members.

West Michigan Works!
Strategic Plan Dashboard

Item #7a

Strategy	Description	Responsibility	% Completed	Trend	Due Date
Strategy 1	Create a diagnostic tool for use with every employer contact to determine what their service needs may be.	Employer Solutions			
Strategy 2	Convene and facilitate Industry Councils in key West Michigan sectors.	Employer Solutions			
Strategy 3	Educate youth about the opportunities that are available in the local economy.	Talent Solutions			
Strategy 4	Increase outreach to youth, underemployed, and hard to serve populations.	Outreach/Communications			
		Talent Solutions			
Strategy 5	Develop and pilot a soft skills training program.	Talent Solutions			
		Employer Solutions			
Strategy 6	Catalogue the services and strengths of partner organizations to have a full picture of the capabilities of the workforce development system and create a resource guide to promote services	Talent Solutions			
Strategy 7	Identify and advocate for infrastructure improvements that could lessen barriers to employment for West Michigan workers.	Strategic Partnerships			
Strategy 8	Map career pathways within the region's key industries, including all levels of education and training and multiple entry and exit points.				
Strategy 9	Create relationships with community-based organizations in each county to widen the Board's network of partners.	Strategic Partnerships			
Strategy 10	Support innovative initiatives to promote continuous improvement of services.	Strategic Partnerships			
Strategy 11	Identify gaps in the workforce development ecosystem and determine what the Board's role in filling those gaps can be.	Strategic Partnerships			
Strategy 12	Create an outreach strategy to increase the recognition of the West Michigan Works! brand.	Outreach/Communications			
Strategy 13	Seek and pursue alternate sources of funding.	Executive Committee			
Strategy 14	Offer professional development opportunities for all staff.	Executive Committee			
Strategy 15	Provide networking or exchange opportunities for staff from different Service Centers to learn best practices from across the region.	Executive Committee			
Strategy 16	Engage board members in strategic plan implementation and progress tracking through subcommittees.	Executive Committee			
Strategy 17	Create metrics and measurement tools to allow the Board to monitor the progress toward its goals.	Executive Committee			
Strategy 18	Conduct annual reviews of regional service delivery models and execution to ensure consistency of high quality service at all West Michigan Works! Service Centers	Executive Committee			

West Michigan Works!
Strategic Plan Goals and Metrics

G1	Cultivate relationships with employers to understand and address the workforce demand in the region.	
	# of employers contacted in targeted sectors/total number of employers in sector	
	# of new employer customers	
	# of diagnostics completed	
	# of repeat employer customers	
	Employer satisfaction rating	
G2	Increase the local talent pool.	
	# of career portfolios completed across industries	
	# of employers engaged in/seeking soft skills program grads	
	# of job seekers successfully completed soft skills program	
	# of job seekers attending hiring events (job fairs, EOD, Meet the Employer, etc.)	
	# of PMTC resumes	
	# of Talent Tours conducted	
	# of students informed about in demand occupations (i.e. MiCareer Quest, school partnership work, etc.)	
G3	Establish a network for community conversations on issues related to employers' workforce needs.	
	# of community partner meetings across counties	
	# of strategies implemented to address issues identified	
	# of Industry Council and other community conversation meetings held	
	# of employers in attendance at Industry Council and/or community conversation meetings	
	% of Counties represented in each Industry Council	
	# of employer seminars offered	
	# of presentations given	
G4	Diversify resources and strategies through innovative partnerships and solutions.	
	# of grants applications submitted/# of grants awarded (win rate)	
	Total non-WIOA formula allocation dollars secured	
	% of funding sources beyond WIOA formula funding	
	# of partner grants awarded in support of strategic plan	
G5	Increase board and staff engagement through strategic initiatives and professional development.	
	# of new projects developed by Industry Councils	
	# of staff professional development/continuing education hours logged	
	# of trainings or workshops attended by board members	
	# of certificate based training courses taken by staff	