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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**

Wednesday, September 20, 2017 • Meeting 11:30 a.m.

AGENDA

1. Call to Order, Chairperson Dave Smith
2. Public Comment – Agenda Items
3. Approval of the July 10, 2017 Minutes (*correction to Item # 5*) **Action Required**
4. Report on Financial Activities: Notes to July 2017 Board Financials **Information Item**
Brenda Isenhardt, WMW Chief Financial Officer
5. CEO 360° Survey **Information Item**
Laura Krist, WMW Human Resource Director
6. WMW WDB Member Applications **Action Required**
Angie Barksdale, WMW Chief Operating Officer
7. October WDB Meeting: Election of WMW WDB Officers **Discussion Item**
Jacob Maas, WMW Chief Executive Officer
8. 2018 “tentative” WMW WDB Meeting Calendars **Discussion Item**
Jacob Maas
9. Planning: December 11, 2017 WDB Meeting at Frederik Meijer Gardens **Discussion Item**
Jacob Maas
10. 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
11. General Updates **Information Item**
12. Other Business
13. Public Comment
14. Adjournment

**Next Scheduled Executive Committee Meeting:
November 13, 2017**



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MEMORANDUM

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

FROM: WMW Staff

DATE: September 13, 2017

RE: Correction to July 10, 2017 Minutes: Item #5

Subsequent to the July 10, 2017 Executive Committee meeting, it was discovered on July 31st that Scott McLean could not serve on the Nomination Committee for WDB members because his term was also expiring effective October 31, 2017.

Note: Scott McLean's name will be removed in Item #5 as a "member of the Nominating Committee" for the WMW WDB Member Applications in the final published minutes.



**West Michigan Works! (WMW) Workforce Development Board (WDB)
Executive Committee Meeting
Westside Service Center
215 Straight Ave. NW
Grand Rapids, MI 49504
Monday, July 10, 2017 - Meeting 11:30 a.m.**

MINUTES

MEMBERS/ALTERNATES PRESENT: Dave Smith, Jim Fisher, Mark Bergsma, John Buchan, Jay Dunwell, Rebecca Herrington, Jon Hofman, Shana Welch (call-in), and Sherry White

MEMBERS/ALTERNATES ABSENT: Heather Gluszewski, Scott McLean

STAFF PRESENT: Jacob Maas, Angie Barksdale, Jane Kreha, Brittany Lenertz, Deb Lyzenga, Janette Monroe, Nancy Wiest, Melanie White

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 May 8, 2017 Minutes **Action Required**
Motion – Jim Fisher
Second – Mark Bergsma
Item Approved by Vote – Motion carried
4. Report on Financial Activities: Notes to May 2017 Board Financials **Information Item**
 Jacob Maas, WMW Chief Executive Officer, reviewed WMW's 2017 Board Financials, Statement of Revenue and Expenditures by program for the eleven months ending May 31, 2017. Jacob made one correction to the "new funding" chart. Jacob stated that the Apprenticeship Grants have a total of \$708,650 in funding rewards rather than \$708. Discussion took place, and Jacob answered board members' questions. Committee members discussed viewing a comparison of and identifying some of the "risks" that ACSET as a whole agency may encounter. For example, is MiCareerQuest a risk? What happens if goals are not reached? How much staff time is involved in such an event? It was also recommended to provide an analysis of MiCareerQuest data which includes the past 3 years and contributions of WMW. Board members discussed that with ACSET losing the Community Action Agency programs, the administrative expenses will increase. Committee members stated that WMW will need to be strategic with its hiring decisions.
5. WMW WDB Member Applications **Action Required**
 Angie Barksdale, WMW Chief Operating Officer, reported that according to the West Michigan Works! 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. Committee members recommended that because majority of the Executive Committee members' term limits will be expiring,

the remaining members (Dave Smith, Mark Bergsma, and Heather Gluszewski) should serve as the Nomination Committee for WDB members in the upcoming October election. Applications are due July 31, 2017. The Nomination Committee will meet the first week of August and then bring the recommendations to the Executive Committee at the full workforce board meeting on August 14. Once the Executive Committee approves, the board member recommendations will be brought to the ACSET Governing Board for final approval.

Motion – Jim Fisher

Second – Mark Bergsma

Item Approved by Vote – Motion carried

6. Officers of the Workforce Development Board **Action Required**
Jacob Maas, WMW Chief Executive Officer, reported that in accordance with the West Michigan Works! Workforce Development Board bylaws, the election of the WDB Chairperson and Vice Chairperson will need to be conducted for the term date of 11/1/2017 through 10/31/2019. Discussion took place. Committee members recommended that Dave Smith, Mark Bergsma, Heather Gluszewski and Scott McLean serve as the Nomination Committee for Officers of the Board. Once the new slate of WDB members are established and approved in August, WMW will solicit a “call for nominations” of officers to the board. These nominees will be contacted by the Nomination Committee requesting interest and willingness to serve as WDB Chair or Vice-Chair. The formal vote for Officers will take place at the WDB meeting on October 9.
A motion was made regarding the recommended process.

Motion – Jim Fisher

Second – Jon Hofman

Item Approved by Vote – Motion carried

Executive Committee members recommended that, moving forward, on the nomination form, it is the wish of the Executive Committee that the Vice-Chairperson seeks election as Chairperson following his/her term(s) as the Vice-Chairperson.

7. WMW WDB Subcommittees **Discussion Item**
- a. Quarterly Reports and Tracking: Angie Barksdale provided committee members with a draft template of a reporting tool that will be used to measure the goals and metrics of the strategic plan on a quarterly basis. This tool will help identify the trends, percentage completed, due dates, and baselines for each subcommittee. Discussion took place, and committee members requested a line for “historical trend/benchmarks” to keep on target.
 - b. Challenges: Jacob Maas noted that the Strategic Partnership Committee is convening and collaborating on creation of an asset/ecosystem map that is significant to the regions of West Michigan Works! The committee is focused on impacts of workforce development and all the partnerships and staying strategic in the process.
 - c. Talent Solutions: Shana Welch requested that she would like to share questions and collaborate with Employer Solutions on the questions that were used for the employer survey to help determine if there is an opportunity to ask about soft skills trainings. Shana said she could send this information to Deb Lyzenga. Shana reported that their committee is focusing on Strategy #5 and developing an understanding of employer ability programs and portfolios across the region.
 - d. Employer Solutions: Sherry White commended the committee for making great strides in creating survey tools that focus on employer needs and services available. Mark Bergsma inquired if there

was an awareness piece of this survey. Sherry stated they are still working on this and in the past there was a tool used to measure.

- e. Strategic Partnerships: Jacob Maas reported that the committee is meeting on July 17, and the committee has invited Talent 2025 President Kevin Stotts to join the discussion about asset/ecosystem mapping. Jacob is hopeful that the committee will begin making more progress on drafting a working, usable map that will outline existing partners and any gaps that WMW can work on aligning.
 - f. Outreach and Communications: Mark Bergsma reported the committee has had one meeting and is focusing on awareness of branding. The members are working on scheduling the next meeting in the next week or so.
8. General Updates- Jacob briefly discussed with members their thoughts on letters being sent to Congress regarding workforce development funding.
9. Other Business- Reschedule September 11, 2017 **Information Item**
Jacob stated that the next Executive Committee meeting is scheduled during the Michigan Works! Annual Conference, and he would like to reschedule the meeting. A couple available dates are Tuesday, September 19 and Wednesday, September 20th. A Doodle meeting request will be send out to finalize the date. Jacob also reminded members to Save the Date for the Annual meeting scheduled for Monday, December 11, 2017 at Frederik Meijer Gardens. Jacob noted that legislators will be invited to this years event.
10. Public Comment- None
11. Adjournment at 1:05 p.m. by Chairperson Dave Smith

Recorded by: _____ Received by: _____



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MEMORANDUM

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

FROM: Brenda Isenhart, WMW Chief Financial Officer

DATE: September 13, 2017

RE: July 2017 Michigan Works! Board Financials

Revenue

Year to date earned revenues total \$2,208,607 for the first month of our fiscal year, July 31, 2017. This amount is 8.07% over the proposed budgeted revenues. This compares to \$1,929,430 from the previous year. Revenues are recognized when grant funds are expended.

Expenditures

Operating expenses are under the proposed budget by 13%. Wages and Fringe are under budget as we continued to have some staff positions that needed to be filled as well as the budgeted anticipated additional wages that will be allocated to Michigan Works! programs once the Community Action Programs are no longer served by ACSET. Consumable Supplies - during July Microsoft Office Licenses were purchased to bring our licensing in line with our computer usage. These licenses totaled about \$45,000 for July and are allocated across all ACSET programs. Space and communication – Our annual Voice over IP occurred in July which amounts to several thousand dollars. The Other Expenses Category included our \$22,000 Michigan Works Association Membership. Subcontractors expense is underspent by 83.18%. At the time the reports were created not all of our subcontractor July invoices had been received. Keep in mind that other than for the youth program, ACSET is providing direct services this year for the Counties of Barry, Ionia, and Montcalm. Subcontractors were used for these Counties in the previous year. The large training expense for the month of July is from the Skilled Trades Training Fund which recognized \$834,000 in training costs for the month of July.

Balance Sheet

A combined balance sheet is presented for your review. ACSET continues to maintain healthy cash flow with our current grants.

Funding Award Changes:

First-time funding awards:	
Community Ventures	\$209,000
The Right Place Manufacturing Week	15,000
DTE/United Way Jobs for Michigan Graduates (JMG)	26,000

Additional funding allocations:	
PATH (Partnership.Accountability.Training.Hope)	\$506,667
WIOA FY15 Dislocated Worker	293,196
TANF Refugee	50,000
FAET Supports(Food Assistance Employment & Training)	5,000

Renewed funding (planning) allocations:		
WIOA AY17 Adult and Dislocated Worker (planning) 14.29% reduction	\$4,117,929	\$4,804,766 PY
WIOA AY17 Youth (planning) 14.35 % reduction	\$2,103,929	\$2,456,381 PY
WIOA AY17 Service Center Operations 44.38% reduction	\$227,763	\$409,488 PY

Deobligated allocations:	
FAET Program (Food Assistance Employment & Training)	\$40,000

Other Financial Information:

Additional training and direct client expense information will be provided throughout the fiscal year.

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the One Month Ending July 31, 2017

	YTD Thru July 2017 Actual	YTD Thru July 2016 Actual	YTD 2017/2018 Budget	Budget Variance	Budget Variance %
Total Revenue	\$ 2,208,607	\$ 1,929,430	\$ 2,043,750	\$ 164,857	8.07%
Expenses					
Operating Expenses					
Wages	\$ 617,644	\$ 544,347	\$ 691,667	\$ 74,023	10.70%
Fringe Benefits	222,150	222,461	272,917	50,767	18.60%
Consumable supplies	59,325	18,825	56,833	(2,492)	-4.38%
Transportation	11,297	14,754	16,667	5,370	32.22%
Outside services	13,347	19,385	25,000	11,653	46.61%
Space and communications	114,385	86,730	114,583	198	0.17%
Equipment rent and maint	1,658	7,048	8,333	6,675	80.10%
Equipment purchases	-	-	22,917	22,917	100.00%
Other expense	42,878	24,657	37,500	(5,378)	-14.34%
Total operating expense	<u>1,082,684</u>	<u>938,207</u>	<u>1,246,417</u>	<u>163,733</u>	<u>13.14%</u>
Subcontractors	\$ 15,212	\$ 237,560	\$ 90,417	\$ 75,205	83.18%
Training	\$ 967,013	\$ 477,632	\$ 576,667	\$ (390,346)	-67.69%
Direct Client Expenses	<u>\$ 143,698</u>	<u>\$ 276,031</u>	<u>\$ 130,250</u>	<u>\$ (13,448)</u>	<u>-10.32%</u>
	<u>\$ 1,125,923</u>	<u>\$ 991,223</u>	<u>\$ 797,333</u>	<u>\$ (328,590)</u>	<u>-41.21%</u>
Total Expenses	<u>2,208,607</u>	<u>1,929,430</u>	<u>2,043,750</u>	<u>(164,857)</u>	<u>-8.07%</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 One Month Ending July 31, 2017**

Item #4

	Administration Expenses	Program Expenses	Total YTD June 2017 Expenses
Expenses			
Salaries and wages	\$ 56,205	\$ 561,439	\$ 617,644
Fringe Benefits	20,450	201,700	222,150
Consumables	11,446	47,879	59,325
Transportation	1,982	9,316	11,297
Outside services	6,804	6,543	13,347
Space and communications	12,979	101,406	114,385
Equipment rent and maintenance	813	846	1,658
Equipment purchases	-	-	-
Other expense	<u>1,610</u>	<u>41,267</u>	<u>42,878</u>
Total operating expense	<u>\$ 112,289</u>	<u>\$ 970,395</u>	<u>\$ 1,082,684</u>
	<u>10.4%</u>	<u>89.6%</u>	

UNAUDITED

Area Community Services Employment and Training Council
Balance Sheet
Governmental Activities

	Unaudited 7/31/17	Unaudited 6/30/17	Audited 6/30/16
Assets			
Current Assets			
Cash & Cash Equivalents	\$1,054,782	\$1,011,202	\$617,357
Accounts Receivable	2,803,025	1,746,042	2,923,954
Inventory (at Cost)	636,277	552,658	415,323
Prepaid Expenses	325,098	310,302	265,690
Total Current Assets	4,819,182	3,620,204	4,222,324
Long-term Assets			
Property & Equipment	791,716	706,840	490,048
Total Assets	<u>\$5,610,898</u>	<u>\$4,327,044</u>	<u>\$4,712,372</u>
Liabilities			
Short-term Liabilities			
Accounts Payable	\$2,471,384	\$1,555,630	\$1,914,424
Unearned Revenue	1,140,152	694,388	912,308
C/P Compensated Absences	475,000	475,000	475,000
Total Short Term Liabilities	4,086,536	2,725,018	3,301,732
LT Compensated Absences	262,012	259,051	184,131
Total Liabilities	4,348,548	2,984,069	3,485,863
Net Assets			
Total Net Assets	1,262,350	1,342,975	1,226,509
Total Liabilities and Net Assets	<u>\$5,610,898</u>	<u>\$4,327,044</u>	<u>\$4,712,372</u>



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MEMORANDUM

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

FROM: WMW Staff

DATE: September 13, 2017

RE: WMW Member Applications

WMW staff discovered that eighteen (18) instead of seventeen (17) board members' term limits expire effective October 31, 2017. Mr. Travis Alden's term limit expiration date was the one (1) that was overlooked initially. WMW has received a new application for Mr. Alden. WMW Staff is requesting approval from the Nominating Committee and the Executive Committee to support the appointment of Mr. Travis Alden to continue serving as the Economic Development Representative from Barry County for the term dates of November 1, 2017 through October 31, 2019. WMW will further request approval from the ACSET Governing Board in October.

WMW is still looking to fill the vacant Community-Based Organization seat (preferably from Ottawa County) for the term dates November 1, 2017 through October 31, 2019. Applications can be found at: <http://www.westmiworks.org/public-information>. Applications are due Monday, September 25, 2017.



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MEMORANDUM

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

FROM: WMW Staff

DATE: September 13, 2017

RE: October WDB Meeting: Election of WMW WDB Officers

WMW staff members have collected the nominations for Officers to the WDB. WMW is requesting that the nomination committee contact those nominated to ensure that nominees are willing and able to serve as Chairperson and Vice-Chairperson of the board.

WMW requests the following from nominees who chose to be on the ballot:

1. Provide a brief biography to admin@westmiworks.org by September 29.
2. Prepare to speak (3-5 mins) to the full board at the October 9 meeting prior to elections taking place.

**Area Community Services
Employment & Training Council (ACSET)**

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PUBLIC NOTICE

**Area Community Services Employment and Training Council (ACSET)
Executive Committee of the West Michigan Works! Workforce Development Board
2018 Meeting Schedule**

Meetings are held at 11:30 am on the following dates:

January 8, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
March 12, 2018	TBD need a host
May 14, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
July 9, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
September 10, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
November 5 or 19, 2018 (Veterans day observed 12)	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504

**Area Community Services Employment and Training Council (ACSET)
West Michigan Works! (WMW) Workforce Development Board (WDB)
2018 Meeting Schedule**

Meetings are held on the second Monday of even months at 12:00pm (except December).

February 12, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
April 9, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
June 11, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
August 13, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
October 8, 2018 (Columbus Day)	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
December 10, 2018 11:30 am	TBD



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