



**Governing Board Meeting
Monday ▪ December 11, 2017 ▪ 11:00 AM
Frederik Meijer Gardens (Grand Orchid Room)
1000 East Beltline Avenue NE ▪ Grand Rapids, MI 49525**

AGENDA

1. Call to Order, Chairperson Larry Tiejema
2. Public Comment – Agenda Items
3. Approval of October 23, 2017 Minutes **Action Required**
4. Closed Session Request: Chief Executive Officer 360° Performance Evaluation **Action Required**
Jacob Maas, Chief Executive Officer
5. Approval of the December 11, 2017 Closed Session Minutes **Action Required**
6. Other Business
7. Public Comment
8. Adjournment

**Next Scheduled Governing Board Meeting:
Monday, February 26, 2018 at 8:30 a.m. located at:
Westside Service Center
215 Straight Ave NW, Grand Rapids, MI 49504**

Governing Board Meeting
Monday ▪ October 23, 2017 ▪ 8:30 AM
Westside Service Center ▪ 215 Straight Avenue NW, Grand Rapids, MI 49504

MINUTES

Governing Board Members Present: Commissioners Tiejema, Kapenga, Geiger, Stek, Womack, Bergman, DeJong, Lenear (at 8:39 a.m.), Allen

Governing Board Members Absent: Commissioners De Young, Mast, Retzloff, Cross, Mahoney

Staff Present: Jacob Maas, Angie Barksdale, Brenda Isenhart, Laura Krist, Deb Lyzenga, Brittany Lenertz, Janette Monroe, Melanie White

Guests Present: None

1. Call to Order, Chairperson Larry Tiejema at 8:30 a.m.

2. Public Comment – Agenda Items- None

3. Approval of the August 28, 2017 Minutes

Action Required

Motion- Com. Bergman

Supported- Com. Allen

Item approved by vote- Motion carried

4. Report on Financial Activities

a. Financial Report- Notes to September 2017 Board Financials

Information Item

Brenda Isenhart, Chief Financial Officer, reviewed ACSET's 2017 Board Financials, Statement of Revenue, and Expenditures for the first three months ending September 30, 2017. Brenda answered board members' questions. Additional brief discussion took place regarding the Community Action Agency transition to Kent County.

b. Proposed FY 18 Budget Modification

(75% affirmative vote of members present)

Action Required

Brenda reported that a modified budget for fiscal year ending June 30, 2018 is presented for approval. Brenda reviewed that the budget modification reflects a decrease in wages and fringe benefits and an increase in space and communication. Brenda requested approval of the modification.

Motion- Com. Allen

Supported- Com. Bergman

Item approved by vote- Motion carried. All 9 Commissioners in attendance voted affirmatively.

c. Debt Collection Policy

Action Required

Brenda reported that the debt collection policy has been modified to reflect current regulations and a recent change in the State Agency names. Brenda answered board members' questions and requested Governing Board approval.

Motion- Com. Allen

Supported- Com. Stek

Item approved by vote- Motion carried

5. Resolution regarding Powers of the Chief Executive Officer (CEO) **Action Required**
Melanie White, Staff Attorney, reported that in the past, the Governing Board has approved various duties and powers of the Chief Executive Officer in a resolution in accordance with ACSET's Interlocal Agreement. Melanie reviewed the requested changes: 1.) deletion of references to Community Action Agency (CAA), the Municipal Partnership Act Agreement regarding CAA, and the CAA boards; and 2.) in Section 3., deletions of CAA staff members and the addition of West Michigan Works! Business Solutions Managers being able to sign frequently-used agreements as long as the CEO delegates this authority.

Motion- Com. Kapenga

Supported- Com. Womack

Item approved by vote- Motion carried

6. Workforce Development Board (WDB) Appointments *(75% affirmative vote of members present)* **Action Required**
Angie Barksdale, Chief Operating Officer, reported that West Michigan Works! has recently been conducting elections for the upcoming two-year terms of November 1, 2017 through October 31, 2019 for the Workforce Development Board. **The Board voted on Items #6a and #6b as one motion.**

- a. Patricia (Pat) VerDuin

Angie reported that in August a slate of sixteen (16) out of seventeen (17) board members were approved with the exception of one (1) Community-Based Organization seat. Angie stated that West Michigan Works! has since received an application from Ms. Patricia VerDuin from Mobius Coaching to fill the vacant seat. On October 9, 2017, the Executive Committee of the West Michigan Works! (WMW) Workforce Development Board supported the approval of Ms. VerDuin's appointment.

- b. Travis Alden

(75% affirmative vote of members present)

Action Required

Angie reported that upon further review of the slate of WMW board members and applications, WMW staff discovered that eighteen (18) instead of seventeen (17) board members' term limits expire effective October 31, 2017. Angie reported that Mr. Travis Alden's term limit expiration date was the one that was overlooked initially. WMW received a new application for Mr. Alden to continue serving as the Economic Development Representative from Barry County for the term dates November 1, 2017 through October 31, 2019.

Angie requested Governing Board approval of Ms. Pat VerDuin and Mr. Travis Alden to serve on the WMW WDB with the term dates of November 1, 2017 through October 31, 2019. Angie noted that these appointments require a 75% affirmative vote of members present.

Motion- Com. Bergman

Supported- Com. Kapenga

Item approved by vote- Motion carried. All 9 Commissioners in attendance voted affirmatively.

Com. Senita Lenear requested new board members' biographies be included for Governing Board review. Angie provided Governing Board members with biography summaries of the two new Workforce Development Board members.

Angie further reported that there will be upcoming changes to the WMW WDB membership for the Economic Development Agency seat in Allegan County and the Economic Development Agency seat in Muskegon County. Angie reported that once the organizations fill the positions, WMW will work on filling these seats on the WDB. Angie also noted that on October 9, 2017, WMW conducted elections for Chairperson and Vice-Chairperson of the board. Dave Smith will serve his second term as Chairperson, and Cindy Brown was elected for her first term as Vice-Chairperson. The term dates for these seats are November 1, 2017 through October 31, 2019.

7. West Michigan Works! (WMW) Policy Approvals

- a. WMW 15-01c1: Partnership. Accountability. Training. Hope. (PATH)
Incentive Policy

Action Required

Angie Barksdale reported that the WMW WDB approved the PATH incentive policy in May 2016, which allowed WMW to provide incentives to PATH jobseekers who successfully complete activities that align with their successful participation in PATH and their employment plan. Angie reviewed the highlighted changes with the board members. Discussion took place. Angie and Jacob Maas answered board members' questions about what barriers exist with some of these jobseekers and how incentives can assist and encourage clients to gain successful outcomes in the PATH program. Staff members advised the Governing Board that data can be collected to help determine if these incentives have reasonable outcomes in the participant's performance.

Motion- Com. Kapenga

Supported- Com. Allen

Item approved by vote- Motion carried

- b. WMW 16-03c1: Welfare Reform Support Service Policy

Action Required

Angie reported that the WMW WDB approved a support service policy in September 2016, which provided guidance for the allowance of supportive services to jobseekers enrolled in PATH and Food Assistance Employment and Training (FAE&T) programs. Angie reported that the suggested changes to the policy more closely align with the Department of Health and Human Services (DHHS) policy. The proposed changes also provide expanded ability to offer support services for individuals in PATH training services, such as auto repairs. Angie reviewed the proposed changes. Brief discussion took place, and Angie answered board members' questions.

Motion- Com. Bergman

Supported- Com. Womack

Item approved by vote- Motion carried

8. Report on Administrative Activities

- a. Operations Staffing

Information Item

Laura Krist, Human Resource Director, reported that West Michigan Works! currently has 171 positions out of 188 filled, 17 vacancies and 1 temporary staff person who has filled the accounting position. Laura noted that out of the 17 vacancies, only a few of these open positions may be filled.

- b. Personnel Actions Report

Information Item

Laura reported that there have been four (4) appointments, twenty-six (26) separations, and two (2) promotions. Laura reported that out of the twenty-six (26) separations, twenty-three (23) were from Community Action Agency.

- c. CEO Performance Evaluation Update

Information Item

Laura reported that HR Collaborative will be sending out the CEO 360° Performance Evaluation survey to Governing Board Members in the next couple of days. Governing Board members will have two (2) weeks to complete the survey. Once all of the surveys are complete, HR Collaborative will compile all the information and send a full report to the Governing Board Chairperson and Vice-Chairperson. The Chairs of the Board will need to meet with Jacob and report back to the full Governing Board at a closed session meeting in December to discuss Jacob's evaluation. Laura answered board members' questions.

- d. Request to update Staffing Chart **Action Required**
Laura reported that in an effort to align our services across our seven-county region and to better support employers in the region, West Michigan Works! would like to add one (1) Business Solutions Representative position to the existing staffing chart.

Motion- Com. Allen
Supported- Com. DeJong
Item approved by vote- Motion carried

- e. Request to revise pay ranges **Action Required**
Laura reported that since bringing services in-house and regionalizing over the past couple of years, the job responsibilities of two key fiscal positions, Accounting Assistants and Accountants, have increased. Laura requested Governing Board approval to make the changes to the pay scales for these two positions. Brief discussion took place. Laura and Jacob answered board members' questions.

Motion- Com. Lenear
Supported- Com. Bergman
Item approved by vote- Motion carried

9. Governing Board Membership Presentation **Action Required**
Jacob Maas, Chief Executive Officer, reported that in accordance with the membership section of the Governing Board bylaws, it is time to review the structure and composition of the Board's membership. Jacob presented to board members the following: 1.) roster of current local elected officials, 2.) state allocation funding from 2015 and 2017, 3.) number of clients served in each county from September 2015 through September 2017, and 4.) population estimates from 2015 through 2017 for the WMW 7-county 4b region. Brief discussion took place, and Jacob answered board members' questions. Jacob requested Governing Board approval to affirm the existing board composition as currently established.

Motion- Com. Lenear
Supported- Com. Allen
Item approved by vote- Motion carried

10. Other Business:

- a. 2018 Governing Board Meeting Schedule **Action Required**
Jacob Maas presented two drafts of 2018 meeting calendars to the Governing Board. Jacob indicated that Governing Board meetings in previous years were scheduled every month. During months in which there are scheduling conflicts or a lack of business, board meetings normally get canceled. Jacob noted that in accordance with the Interlocal Agreement, the Governing Board shall conduct business at regular meetings not less than once every ten (10) weeks. Governing Board members agreed to the proposed calendar that has 6 meetings scheduled for the 2018 calendar year rather than the 12-meeting calendar. In 2018, the meetings will be held every other month beginning in February.

Motion- Com. Stek
Supported- Com. Allen
Item approved by vote- Motion carried

11. Public Comment- None

12. Adjournment 10:00 a.m. by Chairperson Larry Tiejema

Motion- Com. Bergman

Supported- Com. Lenear

Item approved by vote- Motion carried

Recorded by: _____ Received by: _____