



**West Michigan Works! (WMW) Workforce Development Board (WDB)  
Executive Committee Meeting  
Westside Service Center  
215 Straight Ave. NW  
Grand Rapids, MI 49504  
Monday, August 13, 2018 • Meeting 11:00 a.m.**

**AGENDA**

- |  |                         |
|--|-------------------------|
| 1. Call to Order, Chairperson Dave Smith   |                         |
| 2. Public Comment – Agenda Items   |                         |
| 3. Approval of the June 13, 2018 Minutes   | <b>Action Required</b>  |
| 4. WMW WDB Applications<br><i>Jay Dunwell, Jon Hofman (Nomination Committee)</i>   | <b>Action Required</b>  |
| 5. Report on Financial Activities: Notes to June 2018 Board Financials<br><i>Brenda Isenhardt, Chief Financial Officer</i> | <b>Information Item</b> |
| 6. Legislative Committee<br><i>Jacob Maas, Chief Executive Officer</i>   | <b>Discussion Item</b>  |
| 7. Next meeting agenda: October 8, 2018<br><i>Jacob Maas, Chief Executive Officer</i>                                      | <b>Discussion Item</b>  |
| 8. Other Business  |                         |
| 9. Public Comment  |                         |
| 10. Adjournment  |                         |

**Next Scheduled Executive Committee Meeting:  
October 8, 2018 at 11:00 am located at:  
Westside Service Center, 215 Straight Ave N.W. Grand Rapids, MI 49504**



**West Michigan Works! (WMW) Workforce Development Board (WDB)  
Executive Committee Meeting  
Westside Service Center  
215 Straight Ave. NW  
Grand Rapids, MI 49504  
Monday, June 11, 2018 • Meeting 11:00 a.m.**

**MINUTES**

**Members/Alternates Present:** Dave Smith, Cindy Brown, Mark Bergsma, Jay Dunwell, Heather Gluszewski, Jon Hofman, Scott McLean, Sherry White

**Members/Alternates Absent:** John Buchan, Rebecca Herrington, Shana Welch

**Staff Present:** Jacob Maas, Angie Barksdale, Brenda Isenhart, Jane Kreha, Brittany Lenertz, Deb Lyzenga, Janette Monroe, Melanie White, Nancy Wiest

**Guests Present:** None

1. Call to Order, Chairperson Dave Smith at 11:00 a.m. Dave Smith asked committee members if Executive Committee meetings can be rescheduled to take place prior to the Workforce Board meetings in the next couple of months. Members agreed it should work and meeting calendars will be updated to reflect this change.
2. Public Comment- Agenda Items- None
3. Approval of the April 9, 2018 Minutes **Action Required**

**Motion – Mark Bergsma**

**Second – Sherry White**

**Item Approved by Vote – Motion carried**

WMW WDB Terms of Office and Nomination Committee **Action Required**

Dave Smith, WDB Chairperson, reported that according to the WMW WDB bylaws, seventeen (17) of our current board members' terms of office expire October 31, 2018. WMW staff would like the Executive Committee to designate a nomination committee. In the past, the Executive Committee established a nomination committee with members whose terms were not expiring. This year those members are John Buchan, Jay Dunwell, Becky Herrington, Jon Hofman, Scott McLean, Shana Welch and Sherry White. Dave requested that those members serve as the nomination committee. Jay Dunwell and Jon Hofman will act as "leads" of the nomination committee and will reach out to current board members regarding their interest and ability to continue serving on the workforce board.

**Motion – Mark Bergsma**

**Second – Sherry White**

**Item Approved by Vote – Motion carried**

4. Subcommittee Rosters **Discussion Item**  
Dave Smith reported that recent WDB member appointments have resulted in new members not being assigned to existing vacancies on subcommittees. Dave stated that this item will be reviewed at the full board meeting immediately following.

5. Michigan Works! Association (MWA) 2018 Annual Conference **Discussion Item**  
Angie Barksdale, Chief Operating Officer, reported that the MWA annual conference is being held in Grand Rapids at the Amway Grand Plaza, September 9<sup>th</sup>-11<sup>th</sup>. Committee members recommended that once MWA is closer to having a firm agenda, then board members will be invited to attend either the entire conference or one-day sessions. Angie noted that the Governor's Talent Investment Board (GTIB) meets during the conference. Angie stated that staff will gather the information in the next month or so and provide information and invitations to the board.
6. Michigan Works! Association (MWA) 2019 Key Priorities **Discussion Item**  
Jacob Maas, Chief Executive Officer, reviewed two Michigan Works! Association (MWA) documents regarding federal and state budget priorities for 2019. First, Jacob reviewed the federal priorities as the following: 1.) Increase funding for the Workforce Innovation and Opportunity Act (WIOA) workforce and adult education grants and restore career and technical education (CTE) state grant funding, 2.) Remove outdated restrictions on education and training, and modernize the Temporary Assistance for Needy Families (TANF) program to support training opportunities, and 3.) Ensure that any infrastructure bill includes new dollars for training partnerships consistent with the bipartisan BUILDS Act (S. 1599). Next, Jacob reviewed the state priorities: 1.) Emphasis on continuing the Skilled Trades Training Fund (STTF), and Senate Bill 946, as it relates to the name change of Going PRO Talent Program 2.) Invest in Partnership. Accountability. Training. Hope. (PATH) worker training, and 3.) Support jobs for Michigan's Graduates and the continuation of funding. Jacob further mentioned that with upcoming changes in the Governor's administration and the legislature, MWA is setting up a legislative committee within the Association. Jacob inquired if committee members would be interested in creating a temporary legislative "special committee" within WMW WDB in order to provide the WDB with more educated awareness as changes are taking place at the state and federal levels. Discussion took place, and committee members agreed that a special legislative committee is necessary. WMW staff will gather additional information and make recommendations for setting up the committee.
7. Report on Financial Activities: Notes to March 2018 Board Financials **Information Item**  
Brenda Isenhardt, Chief Financial Officer, reviewed WMW's 2018 Board Financials, Statement of Revenue and Expenditures by program for the nine months ending March 31, 2018. Brenda also reviewed the fiscal year ending (FYE) 2019 budget. Brenda answered board members' questions.
8. Other Business **Information Item**  
Jacob requested an action item regarding the Regional and Local plans be added to the WMW WDB agenda at the meeting immediately following the Executive Committee meeting. Jacob further indicated that WMW staff would like to provide two legislative analysis handouts relating to Senate Bill 946 Going Pro talent fund and Senate Bill 897 Medicaid Work Search Requirements as part of Item #6 of the WMW WDB agenda. Scott McLean, WDB board member, asked if there has been an updated dashboard since the Annual meeting relating to the Strategic Plan. Staff agreed to look into a 6-month check up on progress being made at the August meeting.
9. Public Comment – None
10. Adjournment at 11:45 a.m. by Chairperson Dave Smith

Recorded by: \_\_\_\_\_ Received by: \_\_\_\_\_



**ADMINISTRATIVE OFFICE**

Area Community Services  
Employment & Training Council  
1550 Leonard NE  
Grand Rapids, MI 49505  
(616) 336-4100

**SERVICE CENTERS**

**Allegan County**  
3255 122nd Ave  
Allegan, MI 49010  
(269) 686-5079

220 East Main St  
Fennville, MI 49408  
(269) 561-2001

**Barry County**

136 E State St  
Hastings, MI 49058  
(616) 649-9850

**Ionia County**

301 W Main St  
Ionia, MI 48846  
(616) 389-8525

**Kent County**

121 Franklin SE  
Grand Rapids, MI 49507  
(616) 336-4040

215 Straight Ave NW  
Grand Rapids, MI 49504  
(616) 336-4460

10075 Northland Dr NE  
Rockford, MI 49341  
(616) 228-6724

**Montcalm County**

114 S Greenville W Dr  
Greenville, MI 48838  
(616) 754-3611

**Muskegon County**

316 Morris Ave  
Muskegon, MI 49440  
(231) 724-6381

**Ottawa County**

121 Clover St  
Holland, MI 49423  
(616) 396-2154

**MEMORANDUM**

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

**FROM:** WMW WDB Nomination Committee

**DATE:** August 13, 2018

**RE:** WDB Terms of Office Applications

**Background**

According to the West Michigan Works! Workforce Development Board bylaws, seventeen (17) terms of office seats expire October 31, 2018. WMW solicited and received the slate of applicants below. Applications were reviewed by the designated Nomination Committee which consisted of John Buchan, Jon Hofman, Jay Dunwell, Rebecca Herrington, Scott McLean, Shana Welch and Sherry White.

WMW staff would also like to add an additional Business sector seat to the board and received an application from Ms. Nora Balgoyen whom previously served on the WDB, representing Economic Development in Allegan County. Nora has recently changed employers and is currently a staff member with ITC Holdings, Inc. and now represents all counties of Region 4b. With the addition of filling this seat, the WMW WDB would continue to meet State requirements and the WDB would be represented by 35 members.

<b>Business (8) plus addition of 1 seat (9):</b> Nora Balgoyen, Mark Bergsma, Randy Boss, Norm Brady, Kenyatta Brame, Cindy Brown, Heather Gluszewski, Mike Helsel, Dave Smith
<b>Higher Ed (2):</b> Bob Ferrentino, Dan Rinsema-Sybenga
<b>Community-Based Organization (2):</b> Kiesha Guy, MarkThomas
<b>Organized Labor/Employee rep (1):</b> Dan TenHoopen
<b>Economic Development (3):</b> Angela Huesman, Therese Thill, Darryl Todd
<b>Vocational Rehab (1):</b> Cathy Cronick

**Action**

WMW staff is requesting approval from the Executive Committee to support the slate of applicants listed above to the ACSET Governing Board to serve on the WMW WDB with the office term dates of November 1, 2018 through October 31, 2020.



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**MEMORANDUM**

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

**FROM:** Brenda Isenhardt, WMW Chief Financial Officer

**DATE:** August 13, 2018

**RE:** June 2018 Michigan Works! Board Financials

**Revenue**

The preliminary annual revenue for the year ending June 30, 2018 totals \$23,035,992 compared to \$23,939,044 for the previous year. The reduction of \$903,000 is the combined result of the following changes:

**Decreased Funding Provided/Utilized:**

Offender Success	\$1,320,000
WIOA (Adult, Dislocated Worker, Youth)	400,000
Service Center Ops	318,000
Devos Summer Learning	300,000
Wagner Peyser	260,000
Trade	160,000
RESEA Training	160,000
Designation Incentive	150,000

**Increased Funding Provided/Utilized:**

STTF	\$1,400,000
Americas Promise Grant	420,000
Apprenticeship/Pre-Apprenticeship	235,000
Refugee Navigator Pilot Program	135,000
FAET Plus Pilot Program	100,000

All awarded funds have been fully utilized within the program period except for the Trade program funding designated for Training. The ability to spend this funding is reliant on Trade eligible participants requesting assistance.

**Expenditures**

Operating expenses are under the proposed budget by 6.11%. Wages for the year ending June 30, 2018 are \$936,000 more than the previous year. The staff in the Barry, Ionia, and Montcalm service centers were hired on July 1, 2017. Staff in these centers were subcontracted previously.

Subcontractor costs are nearly \$2.5 million less than the previous year. This is due to providing direct services in the counties of Barry, Ionia, and Montcalm for the PATH, Trade, Wagner Peyser, FAET and WIOA programs (\$1.3 million). The WIOA youth program subcontractors were reduced during the current fiscal year (\$340k) in order to provide direct services in. MW no longer administers the Offender Success program (\$430k).

Training costs have increased nearly \$1.2 million over last year primarily due to the increased awards under the Skilled Trades Training Funds program (\$1.1 million). The new apprenticeship programs and FAET plus program have also contributed to this increase.

Direct client Expenses have decreased by over \$600k. This decrease is primarily due to no longer administering the Offender Success Program (\$450k).

### **Balance Sheet**

A combined balance sheet is presented for your review. Significant changes from the previous year are as follows: The Community Action food Inventory was transferred to Kent County as of October 1, 2017. This inventory was also recorded as Unearned Revenue on the balance sheet for the previous year. The reduction in Unearned Revenue was lessened as a result of receiving a \$380k W.K. Kellogg Grant in advance of administering the program during the current year. The reduction in Property and Equipment is a result of transferring the Community Asset property to Kent County and recording depreciation throughout the year. The reduction of Property and Equipment reduce the Net Assets shown on the balance sheet.

**Area Community Services Employment and Training Council**  
**Michigan Works Agency Programs**  
**Statement of Revenue & Expenses**  
**For the Year Ending June 30, 2018**

	YTD Thru June 2018 Actual	YTD Thru June 2017 Actual	YTD 2017/2018 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	\$ 23,035,992	\$ 23,939,044	\$ 28,220,000	\$ (5,184,008)	-18.37%
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 7,844,516	\$ 6,908,773	\$ 8,050,000	\$ 205,484	2.55%
<b>Fringe Benefits</b>	2,957,460	2,727,045	3,095,000	137,540	4.44%
<b>Consumable supplies</b>	556,064	667,867	800,000	243,936	30.49%
<b>Transportation</b>	177,862	196,834	200,000	22,138	11.07%
<b>Outside services</b>	307,463	360,950	300,000	(7,463)	-2.49%
<b>Space and communications</b>	1,601,175	1,377,927	1,608,000	6,825	0.42%
<b>Equipment rent and maint</b>	86,662	87,739	100,000	13,338	13.34%
<b>Equipment purchases</b>	139,332	244,428	275,000	135,668	49.33%
<b>Other expense</b>	369,326	445,884	525,000	155,674	29.65%
<b>Total operating expense</b>	<u>14,039,860</u>	<u>13,017,447</u>	<u>14,953,000</u>	<u>913,140</u>	<u>6.11%</u>
<b>Subcontractors</b>	\$ 929,107	\$ 3,383,024	\$ 1,015,000	\$ 85,893	8.46%
<b>Training</b>	\$ 6,670,516	\$ 5,508,088	\$ 10,397,000	\$ 3,726,484	35.84%
<b>Direct Client Expenses</b>	<u>\$ 1,396,509</u>	<u>\$ 2,030,485</u>	<u>\$ 1,855,000</u>	<u>\$ 458,491</u>	<u>24.72%</u>
	<u>\$ 8,996,132</u>	<u>\$ 10,921,597</u>	<u>\$ 13,267,000</u>	<u>\$ 4,270,868</u>	<u>32.19%</u>
<b>Total Expenses</b>	<u>23,035,992</u>	<u>23,939,044</u>	<u>28,220,000</u>	<u>5,184,008</u>	<u>18.37%</u>
<b>Excess of Revenue over Expense</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

**Area Community Services Employment and Training Council**  
**Balance Sheet**  
**Governmental Activities**

	<b>Unaudited 6/30/18</b>	<b>Audited 6/30/17</b>	<b>Audited 6/30/16</b>
<b>Assets</b>			
Current Assets			
Cash & Cash Equivalents	\$966,001	\$984,590	\$617,357
Accounts Receivable	2,452,574	2,610,645	2,923,954
Inventory (at Cost)	0	552,658	415,323
Prepaid Expenses	236,264	295,873	265,690
Deposits	61,536	62,757	0
Total Current Assets	<u>3,716,375</u>	<u>4,506,523</u>	<u>4,222,324</u>
Long-term Assets			
Property & Equipment	515,174	752,862	490,048
Total Assets	<u><u>\$4,231,549</u></u>	<u><u>\$5,259,385</u></u>	<u><u>\$4,712,372</u></u>
<b>Liabilities</b>			
Short-term Liabilities			
Accounts Payable	\$1,887,205	\$2,339,992	\$1,914,424
Unearned Revenue	432,901	739,446	912,308
C/P Compensated Absences	650,000	650,000	475,000
Total Short Term Liabilities	<u>2,970,106</u>	<u>3,729,438</u>	<u>3,301,732</u>
LT Compensated Absences	21,714	84,051	184,131
Total Liabilities	<u>2,991,820</u>	<u>3,813,489</u>	<u>3,485,863</u>
Net Assets			
Total Net Assets	<u>1,239,729</u>	<u>1,445,896</u>	<u>1,226,509</u>
Total Liabilities and Net Assets	<u><u>\$4,231,549</u></u>	<u><u>\$5,259,385</u></u>	<u><u>\$4,712,372</u></u>