

## Minutes

Workforce Development Board  
August 18, 2009  
12:15 p.m.  
Baker College/The Meeting Place

### I. CALL TO ORDER:

The meeting of the Muskegon/Oceana Consortium Workforce Development Board was called to order by Chair, Sherry White, at 12:37 p.m.

### II. ROLL CALL:

Members Present: Bessie Aaron, Ed Garner, Mary Ann Herbst, Vicky Hilliard, Char Holloway, Dave Johnson, Jane Johnson's alt. Gary Tornga, William Lowry, Mark Mangione, Tom O'Brien, Christine Robere, Lisa Stafford's alt Mary Twa, Lisa Velez, and Sherry White

Members Excused: John Arnoldi, Judy Bosma, Louis Churchwell, Jane Johnson, Russell Kopp, Steven Meyers, Robert Moritz, Wendi Rudholm, and Bobbi Spence

Also Present: Blanche Smith-FSWDC, Dick Carlson & Tom Griffin-GWIWDC, Valarie Thompson-WLWDC, Ed Felt-OETWDC, Chris Whitman-OVWDC, Janice Knox-Williams-HTSWDC, Terri Crabtree & Robin-EWP, Jason Carson & Valerie Borden-Muskegon Parole Office, Dr. Dale Nesbary-Muskegon Community College, Janessa Stroud-Chamber of Commerce, Bonnie Hammersley-Muskegon County, Judy Kell, Erin Kenny, Shiray L. Watson, Mary Cathey and Tracy DeMarse-DET

### III. MINUTES:

**-WDB-08-41-**It was moved by Christine Robere, supported by Bessie Aaron, to approve the minutes of the July 21, 2009, Muskegon/Oceana Consortium's Workforce Development Board meeting, as presented.

**Motion Carried.**

IV. CHAIR'S REPORT:

- Ms. Sherry White introduced the Muskegon County Administrator, Ms. Bonnie Hammersley. Ms. Hammersley gave a brief summary of her work history, experience, and her feelings about Muskegon County. At Ms. White's request, all those present introduced themselves as well.

V. MICHIGAN PRISON REENTRY INITIATIVE (MPRI) REPORT:

- Received, as information, a copy of the most recent Participant Activity and Financial Report data for the Michigan Prison ReEntry Initiative (MPRI).

- Ms. Tracy DeMarse gave a brief summary on the expansion and financial projections for the MPRI. Ms. Judy Kell added that the 3-year contract between Muskegon County Department of Employment & Training (DET) and Michigan Department of Corrections (MDOC) expires this year. Ms. Kell stated that the DET has submitted a bid to remain the fiduciary agent for the MPRI.

VI. MUSKEGON/OCEANA CONSORTIUM CONCEPTUAL VISION & VALUES:

- Received, as information, a draft copy of the conceptual vision & values for the Muskegon/Oceana Consortium. Ms. Kell gave a brief summary on her desire to develop a subcommittee to oversee the development of the vision and values for the Muskegon/Oceana Consortium. Those interested to volunteer will submit their contact information to Shiray Watson.

VII. COST-BASED REIMBURSEMENT:

- Ms. Kell stated we are moving forward with cost-based reimbursement as directed by the State. However, the process is taking some time and DET staff are seeking Board approval to extend the current contracts for 60 days to allow additional time to convert the contracts from performance-based to cost-based reimbursement.

- ~~**WDB-08-42**~~-It was moved by William Lowry, supported by Mark Mangione, to approve the 60-day extension on contracts to allow staff efficient time to convert from a performance-based to a cost-based reimbursement process.

**Motion Carried.**

VIII. TRADE ADJUSTMENT ACT (TAA) NOTIFICATIONS:

- Received, as information, the TAA notifications for Thermo-Disc and Sappi.

IX. NO WORKER LEFT BEHIND:

- Received, as information, a summarized history of the staff issue with the No Worker Left Behind (NWLB) program. Staff would like to have access to the program; however, local leadership had denied this in the past. Under new leadership, the issue has surfaced again; therefore, staff is seeking Board assistance in resolving the matter. After some discussion, it was decided that the NWLB policy issue would be moved to the On-the-Job Training (OJT) Committee for review and recommendation.

- **-WDB-08-43-**It was moved by Vicky Hilliard, supported by Christine Robere, to move the NWLB issue to the OJT Committee for review and recommendation

X. IN-DEMAND CAREER LIST

- Received, for review, a copy of the In-Demand List for the Muskegon/Oceana counties. The current list is limited compared to our neighboring counties. Staff requested Board approval to comprise a subcommittee to revise the In-Demand Career List with staff. After some discussion, it was decided that this project could be moved to the Education Advisory Group (EAG) for review and action.

- **-WDB-08-44-**It was moved by Tom'O'Brien, supported by Mary Ann Herbst, to move the In-Demand Career List action to the EAG meeting.

XI. SUPPORT SERVICE POLICY:

- Received for review a summary and spreadsheet detailing the current support service procedures practiced by the MWA. Ms. Erin Kenny stated that the current issue is whether or not to set a cap on support services. After some discussion, it was decided that this issue should be moved to the On-the-Job Training committee.

- **-WDB-08-45-**It was moved by William Lowry, supported by Mark Mangione, to move the Support Services Policy to the OJT Committee. The OJT committee will review and make recommendations at the next meeting.

XII. FIVE-YEAR PLAN:

- - Received, as information, a copy of the draft Five-Year Plan for the Muskegon/Oceana Consortium. The Five-Year plan is available for public review and comment. Staff has also requested Board review of the plan and that any comments and/or concerns be submitted to DET by September 16, 2009. After staff reviews and incorporates appropriate comments, the 5-year Plan will be submitted to the State.

XIII. MUSKEGON/OCEANA CONSORTIUM BYLAWS:

- Received, for review, a copy of the Muskegon/Oceana Consortium's Bylaws. The Bylaws have not been revised since 1998. After some discussion, it was decided that the Bylaws could be revised by the Values and Vision Committee once established.

XIV. USE OF CONSULTANT TO HELP REVIEW ORGANIZATION AND PROVIDE AN EXTERNAL ANALYSIS:

- Received, as information, a memo from Judy Kell, detailing her request to seek outside assistance in reviewing the organization. The consultant would make recommendations to the Board upon his completed review.

**-WDB-08-46-**It was moved by Christine Robere, supported by Mary Ann Herbst, to approve staff to seek outside assistance (consultant) to provide an external analysis of the organization.

XV. CORRECTIVE ACTION PLAN STATUS FOR CYCLES I AND III

- Ms. Kell gave a brief summary on the status of Cycle I and Cycle III Corrective Action Plans. DET received a response from the State regarding Cycle I and is awaiting a response for Cycle III.

XVI. OJT COMMITTEE REPORT:

- Received the Voucher Funding Analysis reflecting activity through August 2009, WDB approvals.

- August Classroom Voucher Training requests for \$84,531.50 were presented for approval.

**-WDB-08-47-**It was moved by Mark Mangione, supported by Ed Garner, to approve the August Classroom Training Voucher Requests based upon the availability of funds.

**Motion Carried.**

**-WDB-08-48-**It was moved by Mark Mangione, supported by Bessie Aaron, to approve the following requests for OJT positions, not to exceed \$46,931.74, based upon the availability of funds:

<u>EMPLOYER</u>		<u>OCCUPATION</u>	<u>COST</u>
Bayer Crop Science	1	Chemical Operator	2,000.00
	1	Chemical Operator	2,000.00
	1	Chemical Operator	2,000.00
	1	Chemical Operator	2,000.00
	1	Chemical Operator	2,000.00
	1	Chemical Operator	2,000.00
	1	Chemical Operator	2,000.00
Day Spring, Inc.	1	Resident Life Partner	2,000.00
	1	Resident Life Partner	2,000.00
GH Wireless	1	Cellular Phone Sales	1,972.00
Jett Pizza	1	Cashier – Inside Help	888.00
Lakeside Solid Surface	1	Estimator/Scheduler	2,000.00
Muskegon Area First	1	Business Dev. Mngr	2,000.00
Nunica Bar & Store	1	Bartender/Cook	984.20
The Bold Companies, Inc.	1	Assembler	1,855.00
	1	Machine Operator	2,000.00
Wesco Bakery	<u>1</u>	Production	<u>1,258.00</u>
	17		30,957.20
			<b>(w/cap)</b>

**Motion Carried.**

- Abstain – Ed Garner

XVII. UPCOMING ACTIVITIES:

- None.

XVIII. OLD BUSINESS:

- None.

XIX. NEW BUSINESS:

- None.

XX. AUDIENCE PARTICIPATION:

- None.

XXI. ADJOURNMENT:

- There being no further business to come before the Board, the meeting adjourned at 1:55p.m.

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