

## Minutes

Workforce Development Board  
September 29, 2009  
12:15 p.m.  
Baker College/West End Conference Room C

### I. CALL TO ORDER:

The meeting of the Muskegon/Oceana Consortium Workforce Development Board was called to order by Chair, Sherry White, at 12:40 p.m.

### II. ROLL CALL:

Members Present: Bessie Aaron, John Arnoldi, Louis Churchwell, 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, and Sherry White

Members Excused: Judy Bosma, Jane Johnson, Russell Kopp, Steven Meyers, Robert Moritz, Wendi Rudholm, Bobbi Spence, and Lisa Velez,

Also Present: Blanche Smith-FSWDC, Dick Carlson-GWIWDC, Chris Whitman-OVWDC, Valarie Thompson-WLWDC, Ed Felt-OETWDC, Lanisa Kelly-Holmes-HTSWDC, Heather Weiand-EWP, Dee Carlson-MPS/MTEC, Jason Palmer-MDELEG, Andy Levin and Liza Eslund-Olson-MDELEG, Dr. Dale Nesbary-Muskegon Community College, Janessa Stroud-Chamber of Commerce, Deborah Groeneveld-Muskegon County Human Resources, Judy Kell, Erin Kenny, Shiray L. Watson, Ryan Foster-DET

### III. MINUTES:

**-WDB-09-01-**It was moved by Tom O'Brien, supported by Christine Robere, to approve the minutes of the August 18, 2009, Muskegon/Oceana Consortium's Workforce Development Board meeting, as presented.

**Motion Carried.**

#### IV. CHAIR'S REPORT:

- Ms. Sherry White requested all those present introduced themselves. Ms. White introduced the Deputy Director of the Michigan Department of Energy, Labor and Economic Growth, Mr. Andy Levin. Mr. Levin gave a brief summary of his work history, experience, future outlook, and his feelings about the Muskegon/Oceana Consortium. He discussed the various issues and concerns he had with previous leadership. Mr. Levin also expressed his satisfaction with the changes and actions currently being taken by the consortium, its staff, and the Workforce Development Board. Mr. Levin went on to announce the award of \$38 million in grants to assist workers in West Michigan, which includes Allegan, Berrien, Cass, Kent, Grand Rapids, Muskegon, Oceana, Ottawa and Van Buren counties.

#### V. COMMITTEE REPORTS:

- Christine Robere gave a brief summary of the Vision and Values Committee meeting held on Friday, September 4, 2009. Ms. Robere stated that it is the desire of the committee to hold an 8 hour board retreat in order to establish the mission, vision and values of the organization. The first 4 hours of the retreat would be restricted to board members, and the last 4 hours would bring the board members and all stakeholders to the table.

**-WDB-09-02-**It was moved by Christine Robere, supported by Vicky Hilliard, to approve the release of an RFP to hire a facilitator/planner for the retreat to assist with strategic planning for the Muskegon/Oceana Consortium.

#### **Motion Carried.**

- Christine Robere stated that a change in the date/time of the WDB meetings was also discussed due to cost and convenience of a noon hour meeting. A 7:30 or 8:00 a.m. meeting, on the 4<sup>th</sup> Tuesday of every month was recommended. After some discussion it was decided that there was time to revisit the issue at a later date.

**-WDB-09-03-**It was moved by Dave Johnson, supported by Christine Robere, to table the date/time change for the WDB meetings until the next WDB meeting.

#### **Motion Carried.**

- Received, for review, the revised By-Laws for the Muskegon/Oceana Consortium.

VI. OJT COMMITTEE REPORT:

- September Classroom Voucher Training requests for \$22,128.50 were presented for approval.

**-WDB-09-04-**It was moved by William Lowry, supported by Mark Mangione, to approve the September Classroom Training Voucher Requests based upon the availability of funds.

**Motion Carried.**

**-WDB-09-05-**It was moved by William Lowry, supported by Bessie Aaron, to approve the following requests for OJT positions, not to exceed \$22,213.05, based upon the availability of funds:

<u>EMPLOYER</u>		<u>OCCUPATION</u>	<u>COST</u>
Adac Plastics	1	Assembly Cell Leader	\$2,000.00
	1	Material Handler	1,855.00
Alternative Mechanical	1	Laborer	2,000.00
Apparelmaster-Muskegon, Inc.	1	Laundry Worker	662.30
Brawn Mixer, Inc.	1	Order Engineer	2,000.00
Double JJ Resort	1	Reservations Agent	2,000.00
	1	Lifeguard	971.25
Engine Power Component	1	Machine Operator	1,855.00
Golden Years Personal Care	1	Certified Nurse Aide	2,000.00
J. Stevens Construction	1	Laborer	2,000.00
Ken's Auto Parts, Inc.	1	Dismantler	2,000.00
Lemmen Shell	1	Cashier	492.10
Morrow's Restaurant	1	Cleaning	377.40
West Michigan Therapy	<u>1</u>	Finance Manager	<u>2,000.00</u>
	14		22,213.05
			<b>(w/cap)</b>

**Motion Carried.**

- Abstain – Louis Churchwell

- William Lowry stated that at the last WDB meeting it was decided that the policy, under previous leadership, not allowing eligible consortium and agency staff access No Worker Left Behind (NWLB) program be reviewed by the OJT Committee. After review and discussion, it was decided that consortium staff, as well as its sub-recipients and providers, who were eligible for the NWLB program should have access to those services.

**-WDB-09-06-**It was moved by William Lowry, supported by Mark Mangione, that any individual employed through a Muskegon/Oceana Consortium,

sub-recipients and providers, will be directed to obtain NWLB services through another Michigan Works! entity.

**Motion Carried.**

- William Lowry stated that at the last WDB meeting it was decided that the support services policy would be reviewed by the OJT Committee. After review and discussion, it was decided that a policy to ensure consistency in support services throughout the various workforce development programs be established.

- Received, for review, the proposed Support Services Policy 03-01.

**-WDB-09-07-**It was moved by William Lowry, supported by Mark Mangione, to approve the Support Services Policy 03-01 as presented .

**Motion Carried.**

- The Muskegon/Oceana Consortium did not expend its funds for the Incumbent Worker Training program during the last fiscal year. As a result, staff is requesting a change in the Request for Proposal process that would include the distribution of mini-grants to employers and employer associated organizations so that the appropriate training can occur. Ms. Kell gave a brief summary of the mini-grant process.

- Received, for review, the proposed Incumbent Worker mini-grant application, application process and scoring sheet.

**-WDB-09-08-**It was moved by William Lowry, supported by Ed Garner, to approve the use of mini-grants as part of the Incumbent Worker Training Program.

**Motion Carried.**

**VII. MUSKEGON/OCEANA IN-DEMAND WORKER COMMITTEE:**

- Received, as information, a copy of the In-Demand Occupation List for the Muskegon/Oceana Consortium. Mary Ann Herbst stated that the committee met and reviewed projections of jobs in various occupations along with training for individuals to obtain the positions. As a result, the in-demand occupation list has been revised and is now comparable to the neighboring counties.

**-WDB-09-09-**It was moved by Mary Ann Herbst, supported by Mark Mangione, to approve the revised In-Demand Occupation List for the Muskegon/Oceana Consortium.

**Motion Carried.**

**VIII. ADMINISTRATION:**

- Ms. Kell stated that the consortium is required to comply with the federal and state procurement statutes and regulations and to provide documentation of such a policy to the various federal and state regulators. As a result, staff is requesting implementation of Procurement of Services Policy 02-01 as presented to the Board for review. The procurement policy incorporates the procurement policies of the Muskegon County as well as other applicable statutes and regulations.

**-WDB-09-10-**It was moved by Louis Churchwell, supported by Bessie Aaron, to approve the implementation of Procurement of Services Policy 02-01.

**Motion Carried.**

- Received, for review, a copy of a memorandum detailing the selection of a bidder for the consultant review of the Muskegon/Oceana Consortium activities.

**-WDB-09-11-**It was moved by Char Holloway, supported by Ed Garner, to award the consulting services bid to Northcoast Administrative Consultants, not to exceed \$9,500.

**Motion Carried.**

- Received, for review, a copy of a memorandum detailing the selection of a bidder for the consultant services to build, manage, and sustain constructive fundamental change for Muskegon/Oceana Consortium staff.

**-WDB-09-12-**It was moved by Char Holloway, supported by Ed Garner, to award the consulting services bid to Conscious Company, not to exceed \$6,457.00.

**Motion Carried.**

- Received, for review, copies of the budgets for the Muskegon/Oceana Consortium sub-recipients: MAISD, Every Woman's Place, Goodwill WDC, Family Services WDC, Muskegon Heights WDC, Orchard View WDC, White

Lake WDC, Oceana Employment and Training WDC, for various workforce development programs commencing July 1, 2009 and/or October 1, 2009.

**-WDB-09-11-**It was moved by Char Holloway, supported by Bessie Aaron, to approve the budgets of the above-reference sub-recipients as presented, with Goodwill's budget being accepted contingent upon reconciling their indirect cost allocations.

**Motion Carried.**

- Received, as information, the September activities report for the Muskegon/Oceana Consortium.
- Received, as information, the Corrective Action Letters from MDELEG.
- Received, as information, a TAA Notification for Brunswick.
- Received, as information, a letter from Sue Johnson, Administrator/Fiscal Officer for Oceana County regarding the WIA Youth Work Experience Program.
- Received, as information, the August EDIS report.
- Received, as information, a report entitled Muskegon County Will Weather Economic Storm from the Muskegon Chronicle.
- Received, as information, the most recent MPRI reports.
- Received, as information, data on the Muskegon/Oceana No Worker Left Behind (NWLB) program.

**IX. UPCOMING ACTIVITIES:**

- None.

**X. OLD BUSINESS:**

- None.

**XI. NEW BUSINESS:**

- Ms. Blanche Smith distributed a document announcing an event to support the Family Services Center Girl Talk 101 program.

- Ms. Christine Robere announced the kick-off of the United Way Campaign.

XII. AUDIENCE PARTICIPATION:

- None.

XIII. ADJOURNMENT:

- There being no further business to come before the Board, the meeting adjourned at 2:20 p.m.

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