

**GOVERNING BOARD MEETING**  
**Monday • October 23, 2017 • 8:30 AM**  
 Westside Service Center • 215 Straight Avenue NW, Grand Rapids, MI 49504

**AGENDA**

1. Call to Order, Chairperson Larry Tiejema
2. Public Comment – Agenda Items
3. Approval of August 28, 2017 Minutes **Action Required**
4. Report on Financial Activities: *Brenda Isenhardt, Chief Financial Officer*
  - a. Financial Report- Notes to September 2017 Board Financials **Information Item**
  - b. Proposed FY 18 Budget Modification *(75% affirmative vote of members present)* **Action Required**
  - c. Debt Collection Policy **Action Required**
5. Resolution regarding Powers of the Chief Executive Officer **Action Required**  
*Melanie White, Staff Attorney*
6. Workforce Development Board (WDB) Appointments *(75% affirmative vote of members present)* **Action Required**  
*Angie Barksdale, Chief Operating Officer*
7. WMW Policy Approvals: *Angie Barksdale* **Action Required**
  - a. WMW 15- 01c1: Partnership. Accountability. Training. Hope (PATH) Incentive Policy
  - b. WMW 16-03c1: Welfare Reform Support Service Policy
8. Report on Administrative Activities: *Laura Krist, Human Resource Director*
  - a. Operations Staffing **Information Item**
  - b. Personnel Actions Report **Information Item**
  - c. CEO Performance Evaluation Update **Information Item**
  - d. Request to Update Staffing Chart- WMW **Action Required**
  - e. Request to revise pay ranges **Action Required**
9. Governing Board Membership Presentation: *Jacob Maas, Chief Executive Officer* **Action Required**
10. Other Business:
11. Public Comment
12. Adjournment

**Next Scheduled Governing Board Meeting:**  
**Monday, December 11, 2017 at 11:00 a.m. for Governing Board only located at:**  
**Frederik Meijer Gardens**  
**1000 East Beltline NE, Grand Rapids, MI 49525**

**GOVERNING BOARD MEETING****Monday ▪ August 28, 2017 ▪ 8:30 AM**

Westside Service Center ▪ 215 Straight Avenue NW, Grand Rapids, MI 49504

**MINUTES**

**GB Members Present:** Commissioners Tiejema, Mast, De Young, Kapenga, Geiger, Lenear (at 9:27 a.m.), Allen, Womack, Retzloff, Mahoney

**GB Members Absent:** Commissioners Stek, Cross, Bergman, DeJong

**ACSET Staff Present:** Jacob Maas, Angie Barksdale, Susan Cervantes, Brenda Isenhardt, Laura Krist, Deb Lyzenga, Brittany Lenertz, Janette Monroe, Melanie White

**Guests Present:** Bob Stone (Smith, Haughey, Rice and Roegge), Matthew VanZetten (Kent County Administration)

1. Call to Order, Chairperson Larry Tiejema at 8:38 a.m.
2. Public Comment – Agenda Items  
Jacob Maas, ACSET Chief Executive Officer, reported that ACSET is requesting to add an Action Item to the agenda regarding an agreement between ACSET and Kent County as it relates to Kent County replacing ACSET as the Community Action Agency (CAA) that serves Kent County.
3. Approval of the July 24, 2017 Minutes **Action Required**  
**Motion- Com. De Young**  
**Supported- Com. Allen**  
**Item approved by vote- Motion carried**
4. Report on Financial Activities: ACSET Financial Report- July 2017 Board Financials **Information Item**  
Brenda Isenhardt reviewed ACSET's 2017 Board Financials, Statement of Revenue and Expenditures for the year ending July 31, 2017. Brenda answered board members' questions. Commissioner Womack requested to potentially look closer at outside services or line budgets with a break down by location.
5. Revisions to Grievance Procedure for the Workforce Innovation and Opportunity Act (WIOA), Partnership. Accountability. Training. Hope (PATH) and Food Assistance & Employment Training (FAE&T) programs **Action Required**  
Melanie White, ACSET Staff Attorney, reported that the Grievance Procedure for the WIOA, PATH, and FAE&T programs has been revised after reviewing State and Federal regulations and comparing the various procedures in the seven-county region. Melanie reviewed the primary changes with board members. Brief discussion took place, and Melanie answered board members' questions. ACSET Governing Board approval was requested.  
**Motion- Com. Mast**  
**Supported- Com. Allen**  
**Item approved by vote- Motion carried**

6. Workforce Development Board (WDB) Appointments *(75% affirmative vote of members present)* **Action Required**  
Angie Barksdale, WMW Chief Operating Officer, reported that seventeen of the current WMW WDB members' term limits will expire on 10/1/17 and that applications for the WMW WDB were reviewed by the designated Nomination Committee which consisted of Executive Committee members.

WMW received 16 applications from current members to fill the vacant seats. Angie noted WMW will still need to fill the Community-Based Organization representative seat preferably from Ottawa County.

The Executive Committee voted and supported the slate of 16 applicants on and is requesting approval from the ACSET Governing Board to approve those listed to serve on the WMW WDB with term dates of November 1, 2017 through October 31, 2019.

**Motion- Com. De Young**

**Supported- Com. Mahoney**

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

7. WMW Policy Approvals

- a. WMW 15-01c1: Individual Training Account (ITA) Policy **Action Required**  
Angie Barksdale reported that for the past year, WMW has been operating under a broad training policy and has spent time closely monitoring our training funds and outcomes. Angie reviewed the following recommended changes with the board: 1.) Change ITA limits from \$5,000 per year across two years (\$10,000 total, but not \$10,000 in a single program year), 2.) Narrow the training list to the most in-demand careers and 3.) Focus on priority individuals. The WMW WDB is seeking approval of this updated ITA policy from the ACSET Governing Board. Brief discussion took place, and Angie answered board members' questions.

**The Board agreed to vote on Items #7a and #7b as one motion.**

- b. WMW 16-06c1: Priority of Service **Action Required**  
Angie reported that the WIOA and Trade Adjustment Act (TAA) require that priority be given to specific targeted populations for services. Angie reported that the initial WIOA Priority of Service policy was approved in February, but that due to new requirements in TAA, WMW has added additional priority requirements to the existing policy.

**Motion- Com. Kapenga**

**Supported- Com. Geiger**

**Item approved by vote- Motion carried.**

8. Report on Administrative Activities

- a. ACSET Operations Staffing **Information Item**  
Laura Krist, ACSET Human Resource Director, reported that ACSET WMW 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, ACSET may only be looking to fill 5-6 of those open positions.

- b. ACSET Personnel Actions Report **Information Item**  
Laura reported that there have been two (2) appointments and five (5) separations. Brief discussion took place, and Brittany Lenertz, WMW Regional Service Center Director, answered board members' questions regarding Career Coaches and JMG Specialists.

9. Request for Closed Session: Union Negotiations SEIU Local 517 M **Action Required**  
Jacob Maas, ACSET Chief Executive Officer, requested a closed door session to further discuss SEIU Local 517 M Union Negotiations with respect to the collective bargaining agreement and Community Action Agency reorganization. Jacob noted that discussion of union negotiations for the next year will also be discussed.

**Motion- Com. Allen**

**Supported- Com. Mast**

**Roll call taken: 9 out of 14 members present**

**Yays: Com.r's De Young, Kapenga, Geiger, Allen, Tiejema, Mast, Womack, Retzloff, Mahoney**

**Nays: None**

**Item approved by vote- Motion carried**

The meeting went into closed session at 9:19 a.m. by Chairperson Tiejema. Commissioner Lenear joined the closed session at 9:27 a.m. The meeting was brought back to open session at 9:45 a.m. by Chairperson Tiejema.

10. Approval of Closed Session Minutes, August 28, 2017 **Action Required**

**Motion- Com. Allen**

**Supported- Com. Lenear**

**Item approved by vote- Motion carried**

11. Other Business:

- a. Cancellation of September 25, 2017 Governing Board Meeting **Action Required**  
Jacob Maas, ACSET Chief Executive Officer, asked if any members were opposed to cancelling the September 25, 2017 Governing Board meeting (due to Commissioners attending the MAC conference) and November 27, 2017 (due to the proximity of time to the December meeting). Jacob noted that the ACSET annual meeting is still scheduled for Monday, December 11, 2017 at Frederik Meijer Gardens in Grand Rapids and that the board will need to go into closed session to discuss the CEO contract and performance.

**Motion- Com. Allen**

**Supported- Com. Mahoney**

**Item approved by vote- Motion carried**

- b. CAA Reorganization: **Action Required**  
Jacob reported that both the Kent County and City of GR Boards of Commissioners recently approved an agreement stating that Kent County will replace ACSET as the CAA that serves Kent County. This agreement will take effect October 1, 2017. Jacob reported that because of this transition, a written agreement is being drafted between Kent and ACSET regarding the transfer of operations and properties including but not limited to: 1.) transfer of assets and property used in CAA programs, 2.) transfer of ACSET employees in the CAA division, 3.) reimbursement of contract close outs, 4.) potential reimbursement of costs associated with ACSET employees in CAA division, 5.) assignment of contracts and grants and 6.) confidentiality of client records. Jacob requested the ACSET Governing Board's approval to enter into such an agreement with Jacob having authority to sign the document on behalf of ACSET.

**Motion- Com. Allen**

**Supported- Com. Lenear**

**Item approved by vote- Motion carried**

12. Public Comment-

a. USDOL Visits

**Information Item**

Jacob reported that on Monday, August 21, 2017, Governor Snyder and USDOL Secretary Acosta made visits to West Michigan to meet, discuss, and highlight our Medical Apprenticeship programs at Grand Rapids, Montcalm and Muskegon Community Colleges.

- b. Jacob informed board members that WMW has been asked to present on a panel with the National Association of Workforce Boards (NAWB) in Chicago, Illinois in September.

13. Adjournment 9:53 a.m. by Chairperson Larry Tiejema

**Motion- Com. Mahoney**

**Supported- Com. Kapenga**

**Item approved by vote- Motion carried**

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 40507  
(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) Governing Board  
**FROM:** Brenda Isenhart, Chief Financial Officer  
**DATE:** October 16, 2017  
**RE:** September 2017 Michigan Works! Board Financials

---

**Revenue**

Year to date earned revenues total \$6,470,076 for the first three months of our fiscal year. This amount is 2.37% under the proposed budgeted revenues. This compares to \$7,230,454 from the previous year.

**Expenditures**

To better reflect the anticipated timing of Wages, Fringe Benefits, Other Expenses, Training, and Direct Expenses, the budget for these categories are no longer presented as equal throughout the year. Instead, each month's budget has been adjusted for large known fluctuations that are anticipated throughout the year.

Operating expenses are under the proposed budget by 5.41%. Wages and Fringe continue to be under budget. Transportation is over budget by \$4,401. During September certain employees and employers attended the Michigan Works! Annual conference. Travel and Lodging expenses caused this overage. Space and Communication are over budget by \$24,348. A budget modification is presented to more fairly represent the anticipated costs in this category.

Subcontractors expense is underspent by 19.02%. At the time the reports were created not all of our subcontractor September invoices had been received. Training is over budget by \$90,368. Budget adjustments were made to reflect the anticipated timing of the Skilled Trades Training Funds. Other program budgets have not been adjusted at this time for timing. Individual annual training budgets for each funding source that provides training funds is tracked by county to ensure that our training funding is not over expended for the year. These amounts are accessible to our staff on a real time basis.

Administration Expenses represent 9.9% of the total Operating Expenses. ACSET continues to operate within the limits of the administration funding allowed. Our current funding allows administration expenses of \$2,012,000 for the current fiscal year. Our administration expense budget requires only about \$1,500,000. Most funding sources allow any administration expenses not used for administration purposes to be used for program purposes. Generally this provides additional funding to be used toward training and direct client expenses.

### **Balance Sheet**

A combined balance sheet is presented for your review. At the end of September, the State switched over to a new software system to handle the payment of grant funds. As a result, the State requested that funds be drawn in excess of the current need in order to cover the 10 day period when draws would not be allowed. The larger than normal cash balance and Unearned Grant Revenue and smaller Accounts Receivable are reflective of this additional draw.

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

	YTD Thru Sept 2017 Actual	YTD Thru Sept 2016 Actual	YTD 2017/2018 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	\$ 6,470,076	\$ 7,230,454	\$ 6,626,845	\$ (156,769)	-2.37%
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 1,888,598	\$ 1,743,266	\$ 1,959,125	\$ 70,527	3.60%
<b>Fringe Benefits</b>	693,067	648,946	772,456	79,389	10.28%
<b>Consumable supplies</b>	162,328	265,822	162,500	172	0.11%
<b>Transportation</b>	54,401	45,491	50,000	(4,401)	-8.80%
<b>Outside services</b>	57,408	101,116	75,000	17,592	23.46%
<b>Space and communications</b>	368,098	334,240	343,750	(24,348)	-7.08%
<b>Equipment rent and maint</b>	18,960	16,564	25,000	6,040	24.16%
<b>Equipment purchases</b>	11,893	169,406	68,750	56,857	82.70%
<b>Other expense</b>	192,415	275,245	187,668	(4,747)	-2.53%
<b>Total operating expense</b>	<u>3,447,168</u>	<u>3,600,096</u>	<u>3,644,249</u>	<u>197,081</u>	<u>5.41%</u>
<b>Subcontractors</b>	\$ 219,655	\$ 1,168,862	\$ 271,250	\$ 51,595	19.02%
<b>Training</b>	\$ 2,385,270	\$ 1,792,315	\$ 2,294,902	\$ (90,368)	-3.94%
<b>Direct Client Expenses</b>	\$ 417,983	\$ 669,181	\$ 416,444	\$ (1,539)	-0.37%
	<u>\$ 3,022,908</u>	<u>\$ 3,630,358</u>	<u>\$ 2,982,596</u>	<u>\$ (40,312)</u>	<u>-1.35%</u>
<b>Total Expenses</b>	<u>6,470,076</u>	<u>7,230,454</u>	<u>6,626,845</u>	<u>156,769</u>	<u>2.37%</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 Training**  
**Michigan Works Agency Programs**  
**Actual expenses by cost category**  
**For the Three Month Ending September 30, 2017**

	<b>Administration Expenses</b>	<b>Program Expenses</b>	<b>Total YTD Sept 2017 Expenses</b>
<b>Expenses</b>			
Salaries and wages	\$ 161,487	\$ 1,727,111	\$ 1,888,598
Fringe Benefits	59,772	633,295	693,067
Consumables	17,961	144,367	162,328
Transportation	5,956	48,445	54,401
Outside services	29,247	28,161	57,408
Space and communications	41,192	326,906	368,098
Equipment rent and maintenance	2,439	16,521	18,960
Equipment purchases	286	11,607	11,893
Other expense	<u>21,590</u>	<u>170,825</u>	<u>192,415</u>
<b>Total operating expense</b>	<u>\$ 339,930</u>	<u>\$ 3,107,238</u>	<u>\$ 3,447,168</u>
	<u>9.9%</u>	<u>90.1%</u>	

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

	<b>Unaudited 9/30/17</b>	<b>Unaudited 6/30/17</b>	<b>Audited 6/30/16</b>
<b>Assets</b>			
Current Assets			
Cash & Cash Equivalents	\$2,318,285	\$984,591	\$617,357
Accounts Receivable	1,335,399	2,673,002	2,923,954
Inventory (at Cost)	377,880	552,658	415,323
Prepaid Expenses	331,478	295,873	265,690
Total Current Assets	4,363,042	4,506,125	4,222,324
Long-term Assets			
Property & Equipment	740,845	752,862	490,048
Total Assets	<u>\$5,103,887</u>	<u>\$5,258,986</u>	<u>\$4,712,372</u>
 <b>Liabilities</b>			
Short-term Liabilities			
Accounts Payable	\$1,815,255	\$2,339,490	\$1,914,424
Unearned Revenue	1,087,416	739,444	912,308
C/P Compensated Absences	475,000	475,000	475,000
Total Short Term Liabilities	3,377,671	3,553,934	3,301,732
LT Compensated Absences	228,709	259,051	184,131
Total Liabilities	3,606,380	3,812,985	3,485,863
Net Assets			
Total Net Assets	1,497,507	1,446,001	1,226,509
Total Liabilities and Net Assets	<u>\$5,103,887</u>	<u>\$5,258,986</u>	<u>\$4,712,372</u>



**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 40507  
(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:** Governing Board Members  
**FROM:** Brenda Isenhart, Chief Financial Officer  
**DATE:** October 16, 2017  
**RE:** Proposed FYE 2018 Budget Modification  
(requires 75% affirmative vote of members present)

The budget for the fiscal year ending June 30, 2018 has been modified for your consideration.

Attachment A shows the FY 2016-2017 Final Budget, the approved current 2017-2018 budget (Original) and the proposed 2017-2018 budget (first amendment). The change being requested is only between expenditure line items.

Attachment B shows the proposed budget broken down by department: Michigan Works! Programs, and Community Action Programs. A Community Action budget will be presented to the Community Action board to reflect their final activity through ACSET as of September 30, 2017.

**Requested Modification**

The budget modification reflects a decrease in Wages and Fringe Benefits and an increase in Space & Communication. After the first quarter, our wages are less than originally budgeted. Likewise, the related fringe is less than originally budgeted. The requested Space and Communication budget will be made up of the following categories:

Rent	\$ 984,000
Communication	288,000
Utilities	108,000
Cleaning	84,000
Security	12,000
Insurance	48,000
Facility Upgrades	<u>84,000</u>
	\$1,608,000

We ask that the proposed budget be considered for approval.

Area Community Services Employment and Training Council

General Fund

Michigan Works! Budgetary Comparison Schedule

For the Fiscal Year Ending June 30, 2018

	Fiscal Year 2016-17 Budget	Fiscal Year 2017-18 Original Budget	Fiscal Year 2017-18 Proposed 1st Amended Budget	Increase (Decrease)
<b>REVENUES</b>				
Grants and other	\$ 26,168,000	\$ 24,480,000	\$ 24,480,000	\$ -
Commodities - Non Cash grant				-
Program income	45,000	45,000	45,000	-
<b>TOTAL REVENUE</b>	<b>\$ 26,213,000</b>	<b>\$ 24,525,000</b>	<b>\$ 24,525,000</b>	<b>\$ -</b>
<b>EXPENDITURES</b>				
<b>Operating costs:</b>				
Wages	\$ 7,050,000	\$ 8,300,000	\$ 8,147,000	\$ (153,000)
Fringe	2,780,000	3,275,000	3,195,000	(80,000)
Consumables	707,000	650,000	650,000	-
Transportation	230,000	200,000	200,000	-
Outside Services	350,000	300,000	300,000	-
Space & Communications	1,435,000	1,375,000	1,608,000	233,000
Equipment Rent & Maintenance	100,000	100,000	100,000	-
Equipment Purchases	400,000	275,000	275,000	-
Other Expenses	510,000	450,000	450,000	-
Subcontracted program costs	3,771,000	1,085,000	1,085,000	-
Training costs	6,900,000	6,920,000	6,920,000	-
Direct client expenditures	1,980,000	1,595,000	1,595,000	-
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 26,213,000</b>	<b>\$ 24,525,000</b>	<b>\$ 24,525,000</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Area Community Services Employment and Training Council**

**General Fund  
Combined Budgetary Schedule By Department  
For the Fiscal Year Ending June 30, 2018**

	<b>Michigan Works! FY 2017-18 Budget</b>	<b>Community Action FY 2017-18 Budget</b>	<b>Combined FY 2017-18 Budget</b>
<b>REVENUES</b>			
Grants and other	\$ 24,480,000	\$ 1,092,000	\$ 25,572,000
Commodities - Non Cash grant		530,000	530,000
Program income			-
Other revenue	45,000	5,000	50,000
<b>TOTAL REVENUE</b>	<b>\$ 24,525,000</b>	<b>\$ 1,627,000</b>	<b>26,152,000</b>
<b>EXPENDITURES</b>			
<b>Operating costs:</b>			
Wages	\$ 8,147,000	\$ 325,000	\$ 8,472,000
Fringe	3,195,000	123,000	3,318,000
Consumables	682,000	60,000	742,000
Transportation	200,000	24,000	224,000
Outside Services	300,000	100,000	400,000
Space & Communications	1,608,000	65,000	1,673,000
Equipment Rent & Maintenance	100,000	3,000	103,000
Equipment Purchases	275,000	75,000	350,000
Other Expenses	450,000	15,000	465,000
Commodities - Non Cash	-	530,000	530,000
Subcontracted program costs	1,085,000	115,000	1,200,000
Training costs	6,920,000	-	6,920,000
Direct client expenditures	1,563,000	192,000	1,755,000
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 24,525,000</b>	<b>\$ 1,627,000</b>	<b>26,152,000</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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 40507  
 (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:** Governing Board Members  
**FROM:** Brenda Isenhart, Chief Financial Officer  
**DATE:** October 16, 2017  
**RE:** Debt Collection Policy-Proposed Change

---

The Debt Collection policy has been modified to reflect the current regulations and the change in State agency names.

We are requesting approval of the proposed Procurement Policy Changes.

### 3.3.8.4 Subrecipient Debt Collection

#### I. Identification of the Policy

A. Name of the Policy FINANCIAL MANAGEMENT – 3.3.8.4 Subrecipient Debt Collection	
B. Effective Date of 8/1/2005	C. Applicability ACSET ETA FUNDS
D. Approved By Beverly A. Drake	E. Date Approved

#### II. Purpose and References

##### A. Purpose

To provide direction and guidance to Area Community Services and Employment Training (ACSET) staff and subrecipients regarding the collection of debts associated with misexpenditure of Employment and Training Administration (ETA) funds.

##### B. Supersedes

Program Manual Section 3.3.8.4 Audits – Subcontractor Audit Resolution and Debt Collection

##### C. References

##### Uniform Guidance 2 CFR 200.345 Collection of Amounts Due

~~Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Section .52~~

~~Office of Management and Budget (OMB) Circular A 110, Section .73~~

~~OMB Circular A 21, Section C.8~~

~~OMB Circular A 87, Section F of Attachment D and Section F.5 of Attachment E~~

~~OMB Circular A 122~~

~~4 CFR (Chapter II), Part 102~~

~~Debt Collection Act (Public Law 97-365)(31 USC 3711 and 3716-3718)~~

~~Workforce Investment Act (WIA), Sections 184 and 185~~

##### Workforce Innovation and Opportunity Act (WIOA), Section 184

~~WIA Regulations, 20 CFR 667.510(d), 667.700, 667.705, 667.720 and 627.740~~

##### WIOA Regulations, 20 CFR 683.420

Temporary Assistance for Needy Families (TANF) Regulations, 45 CFR, Parts 30, 261-265

### **3.3.8.4 Subrecipient Debt Collection**

29 CFR part 20, ~~Debt Collection Act of 1982; Final Rules~~ **Federal Claims Collection**

U.S. Department of Labor (USDOL) Training and Information Notice No. 12-90

Michigan Workforce Development Agency Policy Issuance 00-47



### 3.3.8.4 Subrecipient Debt Collection

## III. Procedures

### Procedural Overview

When a resolution process results in a determination that ETA funds have been misexpended and determined to be disallowed, a debt is established on the part of the subrecipient. The preferred corrective action for disallowed costs from ETA grant funds is non-federal cash repayment. This policy will apply when a liability for any disallowed costs is determined to be at the subrecipient level for any reason including a determination that is a result of an audit, a monitoring finding, an investigation or other means.

The following cost principles will be used to determine allowability for ETA grants:

- Costs must be necessary and reasonable.
- Costs must be allocable.
- Costs must be authorized or not prohibited under federal, state or local laws or regulations.
- Costs must receive consistent treatment by a grantee.
- Costs must not be used to meet matching or cost-sharing requirements.
- Costs must be adequately documented.
- Costs must conform to ETA grant exclusions and limitations.

#### A. **Written Notification & Establishment of a Debt**

Once it is determined that a debt is owed, a written notice (sent via certified mail, with a return receipt requested) is issued to the subrecipient establishing the debt. The subrecipient will be granted 30 calendar days from the date of the written notification to remit payment in full or to file a request for an appeal. The notice will include:

- An invoice issued by ACSET;
- Notification of the date the debt will be considered delinquent;
- Interest rate charged, if any, on the balance due;
- Possible sanctions if the debt is not repaid;
- Notification of appeal rights under ACSET's grievance procedure;
- Options available, if any, for repayment; and
- If applicable, instructions for requesting a waiver of sanctions, stating that the final decision of Michigan WDA in granting such waiver is subject to review by the appropriate federal funding source.

ACSET may, under its sole discretion, withhold all further or pending payments due to the subrecipient and document the rationale for any such action in the final demand notice or other means of written communication to the subrecipient.

The debt collection process is suspended if a request for appeal is submitted to and accepted by ACSET until that appeal is resolved. If the appeal is granted, debt collection will not be established. If the appeal is denied, the debt collection process will continue.

### 3.3.8.4 Subrecipient Debt Collection

#### B. Delinquent Notices

Delinquent notices will be sent to the subrecipient at 30 and 60 calendar day intervals from the date of the written notification if payment has not been received or if a satisfactory alternative repayment plan has not been approved by ACSET. Delinquent notices will not be sent if the debt collection process has been suspended due to the subrecipient's timely request for an appeal or a waiver request.

#### C. Methods of Collection

If the debt remains outstanding after 60 calendar days, ACSET may make a determination to use another method of collection. In making this determination, consideration will be given to the following factors:

- Amount of the debt;
- Cost of further debt collection;
- Amount collected to date; and
- Probable success of pursuing further action to collect the debt.

#### D. Standards for Terminating, Compromising or Litigating Debts (Methods of Repayment)

In accordance with federal, state and local policy and requirements, a debt resulting from misexpenditure of funds due to willful disregard of applicable laws or regulations, gross negligence, fraud, malfeasance, misapplication of funds or other serious violations or illegal acts, or failure to observe accepted standards of administration will be terminated or resolved only by cash repayment from non-federal sources. These options include:

1. Cash Payment
  - a. Cash payment for the full amount of the debt.
  - b. Installment payments.

A repayment agreement may be negotiated for a time period not to exceed one year. The duration will be negotiated based on the size of the debt and the subrecipient's ability to pay. The agreement must be written and signed by both parties. The agreement must include a schedule of payments that includes payment dates, interest charged, dates of agreement and a requirement for payment in full for breach of the agreement.

### 3.3.8.4 Subrecipient Debt Collection

#### **D. Standards for Terminating, Compromising or Litigating Debts (Methods of Repayment) continued**

##### 2. Adjustment in Payments

Under this method, an agreement is entered into with the subrecipient whereby the current contract reimbursement due is reduced by the amount of the debt while the current program is maintained at an undiminished cost level supported by non-federal contributions.

##### 3. Other Options

ACSET may, at its sole discretion, offer other options that meet specific funding requirements and/or regulations.

#### **E. Accounts Receivable System & Establishment of Liability Accounts**

Upon issuance of an invoice to the subrecipient for repayment of the debt, ACSET will establish a short-term liability account and related Accounts Receivable account allowing for a 60 calendar day period for repayment in accordance to ACSET's established financial management policies and procedures.

#### **F. Possible Sanctions**

In the case of the subrecipient's inability or unwillingness to comply with established debt collection provisions, ACSET may take appropriate actions, including, but not limited to, implementing one or more of the following sanctions:

- Withholding a percentage of the federal awards.
- Withholding or disallowing administrative costs.
- Suspending federal awards.
- Terminating the federal award (contract).
- Breach of contract listing and referral to Michigan WDA for suspension and debarment actions.

### 3.3.8.4 Subrecipient Debt Collection

#### G. **WIOA** WIA-Related Waiver of Sanctions

When a subrecipient is unable to collect a debt in whole or in part from its subcontractor, the subrecipient may request ACSET to request the grantor agency (Michigan WDA, USDOL or other funder) to waive imposition of sanctions against ACSET and the subrecipient (pursuant to the provisions of ~~CFR Section 627.706~~ **WIOA Sections 184(d)(2)**). In making such a request, the subrecipient must demonstrate that it has met all four (4) criteria as stated below:

The subrecipient has:

1. Established and adhered to an appropriate system for the award and monitoring of contracts with its subcontractors which contains acceptable standards for ensuring accountability;
2. Entered into a written contract with such subcontractor which established clear goals and obligations (deliverables) in unambiguous terms;
3. Acted with due diligence to monitor the implementation of the subcontractor contract, including the carrying out of the appropriate monitoring activities at reasonable intervals; and
4. Taken prompt and appropriate corrective action upon becoming aware of any evidence of any violations of ETA regulations by the subcontractor.

Such demonstration will be not be a mere statement of compliance and recitation of the criteria. A subrecipient must demonstrate how it has met the criteria, i.e., documented efforts such as a copy of the debt letter sent, litigation has been conducted or withholding of funds was attempted. ACSET will verify such information prior to forwarding a request for a waiver to the grantor agency.

The debt collection process will be suspended if a request for waiver is received by ACSET in accordance with the waiver policies applicable to that program. If the request for waiver is denied, the debt collection process will continue. The final decision of **the** Michigan WDA in granting such waiver is subject to review by the appropriate federal funding source.

### 3.3.8.4 Subrecipient Debt Collection

#### I. Identification of the Policy

A. Name of the Policy FINANCIAL MANAGEMENT – 3.3.8.4 Subrecipient Debt Collection	
B. Effective Date of October 23, 2017	C. Applicability ACSET ETA FUNDS
D. Approved By ACSET Governing Board	E. Date Approved October 23, 2017

#### II. Purpose and References

##### A. Purpose

To provide direction and guidance to Area Community Services and Employment Training (ACSET) staff and subrecipients regarding the collection of debts associated with misexpenditure of Employment and Training Administration (ETA) funds.

##### B. Supersedes

Program Manual Section 3.3.8.4 Audits – Subcontractor Audit Resolution and Debt Collection

##### C. References

Uniform Guidance 2 CFR 200.345 Collection of Amounts Due

Debt Collection Act (Public Law 97-365)(31 USC 3711 and 3716-3718)

Workforce Innovation and Opportunity Act (WIOA), Section 184

WIOA Regulations, 20 CFR 683.420

Temporary Assistance for Needy Families (TANF) Regulations, 45 CFR, Parts 30, 261-265

29 CFR part 20, Federal Claims Collection

U.S. Department of Labor (USDOL) Training and Information Notice No. 12-90

Michigan Workforce Development Agency Policy Issuance 00-47

### 3.3.8.4 Subrecipient Debt Collection

## III. Procedures

### Procedural Overview

When a resolution process results in a determination that ETA funds have been misexpended and determined to be disallowed, a debt is established on the part of the subrecipient. The preferred corrective action for disallowed costs from ETA grant funds is non-federal cash repayment. This policy will apply when a liability for any disallowed costs is determined to be at the subrecipient level for any reason including a determination that is a result of an audit, a monitoring finding, an investigation or other means.

The following cost principles will be used to determine allowability for ETA grants:

- Costs must be necessary and reasonable.
- Costs must be allocable.
- Costs must be authorized or not prohibited under federal, state or local laws or regulations.
- Costs must receive consistent treatment by a grantee.
- Costs must not be used to meet matching or cost-sharing requirements.
- Costs must be adequately documented.
- Costs must conform to ETA grant exclusions and limitations.

#### A. **Written Notification & Establishment of a Debt**

Once it is determined that a debt is owed, a written notice (sent via certified mail, with a return receipt requested) is issued to the subrecipient establishing the debt. The subrecipient will be granted 30 calendar days from the date of the written notification to remit payment in full or to file a request for an appeal. The notice will include:

- An invoice issued by ACSET;
- Notification of the date the debt will be considered delinquent;
- Interest rate charged, if any, on the balance due;
- Possible sanctions if the debt is not repaid;
- Notification of appeal rights under ACSET's grievance procedure;
- Options available, if any, for repayment; and
- If applicable, instructions for requesting a waiver of sanctions, stating that the final decision of Michigan WDA in granting such waiver is subject to review by the appropriate federal funding source.

ACSET may, under its sole discretion, withhold all further or pending payments due to the subrecipient and document the rationale for any such action in the final demand notice or other means of written communication to the subrecipient.

The debt collection process is suspended if a request for appeal is submitted to and accepted by ACSET until that appeal is resolved. If the appeal is granted, debt collection will not be established. If the appeal is denied, the debt collection process will continue.

### 3.3.8.4 Subrecipient Debt Collection

#### **B. Delinquent Notices**

Delinquent notices will be sent to the subrecipient at 30 and 60 calendar day intervals from the date of the written notification if payment has not been received or if a satisfactory alternative repayment plan has not been approved by ACSET. Delinquent notices will not be sent if the debt collection process has been suspended due to the subrecipient's timely request for an appeal or a waiver request.

#### **C. Methods of Collection**

If the debt remains outstanding after 60 calendar days, ACSET may make a determination to use another method of collection. In making this determination, consideration will be given to the following factors:

- Amount of the debt;
- Cost of further debt collection;
- Amount collected to date; and
- Probable success of pursuing further action to collect the debt.

#### **D. Standards for Terminating, Compromising or Litigating Debts (Methods of Repayment)**

In accordance with federal, state and local policy and requirements, a debt resulting from misexpenditure of funds due to willful disregard of applicable laws or regulations, gross negligence, fraud, malfeasance, misapplication of funds or other serious violations or illegal acts, or failure to observe accepted standards of administration will be terminated or resolved only by cash repayment from non-federal sources. These options include:

1. Cash Payment
  - a. Cash payment for the full amount of the debt.
  - b. Installment payments.

A repayment agreement may be negotiated for a time period not to exceed one year. The duration will be negotiated based on the size of the debt and the subrecipient's ability to pay. The agreement must be written and signed by both parties. The agreement must include a schedule of payments that includes payment dates, interest charged, dates of agreement and a requirement for payment in full for breach of the agreement.

### 3.3.8.4 Subrecipient Debt Collection

#### **D. Standards for Terminating, Compromising or Litigating Debts (Methods of Repayment) continued**

##### 2. Adjustment in Payments

Under this method, an agreement is entered into with the subrecipient whereby the current contract reimbursement due is reduced by the amount of the debt while the current program is maintained at an undiminished cost level supported by non-federal contributions.

##### 3. Other Options

ACSET may, at its sole discretion, offer other options that meet specific funding requirements and/or regulations.

#### **E. Accounts Receivable System & Establishment of Liability Accounts**

Upon issuance of an invoice to the subrecipient for repayment of the debt, ACSET will establish a short-term liability account and related Accounts Receivable account allowing for a 60 calendar day period for repayment in accordance to ACSET's established financial management policies and procedures.

#### **F. Possible Sanctions**

In the case of the subrecipient's inability or unwillingness to comply with established debt collection provisions, ACSET may take appropriate actions, including, but not limited to, implementing one or more of the following sanctions:

- Withholding a percentage of the federal awards.
- Withholding or disallowing administrative costs.
- Suspending federal awards.
- Terminating the federal award (contract).
- Breach of contract listing and referral to Michigan WDA for suspension and debarment actions.



### 3.3.8.4 Subrecipient Debt Collection

#### G. WIOA Related Waiver of Sanctions

When a subrecipient is unable to collect a debt in whole or in part from its subcontractor, the subrecipient may request ACSET to request the grantor agency (Michigan WDA, USDOL or other funder) to waive imposition of sanctions against ACSET and the subrecipient (pursuant to the provisions of WIOA Sections 184(d)(2)). In making such a request, the subrecipient must demonstrate that it has met all four (4) criteria as stated below:

The subrecipient has:

1. Established and adhered to an appropriate system for the award and monitoring of contracts with its subcontractors which contains acceptable standards for ensuring accountability;
2. Entered into a written contract with such subcontractor which established clear goals and obligations (deliverables) in unambiguous terms;
3. Acted with due diligence to monitor the implementation of the subcontractor contract, including the carrying out of the appropriate monitoring activities at reasonable intervals; and
4. Taken prompt and appropriate corrective action upon becoming aware of any evidence of any violations of ETA regulations by the subcontractor.

Such demonstration will be not be a mere statement of compliance and recitation of the criteria. A subrecipient must demonstrate how it has met the criteria, i.e., documented efforts such as a copy of the debt letter sent, litigation has been conducted or withholding of funds was attempted. ACSET will verify such information prior to forwarding a request for a waiver to the grantor agency.

The debt collection process will be suspended if a request for waiver is received by ACSET in accordance with the waiver policies applicable to that program. If the request for waiver is denied, the debt collection process will continue. The final decision of the Michigan WDA in granting such waiver is subject to review by the appropriate federal funding source.



**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:** Governing Board Members  
**FROM:** WMW Staff  
**DATE:** October 16, 2017  
**RE:** Resolution regarding Powers of the ACSET Chief Executive Officer

---

In the past, the Governing Board has approved various duties and powers of the ACSET Chief Executive Officer in a Resolution in accordance with the Interlocal Agreement establishing ACSET. The Resolution is again being presented to the ACSET Governing Board with proposed changes.

The proposed changes include:

1. Deletions 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 agreements that are used frequently if the CEO delegates this authority for the purpose of continuing to smoothly and effectively run daily operations.

Attached please find the Resolution with proposed changes, which are highlighted, and a "clean copy" of the Resolution for your review. ACSET is requesting approval of the proposed Resolution.

AREA COMMUNITY SERVICES EMPLOYMENT AND TRAINING COUNCIL

Commr. \_\_\_\_\_ moved and Commr. \_\_\_\_\_ seconded the motion to adopt the following Resolution:

WHEREAS Article XI of the Interlocal Agreement establishing the Area Community Services Employment and Training Council (ACSET) provides that the Chief Executive Officer thereof shall have such duties and powers as shall be prescribed by the Governing Board; and,

WHEREAS the Governing Board finds it appropriate to specify the powers of the Chief Executive Officer in order to clarify the same;

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer of ACSET shall have the following authority:

1. To execute contracts, sub grants, and other necessary agreements pursuant to budgets, programs and plans approved by the ACSET Governing Board and, as appropriate, approved by ~~the Community Action Agency (CAA) Governing Board, the Community Action Division Advisory Governing Board, and/or~~ the Workforce Development Board.
2. To delegate his/her authority, as described in section 1, to execute contracts, sub grants, or other necessary agreements, in his/her absence, to the Chief Financial Officer of ACSET.
3. To delegate his/her authority, as described in section 1, to execute (a) agreements with training services providers, and (b) On-the-Job Training, Subsidized Employment, Community Service/Work Experience, Skilled Trade Training Funds, and Incumbent Worker Training contracts, ~~and (c) supportive services agreements~~ for ACSET program participants to the ACSET Chief Operating Officer, ~~Associate and~~ Regional Directors, ~~and~~ Service Center ~~and Program~~ Managers, **and Business Solutions**

**Managers**, provided that no such contract or agreement may be executed outside his/her ~~division~~ **department** of ACSET.

- 4. To employ personnel in positions authorized by the ACSET Governing Board.
- 5. To organize and train staff.
- 6. To develop procedures for program planning, operating, assessment, and financial management.
- 7. To monitor and assess program performance and either recommend or take corrective action.
- 8. To provide professional and technical assistance to the ACSET Governing Board, ~~the CAA Governing Board, the CAA Advisory Governing Board,~~ and the Workforce Development Board.

All such actions shall comply with the most restrictive of Federal or State grant requirements, the laws of the State of Michigan, the ACSET Interlocal Agreement, ~~the provisions of the Municipal Partnership Act Contract regarding ACSET CAA,~~ the provisions of the contract between the Workforce Development Board and the Governing Board, or such other rules as the Governing Board may, from time to time, adopt. The Chief Executive Officer shall obtain Governing Board approval of his/her actions whenever required by law, grant guidelines, or rules enacted by the Governing Board. Such delegation by the Governing Board does not override or negate its authority to exercise the above-described powers when it so chooses.

Adopted:                      Yeas:    \_\_\_\_\_                      Nays:    \_\_\_\_\_

I hereby certify that the foregoing is a true transcript of the action of the ACSET Governing Board in public session on \_\_\_\_\_.

\_\_\_\_\_  
Janette Monroe  
~~Marketing and Communications Coordinator~~  
**Executive Assistant**

AREA COMMUNITY SERVICES EMPLOYMENT AND TRAINING COUNCIL

Commr. \_\_\_\_\_ moved and Commr. \_\_\_\_\_ seconded the motion to adopt the following Resolution:

WHEREAS Article XI of the Interlocal Agreement establishing the Area Community Services Employment and Training Council (ACSET) provides that the Chief Executive Officer thereof shall have such duties and powers as shall be prescribed by the Governing Board; and,

WHEREAS the Governing Board finds it appropriate to specify the powers of the Chief Executive Officer in order to clarify the same;

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer of ACSET shall have the following authority:

1. To execute contracts, sub grants, and other necessary agreements pursuant to budgets, programs and plans approved by the ACSET Governing Board and, as appropriate, approved by the Workforce Development Board.
2. To delegate his/her authority, as described in section 1, to execute contracts, sub grants, or other necessary agreements, in his/her absence, to the Chief Financial Officer of ACSET.
3. To delegate his/her authority, as described in section 1, to execute (a) agreements with training services providers, and (b) On-the-Job Training, Subsidized Employment, Community Service/Work Experience, Skilled Trade Training Funds, and Incumbent Worker Training contracts for ACSET program participants to the ACSET Chief Operating Officer, Regional Directors, Service Center Managers, and Business Solutions Managers, provided that no such contract or agreement may be executed outside his/her department of ACSET.
4. To employ personnel in positions authorized by the ACSET Governing Board.

- 5. To organize and train staff.
- 6. To develop procedures for program planning, operating, assessment, and financial management.
- 7. To monitor and assess program performance and either recommend or take corrective action.
- 8. To provide professional and technical assistance to the ACSET Governing Board and the Workforce Development Board.

All such actions shall comply with the most restrictive of Federal or State grant requirements, the laws of the State of Michigan, the ACSET Interlocal Agreement, the provisions of the contract between the Workforce Development Board and the Governing Board, or such other rules as the Governing Board may, from time to time, adopt. The Chief Executive Officer shall obtain Governing Board approval of his/her actions whenever required by law, grant guidelines, or rules enacted by the Governing Board. Such delegation by the Governing Board does not override or negate its authority to exercise the above-described powers when it so chooses.

Adopted:                      Yeas:    \_\_\_\_\_                      Nays:    \_\_\_\_\_

I hereby certify that the foregoing is a true transcript of the action of the ACSET Governing Board in public session on \_\_\_\_\_.

\_\_\_\_\_  
 Janette Monroe  
 Executive Assistant

**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 40507  
(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:** Governing Board Members  
**FROM:** WMW Staff  
**DATE:** October 16, 2017  
**RE:** WMW WDB Member Appointment and Updates  
(requires 75% affirmative vote of members present)

---

West Michigan Works! has recently been conducting elections for the two-year terms of November 1, 2017 through October 31, 2019 for the WDB. In August WMW staff presented the Governing Board with a slate of sixteen (16) out of seventeen (17) applications- which were approved, noting the need to fill one (1) Community-Based Organization seat preferably from Ottawa County.

**a. Patricia (Pat) VerDuin**

WMW has since received an application from Patricia (Pat) VerDuin from Mobius Coaching for the vacant Community-Based Organization seat (preferably from Ottawa County) for the term dates November 1, 2017 through October 31, 2019. On October 9, 2017, the WMW WDB Executive voted to support the approval of appointment of Ms. Pat VerDuin to fill the vacant Community-Based Organization seat for the term dates of November 1, 2017 through October 31, 2019.

**b. Travis Alden**

Upon further review of the slate of board members and 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 received a new application for Mr. Alden and the Executive Committee supports 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 staff is requesting approval from the Governing Board for 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.

**(both require 75% affirmative vote of members present)**



WMW has also been notified of a few upcoming changes with our board membership. Nora Balgoyen-Williams has taken a new position and will no longer represent an Economic Development agency in Allegan County. The county is still reviewing how they are filling the position and we will review the need to fill the vacant seat at that time.

Ed Garner (Muskegon Area First) has also taken a new position and will no longer represent an Economic Development agency in Muskegon County. WMW is working on his replacement and should have an update to the WMW Executive Committee by November.

WMW WDB also concluded the elections for Chairperson and Vice-Chairpersons on October 9, 2017. Dave Smith will serve his second consecutive term as Chairperson and Cindy Brown was elected for her first term as Vice-Chairperson. The term dates of these seats are November 1, 2017 through October 31, 2019.





**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 40507  
(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:** Governing Board Members  
**FROM:** WMW Staff  
**DATE:** October 16, 2017  
**RE:** WMW 15-01c1 Partnership. Accountability. Training. Hope (PATH) Incentive Policy

---

**Background**

In May of 2016, the Workforce Development Board approved the PATH Incentive policy, allowing West Michigan Works! to provide incentives to PATH job seekers who successfully complete activities that align with their successful participation in PATH and their employment plan. This policy seeks to expand those activities and slightly increases some of the incentives.

**Requested Action**

WMW staff is requesting Governing Board approval of policy WMW 15-10c1 to reflect these changes.



**Title:** WMW 15-10c1 DRAFT Partnership. Accountability. Training. Hope. (PATH) Performance Incentives

**Effective Date:** xxx

**Approved by:** West Michigan Works! Workforce Development Board

**Programs Affected:** Partnership. Accountability. Training. Hope. (PATH) Programs

**Supersedes:** N/A

**Background:** This policy is applicable to PATH job seekers registered in PATH activities. A performance incentive is not an entitlement, but rather, is designed to encourage participation in activities. All incentive awards will be subject to the availability of PATH funds for the current program year.

**Policy:**

- Incentives may be awarded to PATH job seekers upon completion of specific performance-related outcomes and/or goal attainment (see description below). In addition, job seekers must be in compliance with all program requirements, including, but not limited to, attending workshops, activities, and weekly meetings; providing activity and job search logs; and providing employment verification and check stubs.
- PATH job seekers are eligible to receive up to, but no more than \$1000 in performance incentives during a twelve-month period.
- Incentives may be presented in the form of gift cards.
- Incentives may be awarded at any time during the program from the date of orientation through PATH termination.
- Only one incentive award per performance outcome is allowable.

## 15-10c1 DRAFT PATH Performance Incentives

All incentive awards will be documented in the individual's file, on the Individual Service Strategy, and Case Noted.

PERFORMANCE OUTCOME	SUPPORTIVE DOUCMENTATION	INCENTIVE AMOUNT
Completion of Application Eligibility Period (AEP) Week 1	Weekly Assignment Plans as scheduled	\$25.00
Completion of Application Eligibility Period (AEP) Week 2	Weekly Assignment Plans as scheduled	\$25.00
Completion of Application Eligibility Period (AEP) Week 3	Weekly Assignment Plans as scheduled	\$50.00
Completion of 1 <sup>st</sup> week of the Community Service Program (CSP)	Attendance Log	\$25.00
Met Work Participation Rate (WPR) for 30, 60 and 90 Days	Participation Report (QG – 163)	\$25.00 (for 30-day WPR) \$50.00 (60 day WPR) \$100.00 (for 90-day WPR)
Pass General Educational Development (GED) Test	Test Results	\$50.00
High School Completion	Diploma	\$50.00
Completion of Vocational Training	Certificate or Degree	\$100.00
Employed in field trained in	Employment verification	\$100.00
Work Keys Bronze or Above	Test Results	\$25.00
Completion of all 4 assigned Standard Workshops	Activity Log	\$50.00
Attended Employer Events/Job Fair	Job Search Log	\$25.00 limited to once a month
Satisfactory Completion of Subsidized Employment	Check stubs	\$100.00
Completion of Career Portfolio	Career Portfolio	\$50.00

**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 40507  
(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:** Governing Board Members  
**FROM:** WMW Staff  
**DATE:** October 16, 2017  
**RE:** WMW 16-03c1 Welfare Reform Support Service Policy

---

**Background**

In September of 2016, the Workforce Development Board approved a Support Service Policy for Welfare Reform programs to provide guidance for providing supportive services to job seekers enrolled in the PATH and FAE&T programs. The changes to this policy more closely align with DHHS policy. It also provides expanded ability to offer supportive services for individuals in PATH training services. Further, it eases some unnecessary barriers for receiving auto repairs.

**Requested Action**

WMW staff is requesting Governing Board approval of policy WMW 16-03c1 to reflect these changes.



**Title:** WMW 16-03c1 DRAFT Welfare Reform Programs Supportive Services Policy

**Approved by:** Workforce Development Board on XXX

**Programs Affected:** Partnership. Accountability. Training. Hope. (PATH)  
Food Assistance, Employment & Training (FAE&T)

**Supersedes:** N/A

**Background:** Michigan Works! Areas (MWA) are charged with managing payment of supportive services and are responsible for ensuring that the provision of supportive services are appropriate, with proper documentation on file. Supportive services are to be provided as appropriate through the first 180 days of a participant's employment (the 180-day job retention period). MWAs shall respond in a timely manner when supportive services are requested.

**Policy:**

**PATH Support Services**

**I. Eligibility**

- A. Welfare Reform Program guidelines allow for the provision of support services for Welfare Reform job seekers at any time during their participation.
- B. Except with respect to transportation services, PATH job seekers who are receiving FIP assistance beyond their 180-day retention period, may receive supportive services, if funds are available. See PATH Transportation Policy for guidelines concerning transportation allowances.
- C. In an emergency situation, in which a job seeker would lose his or her employment without immediate action, WMW Staff will respond within 24 hours to a request for supportive services to prevent the loss of employment.
- D. A job seeker who requests a supportive service must provide documentation of his or her eligibility and need for the service, according to the criteria described below. Staff will evaluate the supportive service request and request approval.

The following supportive services do not constitute entitlements.

**II. SUPPORTIVE SERVICES TYPES**

Listed below are the Supportive Services that may be provided to PATH job seekers (subject to amendment by the Workforce Development Agency and approval of the West Michigan Works! Chief Executive Officer).

**A. IDENTIFICATION**

The following forms of identification may be purchased for a job seeker based on the need. They may be provided once in a 12 month period. NO fines, penalties or fees, such as those associated with a driver’s license reinstatement, may be paid as a supportive service.

- 1. Michigan ID
- 2. Birth Certificate
- 3. Driver’s License

**B. CLOTHING (\$500 limit within a 12 month period)**

Clothing may be purchased for a job seeker for the following reasons.

- ~~1. Employment Interview~~
- ~~2. Uniform or Employment related~~
- ~~3. Protective clothing~~
  - 1. Work gloves, work boots, work shoes, and hard hats
  - 2. Other protective/special clothing or personal safety items needed for training and employment.
  - 3. Clothing needed in training or employment.
  - 4. Appropriate clothing needed to successfully participate with PATH or other employment-related activity.

**C. COUNSELING**

**The following counseling is allowed for job seekers on a case-by-case basis when no other resources are available. It must be well documented showing the barrier to employment, and lack of other resources.**

- 1. Drug or alcohol rehabilitation (purchased short term).
- 2. Family Counseling (if effects immediate employment).
- 3. Counseling that strengthens the customer’s ability to function in the work place.

## WMW 16-03c1 DRAFT Welfare Reform Programs Supportive Services Policy

**D. MEDICAL SERVICES**

**The following Medical services are allowed for job seekers on a case-by-case basis when no other resources are available. It must be well documented showing the barrier to employment and/or the need for a specific employment offer, and lack of other resources.**

1. Employment related Photo static copies.
2. The completion of a DHHS Medical Needs Forms by a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) certifying that, based on previous medical records or a recent medical examination, the job seeker is able (or unable) to participate in employment-related activities and whether or not there are limitations or restrictions on the type of activities in which the job seeker may be engaged.
3. An employment general medical or physical examination by an MD or DO (including the completion of a DHHS Medical Needs Form).
4. Employment-related immunizations and tests required (i.e., drug testing or vaccinations).
5. Dental services not covered under Medicaid, another health insurance plan, or by a community public health agency normally covers medical and/or dental services for the diagnosis, prevention, and treatment of physical or mental diseases. WMW has the discretion to determine the types of dental services that are necessary and appropriate for employment.

**E. CHILDCARE**

The DHHS is responsible for payment of childcare for all eligible Family Independence Program (FIP) recipients. WMW CANNOT pay any payments related to childcare or fees associated with enrolling a child in daycare.

**F. VEHICLE REPAIR**

Vehicle repairs are authorized for a job seeker for a vehicle that is their primary means of transportation, **even if public transit is available**. The **total DHHS/PATH** program cost of repair may not exceed \$900.00 including any repair in **the previous** 12-month period for a vehicle that is his or her primary means of transportation. With the repairs authorized, the vehicle must be determined to be safe and roadworthy. **Job seeker may contribute any amount over \$900 prior to WMW payment.**

The job seeker must provide the following information:

1. Registration showing the vehicle is registered in the name of a member of the eligible family. A member of the eligible family is defined as any adult who is receiving assistance and included in the FIP grant.
2. Proof of insurance for the vehicle showing it is insured in an eligible family member's name.
3. **Two (2) One (1)** estimate for repair by a licensed mechanic.

## WMW 16-03c1 DRAFT Welfare Reform Programs Supportive Services Policy

**G. VEHICLE INSURANCE**

Vehicle Insurance is limited to once in the job seeker's lifetime. Vehicle Insurance coverage is for the period in which the job seeker is establishing income to allow for their ongoing payment of the insurance, up to 3 months maximum. If the job seeker requires high risk vehicle insurance that is higher than \$300 per month, the payment is limited to one month.

The job seeker must provide the following information:

1. Registration showing the vehicle is registered in the name of a member of the eligible family. A member of the eligible family is defined as any adult who is receiving assistance and included in the FIP grant.
2. ~~Two (2)~~ One (1) estimate for vehicle insurance.

**H. VEHICLE PURCHASE**

Vehicle purchases will be allowable following the WMW PATH Vehicle Purchase Authorization Policy.

**I. DRIVER'S TRAINING**

If driver's training is requested, it will be assessed on a case-by-case basis. The needs for the training must be documented, as well as the cost and period of the training. Please include the entity providing the training when requesting approval.

**J. OTHER EMPLOYMENT RELATED EXPENSES**

Other Employment-Related Expenses must be approved on a case-by-case basis. The need must be well documented, including actual cost.

1. One-time work related expenses (license, fees, purchased tools, etc.).
2. One-time Business start-up expenses.
3. Equipment for employment (task/responsibility of employee clearly defined).
4. Any one-time related expenses related to employment as deemed appropriate by WMW.

**K. MOVING/RELOCATION**

If a job seeker obtained verified employment outside of commuting distance, they may relocate and the following services may be provided on a case-by case basis approved by West Michigan Works! The need must be well documented, including actual cost. \$1,500.00 max is allowed per move.

1. Trailer or truck rental
2. Compensation for persons assisting in the move.
3. Mileage allowance.
4. Rental of moving equipment such as dollies.



## WMW 16-03c1 DRAFT Welfare Reform Programs Supportive Services Policy

5. And, "other expenses" of the move determined as necessary by West Michigan Works!

**L. TRANSITIONAL SUPPORT PAYMENTS**

Transitional support payments in the following amounts may be authorized to be paid to any a job seeker who has accomplished the following goals:

1. When he or she has secured unsubsidized employment for the minimum number of hours per week mandated by Federal requirements, after verification and validation of hours - \$100.00
2. When he or she has been employed full-time (minimum number of hours per week mandated by Federal requirements) for 90 days, or at the time of case closure due to time limits, whichever comes first- \$100.00

Transitional support payments may not exceed \$200.00 per job seeker in a 12-month period.

**Food Assistance Employment and Training (FAE&T) Support Services**

Support Services for FAE&T job seekers are designed to assist job seekers in overcoming barriers that prevent them from engaging in employment and training activities. The Support Services must be reasonable and necessary, and directly related to participation in activities.

A job seeker may receive a maximum of \$960 per calendar year for support services needed to secure employment and maintain employment. The following support services are allowable:

1. School supplies (required for training program)
2. State of Michigan identification card if needed to secure employment
3. Clothing-if required for employment such as:
  - a. Work gloves, work boots, work shoes, and hard hats
  - b. Other protective/special clothing or personal safety items (required for training and employment).
  - c. Clothing (required for training or employment).
4. Drug test (required for employment).
5. Fingerprinting (required for employment)
6. Medical services (i.e. TB test or physical required for employment)
7. Transportation
  - a. Public bus pass
  - b. Gas cards for mileage reimbursement

The following are **not allowed** to be paid with FAE&T funds:

1. Automobile Insurance
2. Automobile ownership/operator taxes (tags, title, license)
3. Automobile Purchase
4. Drug/alcohol counseling or therapy
5. Living stipend

WMW 16-03c1 DRAFT Welfare Reform Programs Supportive Services Policy

6. Mental health treatment
7. Personal computers
8. Relocation expenses
9. Student loans

Current

October 2017

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	4	2	0	2
Accounting Assistant	4	2	0	2
Accounting Manager	1	1	0	0
Accounting Supervisor	1	1	0	0
Administrative Receptionist	1	1	0	0
Assessment Specialist	4	3	0	1
Assistant Manager	13	13	0	0
Attorney	2	2	0	0
Business Solutions Coordinator	3	3	0	0
Business Solutions Manager	1	1	0	0
Business Solutions Representative	17	16	0	1
Career Coach	42	39	0	3
Career Navigator	22	21	0	1
Chief Executive Officer	1	1	0	0
Chief Financial Officer	1	1	0	0
Chief Operating Officer	1	1	0	0
Computer Support Specialist	2	2	0	0
Contract Administrator	1	0	0	1
Custodian	1	1	0	0
Executive Assistant	1	1	0	0
Facilities Manager	1	1	0	0
Fiscal Monitor	1	1	0	0
Human Resource Assistant	2	2	0	0
Human Resource Director	1	1	0	0
Information Technology Manager	1	1	0	0
JMG Specialist	2	2	0	0
Marketing & Communications Coordinator	2	2	0	0
Marketing & Communications Director	1	1	0	0
Performance Analyst	7	5	0	2
Policy Coordinator	1	1	0	0
Policy Manager	4	3	0	1
Procurement Manager	1	1	0	0
Quality Assurance Specialist	5	5	0	0
Records Service Specialist	8	7	0	1
Regional Business Solutions Director	1	1	0	0
Regional Service Center Director	1	1	0	0
Service Center Manager	6	6	0	0

Talent Development Instructor	9	9	0	0
Talent Development Specialist	10	8	0	2
Training Consultant	1	1	0	0
<b>TOTALS</b>	<b>188</b>	<b>171</b>	<b>0</b>	<b>17</b>

<b>CLASSIFICATION</b>	<b>Filled</b>
Participant/Temporary	1

## ACSET Personnel Actions – October 16, 2017

<b>CLASS</b>	<b>EMPLOYEE</b>	<b>APPOINTMENT</b>	<b>DATE</b>	<b>LOCATION</b>
<b>Appointments</b>				
<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Driver	Nicholas Salters	Permanent	9/11/17	CAA-Franklin, GR
Career Coach	Kyle Miller	Permanent	9/12/17	Ionia/Montcalm
Accountant	Milton Howze	Permanent	9/18/17	Admin, GR
Career Coach	Angela Johnson	Permanent	9/25/17	Westside, GR
<b>Separations</b>				
<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Business Solutions Representative	Shanna Hogan	Permanent	9/15/17	Westside, GR
Associate Director	Susan Cervantes	Permanent	9/30/17	CAA-Franklin, GR
Clerk II	Cristey Begerow Virginia Dozeman Mary Durham Sarah Miller	Permanent	9/30/17	CAA-Franklin, GR
Community Services Assistant II	Mayra DiazRodriguez Tracy Jenkins Robert Kimble Veatriz Lopez Krystyne Medawis Jennifer Smith Marolyn Villalobos	Permanent	9/30/17	CAA-Franklin, GR
Community Services Specialist	Kristina Ayers Amanda Nixon	Permanent Temporary	9/30/17	CAA-Franklin, GR
Cook	Matilde Chavez Jaime Perez	Permanent	9/30/17	CAA-Franklin, GR
Driver	Tarwo Koso Nicholas Salters	Permanent	9/30/17	CAA-Franklin, GR
Program Manager	Sherrie Gillespie	Permanent	9/30/17	CAA-Franklin, GR
Project Supervisor	Ramona Alvarez Aruna Kamara Roger Strickfaden	Permanent	9/30/17	CAA-Franklin, GR
Weatherization Specialist II	Dale Congdon	Permanent	9/30/17	CAA-Franklin, GR
Career Navigator	Jennifer Bouck	Permanent	10/5/17	Montcalm

Contract Administrator	Gary Herman	Permanent	10/10/17	Admin, GR
------------------------	-------------	-----------	----------	-----------

**Promotion**

<u>From</u>	<u>To</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Performance Analyst	Policy Coordinator	Abigail Monterusso	Permanent	9/4/17	Muskegon
Career Coach	JMG Specialist	Shameika Johnson	Permanent	9/25/17	Muskegon

**Transfer**

<u>From</u>	<u>To</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
-------------	-----------	-----------------	--------------------	-------------	-----------------

**Demotion**

<u>From</u>	<u>To</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
-------------	-----------	-----------------	--------------------	-------------	-----------------

**Participants/Temporary***Appointments/Participants*

	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Accounting Assistant	Kelli O'Brien	Temporary	9/20/17	Admin, GR



**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:** Governing Board Members  
**FROM:** Laura Krist, Human Resource Director  
**DATE:** October 16, 2017  
**RE:** Request to update staffing chart - West Michigan Works!

---

In an effort to align services across our counties and to better support employers in the Allegan area, we are requesting to add the following position to our staffing chart:

- Business Solutions Representative (1 position)

**We are requesting Governing Board approval to make this change to our staffing chart for the West Michigan Works! division of ACSET.**



**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:** Governing Board Members  
**FROM:** Laura Krist, Human Resource Director  
**DATE:** October 16, 2017  
**RE:** Request to revise pay ranges for two positions

Since bringing services in-house and regionalizing over the past couple of years, we have found that the job responsibilities for two of our key fiscal positions, Accounting Assistants and Accountants, have increased in order to support our region. The Accounting Assistants are responsible for ensuring that our vendors and staff are paid accurately and in a timely manner. The Accountants are responsible for understanding allowable costs and cost categories, reviewing posted transactions for appropriateness, preparing reports to granting agencies, and alerting management of any potential budgeting concerns.

In order to recognize the change in the scope of work and to more fairly compensate the individuals who are in these positions, we are requesting Governing Board approval to change the pay scales for the following two job classifications within the fiscal department:

- Accounting Assistant: currently at Grade C (\$26,844.48 - \$36,231.52) change to Grade D (\$30,201.60 - \$40,753.44)
- Accountant: currently at Grade F (\$38,226.24 - \$51,598.56) change to Grade G (\$39,158.08 - \$52,844.48)

In addition, we believe that making these changes will allow us to attract and retain talent which is critical to the successful day to day operations which support our organization.

**We are requesting Governing Board approval to make these changes to the pay scales for these two job classifications.**





**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 40507  
(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:** Governing Board Members  
**FROM:** WMW Staff  
**DATE:** October 16, 2017  
**RE:** Bylaws for the Governing Board: Section 2.) Membership

---

In accordance to the amended bylaws for the Governing Board of ACSET, it is time to review the Membership section of Article I: Board of Local Elected Officials. According to the bylaws: Section 2: Membership.

Section 2: Membership.

- a. The members of the Governing Board are elected legislative officials chosen by their respective Public Agencies in accordance with the provisions of the current ACSET Interlocal Agreement.
- b. The Governing Board will review the structure of its membership in every odd-numbered year on the basis of the following factors:
  - The funding provided to each Public Agency for employment and training programs administered by ACSET;
  - The number of participants served in employment and training programs administered by ACSET in each Public Agency; and
  - Population estimates by the U. S. Bureau of the Census for each Public Agency.

During this review, the members of the Governing Board will affirm the existing board composition/representation model or recommend to the Public Agencies that the composition of the Governing Board be amended in the Interlocal Agreement to take effect the next even-numbered year.

WMW presents the requested factors for your review and approval to maintain the existing board composition as it relates to funding, participants served and population estimates for our seven-county region.

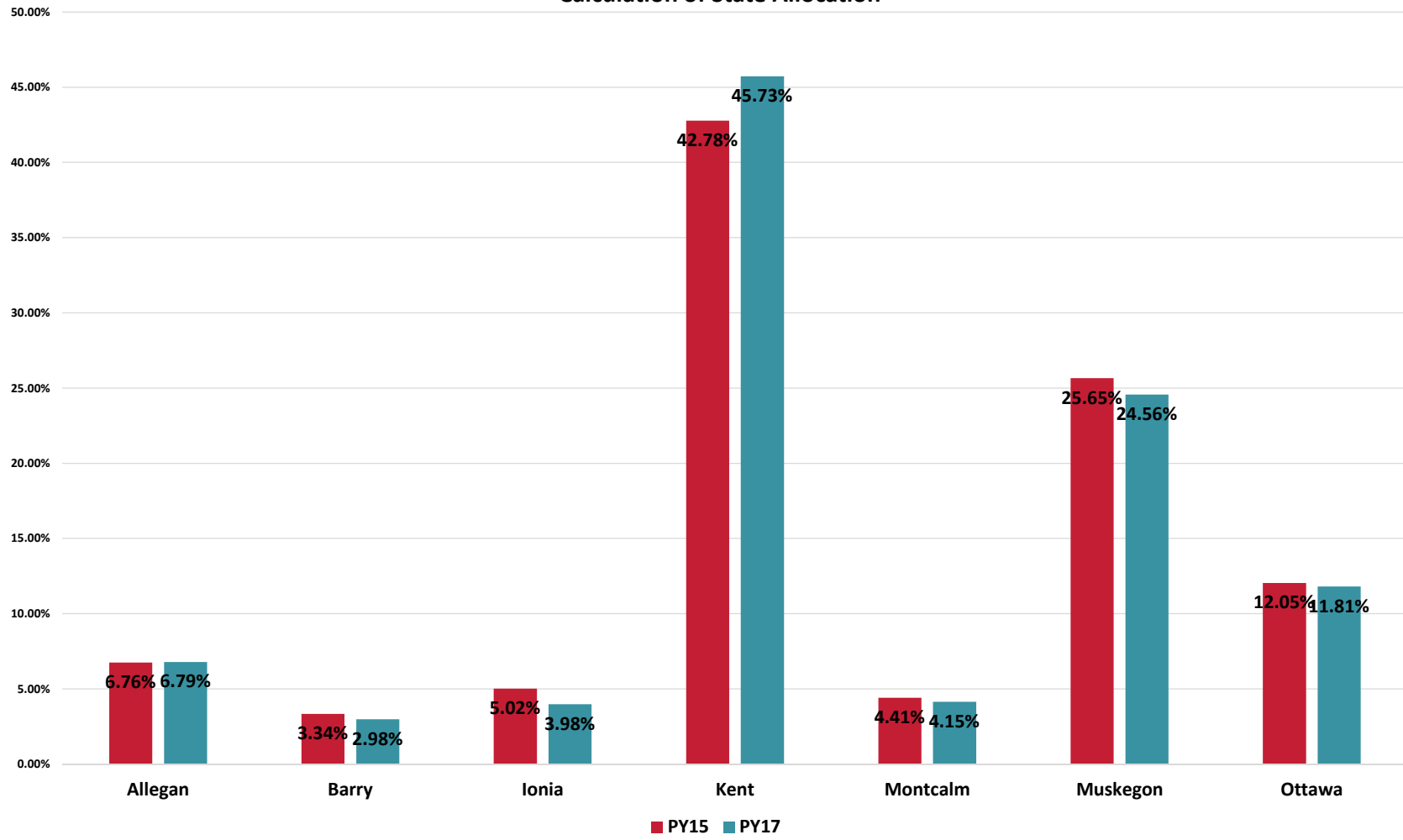
**ACSET GOVERNING BOARD MEMBERS**  
**January 2017 – December 2017**

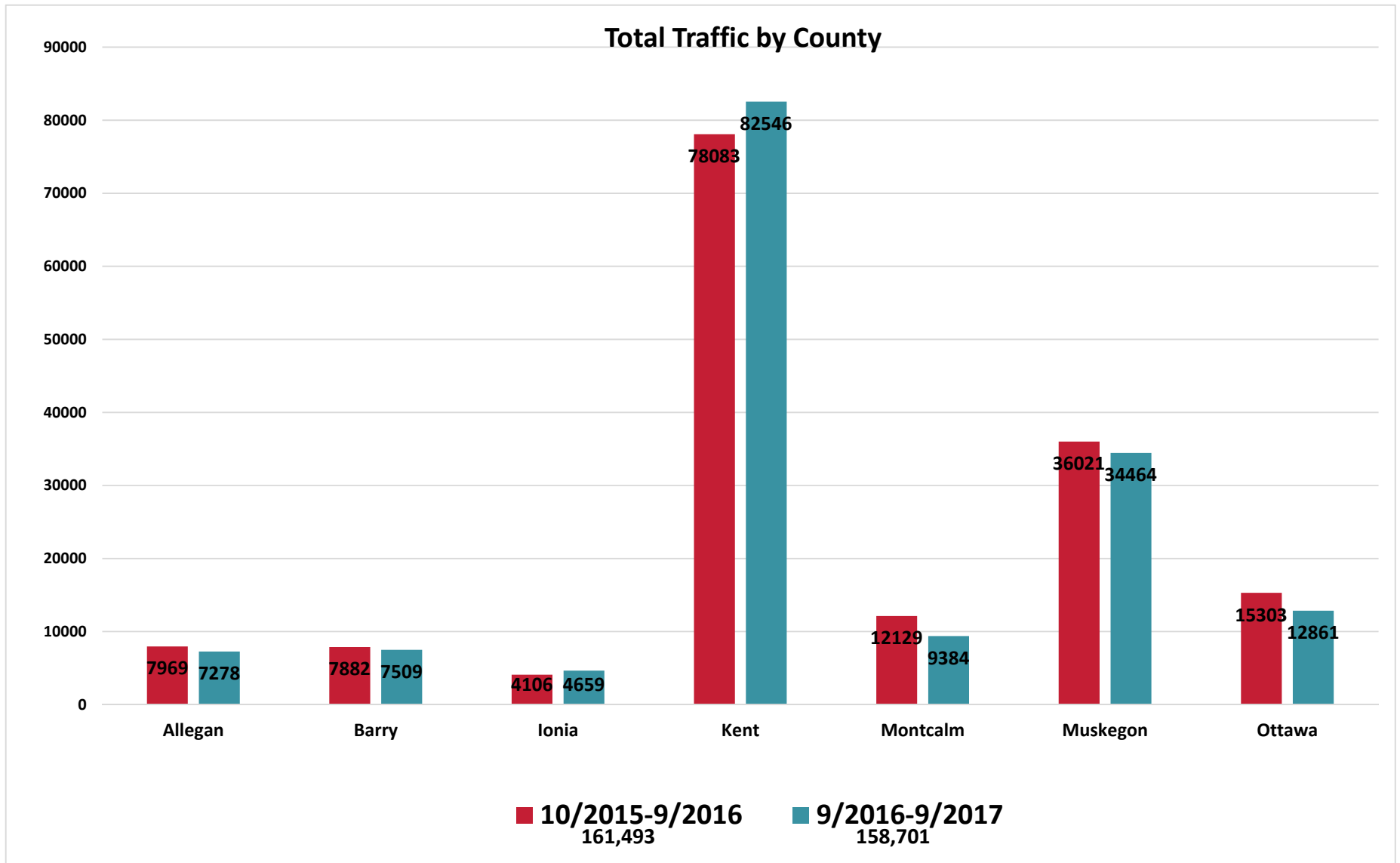
ACSET shall be governed by a 14 Member Governing Board, which shall consist of:

<b>Public Agency</b>	<b>ACSET Governing Board Member</b>	<b>Member</b>
<b>Allegan Co.</b>	County Board Chair or Designee	Dean Kapenga (Chair)
	County Board Member	Mark De Young
<b>Barry County</b>	County Board Chair or Designee	Ben Geiger (Chair)
<b>Ionia County</b>	County Board Chair or Designee	Larry Tiejema (Designee) Chair of ACSET Governing Board
<b>Kent County</b>	County Board Chair or Designee	Stan Stek (Designee)
	County Board Member	Harold Mast Vice-Chair of ACSET Governing Board
	County Board Member	Robert Womack
<b>Montcalm Co.</b>	County Board Chair or Designee	Ron Retzloff (Vice-Chair; Designee)
<b>Muskegon Co.</b>	County Board Chair or Designee	Ben Cross (Chair)
	County Board Member	Kenneth Mahoney
<b>Ottawa Co.</b>	County Board Chair or Designee	Greg De Jong (Chair)
	County Board Member	Roger Bergman (Vice-Chair)
<b>City of Grand Rapids</b>	Mayor or Designee	David C. Allen (Designee)
	City Commission Member	Senita Leneer

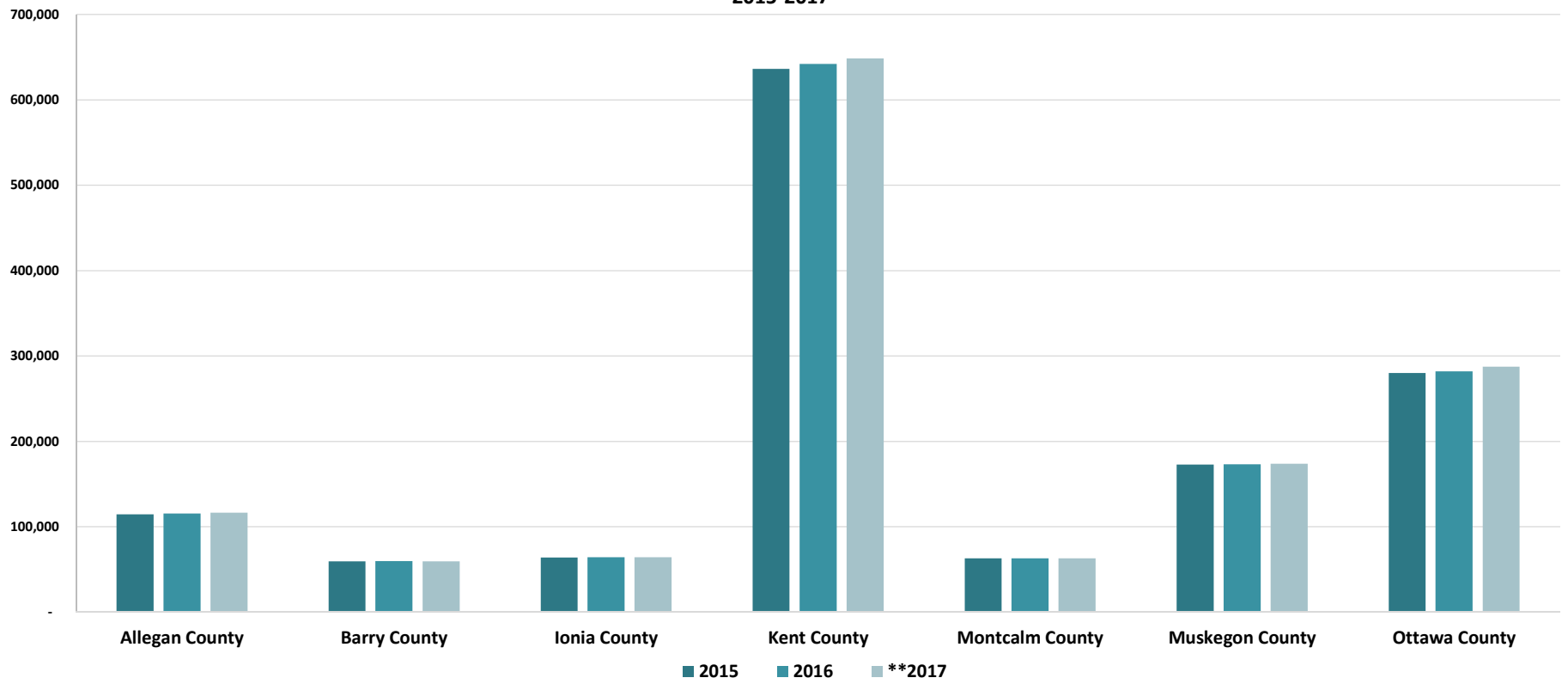
Calendar Year 2017 – The Chair will be elected from Ionia County and the Vice-Chair will be elected from the Kent County at the meeting in January 2017.

### 2015 and 2017 Calculation of State Allocation





Region 4B Population by County  
2015-2017





**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 49058  
(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

**PUBLIC NOTICE**

**Governing Board 2018 Meeting Schedule:**

**Meetings are held on the fourth Monday of each month at 8:30 a.m.  
(except December)**

January 22, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
February 26, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
March 26, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
April 23, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
May 28, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
June 25, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
July 23, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
August 27, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
September 24, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
October 22, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
November 26, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
December 10, 2018 11:30 a.m.	TBD



**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

**PUBLIC NOTICE**

**Governing Board 2018 Meeting Schedule:**

**Meetings are held on the fourth Monday of each month at 8:30 a.m.  
(except December)**

February 26, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
April 23, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
June 25, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
August 27, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
October 22, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
December 10, 2018 11:30 a.m.	TBD