



A proud partner of the American Job Center network

West Michigan Works! (WMW) Workforce Development Board Meeting (WDB)

Monday, October 9, 2017

Westside Service Center

215 Straight Ave NW • Grand Rapids, MI 49504

Lunch 11:30 AM • Meeting 12:00 Noon

AGENDA

1. Call to Order, Chairperson Dave Smith
2. Public Comment – Agenda Items
3. Approval of the August 14, 2017 Minutes **Action Required**
4. WMW WDB Member Nomination and Updates
Angie Barksdale, WMW Chief Operating Officer
 - a. WMW WDB Member Nomination *(Executive Committee Only)* **Action Required**
 - b. WMW WDB Member Updates **Information Item**
5. WMW Policy Approvals **Action Required**
Brittany Lenertz, WMW Regional Service Center Director
 - a. WMW 15- 01c1: PATH Incentive Policy
 - b. WMW 16-03c1: Welfare Reform Support Service Policy
6. WMW WDB Chairperson and Vice-Chairperson Biographies and Ballot **Action Required**
Heather Gluszewski, Haworth (WMW Board Member)
7. General Updates **Information Item**
 - a. WMW Financials, *Brenda Isenhardt, WMW Chief Financial Officer*
 - b. Manufacturing Week 2017, *Jay Dunwell, Wolverine Spring Coil (WMW Board Member)*
 - c. Business Solutions Updates, *Deb Lyzenga, WMW Regional Business Solutions Director*
 - d. Service Center Updates, *Brittany Lenertz*
8. WMW WDB Initiatives **Information Item**
Jacob Maas, WMW Chief Executive Officer
 - a. Partner and Employer of the Year Awards
 - b. Essential Service Awards
9. WMW WDB Subcommittees Updates **Information Item**
 - a. Executive Committee, *Dave Smith*
 - b. Talent Solutions, *Shana Welch*
 - c. Employer Solutions, *Sherry White*
 - d. Strategic Partnerships, *Heather Gluszewski*
 - e. Outreach and Communications, *Mark Bergsma*

10. Announcement of WMW WDB Chairperson and Vice Chairperson
Heather Gluszewski **Information Item**
11. Other Business, *Jacob Maas* **Information Item**
 - a. Save the Date: December 11, 2017 Annual Meeting at Frederik Meijer Gardens
 - b. WMW WDB 2018 Meeting Calendars
12. Public Comment
13. Adjournment

**Next Scheduled Workforce Development Board Meeting:
December 11, 2017 located at:
Frederik Meijer Gardens 1000 East Beltline Ave NE. Grand Rapids, MI 49525**



West Michigan Works! (WMW) Workforce Development Board Meeting (WDB)

Monday, August 14, 2017

Muskegon Service Center (First Floor, Rooms 1 & 2)

316 Morris Ave. • Muskegon, MI 49440

Lunch 11:30 AM • Meeting 12:00 Noon

MINUTES

MEMBERS/ALTERNATES PRESENT: Dave Smith (Chairperson), Jim Fisher (Vice-Chair), Travis Alden, Mark Bergsma, Randall Boss, Norm Brady, Cathy Cronick, Jay Dunwell, Bob Ferrentino, Ed Garner, Angela Huesman, Kiesha Guy, Jon Hofman, David Kitchen, Scott McLean, Dan Rinsema-Sybenga, Val Putnam, Michelle Seigo, Jonas Talbott, Dan TenHoopen, Shana Welch

MEMBERS/ALTERNATES ABSENT: Nora Balgoyen-Williams, Kenyatta Brame, John Buchan, Cindy Brown, Thomas Freeland, Heather Gluszewski, Rebecca Herrington, Roberto Jara, Bill Pink, Therese Thill, Mark Thomas, Bob Thompson, Samantha Semrau, Sherry White

STAFF PRESENT: Jacob Maas, Deb Lyzenga, Tasha Evans, Janette Monroe, Kathy Rohlman, Karen Gordon, Patrese Watson

GUESTS PRESENT: None

1. Call to Order, Chairperson Dave Smith at 12:03 p.m.

2. Public Comment- Agenda Items- None

3. Approval of the June 12, 2017 Minutes

Action Required

Motion – Val Putnam

Second – Jim Fisher

Item Approved by Vote – Motion carried

4. WMW WDB Member Nominations

(Executive Committee Only) Action Required

Dave Smith, WMW WDB Chairperson and member of the Nominating Committee, reported that seventeen (17) of our current board members' terms expire effective October 31, 2017. Dave reported that WMW received 16 applications from current members to fill the vacant seats. The only vacancy left to fill is a Community-Based seat, and WMW hopes to find a candidate, preferably from Ottawa County, as soon as possible. Dave reviewed the slate of applicants and requested approval from the Executive Committee to support the slate. Dave noted final approval of the ACSET Governing Board will occur on August 28.

Motion – Dave Smith

Second – Jim Fisher

Item Approved by Vote – Motion carried

All Executive Committee six (6) members present (Smith, Fisher, Dunwell, Hofman, McLean, Welch) voted unanimously.

5. WMW WDB Requirements

Information Item

a. WMW WDB Conflict of Interest Forms

Jacob Maas reported that in accordance with the State of Michigan Policy Issuance 15-04c2 (Local WDB Workforce Innovation and Opportunity Act (WIOA) Membership Recertification), all WDB members must ensure that their individual interests do not conflict or interfere with their duties. Jacob requested that all members complete the signed form and turn in to WMW staff as soon as possible.

b. Call for Nomination of Officers

Jacob Maas reported that in accordance with the WMW WDB bylaws, the selection of board officers will need to be conducted. Jacob requested that board members fill out the nomination form and return to WMW staff as soon as possible. Jacob noted that any persons filling the Chair and Vice-Chair seats must represent the Business sector, and a list of those members has been provided in the board packet. Once all nomination forms are received, the selected nomination committee members will contact nominees in September regarding their interest and willingness to serve as officers. The nominees will be given the opportunity to speak at the October board meeting prior to a final vote taking place.

6. WMW Policy Approvals

Action Required

a. WMW 15-01c1: Individual Training Account (ITA) Policy Change

Tasha Evans, WMW Policy Manager, reported that WMW has been closely monitoring the ITA policy for over a year with respect to training funds and outcomes. Tasha stated that now that there is a better understanding of the limited resources and how these resources can have the highest impact on our regional employers and workforce, the following changes are being recommended: 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. Tasha requested approval of the changes to the ITA policy. Discussion took place. Board members requested that they be sent the new WMW HotJobs in advance. Tasha stated that in the future, the WMW Hot Jobs will continue to list all occupations in high-demand, but will also highlight those most in-demand careers that might be eligible for ITA funding.

Motion – Jon Hofman

Second – Jay Dunwell

Item Approved by Vote – Motion carried

b. WMW 16-06c1: Priority of Service

Tasha Evans reported that both the WIOA and Trade Adjustment Act (TAA) require that priority be given to specific targeted populations for services. Tasha reported that the WDB approved a WIOA Priority of Service policy in February, but that because of new TAA priority of service requirements, the policy has been revised. Tasha requested WDB approval of the updated policy. Tasha answered board members' questions.

Motion – Scott McLean

Second – Jim Fisher

Item Approved by Vote – Motion carried

7. General Updates

Information Item

a. Business Solutions Updates

Deb Lyzenga, WMW Regional Business Solutions Director, reviewed with board members an updated Rapid Response chart. Deb reported that she has added a column to include the percentage of the company’s workforce affected by the layoff. Deb also included an updated chart relative to MiCareerQuest and student counts listed by Intermediate School District (ISD). Deb further reported that the Business Solutions team will begin training on additional updates to the Skilled Trades Training Fund (STTF) and that currently, nine (9) employer sessions are scheduled. Deb provided a handout of the schedule. Discussion took place. Bob Ferrentino noted that there was a discrepancy in the reported numbers of students that attended and the final counts. Jacob Maas also noted that Ed Garner requested an update regarding the MiCareerQuest video production. Deb noted that because the video was in its final draft, the suggestions would be considered in next years’ production to include a “tribute” to the employers that participated. Deb answered board members’ questions.

b. Service Center Updates

Jacob Maas reported that the new location for the Barry County Service Center in Hastings, MI has been open since July 3rd. Jacob thanked those members who joined in the ribbon cutting ceremony. Jacob reported that due to low participation numbers across multiple years, the Jobs for Michigan’s Graduates (JMG) will no longer be operating in Orchard View High School in Muskegon. However, a special grant from the DTE Foundation and United Way of the Lakeshore, JMG will be expanding to Muskegon Heights High School in the fall. Jacob further reported that WMW has been working on Lean principles and one project that has developed includes Business Solutions staff and jobseeker staff (i.e., Talent Development Specialists) having “board meetings” twice a week to connect career-ready jobseekers with employers. From April through July, these board meetings have resulted in 98 hires between our WMW jobseekers and WMW employers. Lastly, Jacob reported that the Muskegon Family Court received a grant through the Department of Health and Human Services (DHHS) to operate their Procedural Action to Self-Sufficiency (PASS) program. Muskegon Family Court has included WMW in the grant to offer career coaching services to the non-custodial population that they are serving.

8. WMW WDB Subcommittee Updates

Information Item

Chairperson Dave Smith requested updates on the subcommittee meetings. Dave noted that financial information will be provided at the Executive Committee meetings because Chairs of the Subcommittees are members of the Executive Committee.

a. Talent Solutions:

WMW WDB member and Talent Solutions Chair Shana Welch reported that the Talent Solutions subcommittee is currently working on two separate goals: 1.) How many individuals are going through career portfolio trainings, and 2.) Number of employability skills training.

b. Employer Solutions:

Deb Lyzenga reported that the Employer Solutions committee continues its work on creation of the employer survey. Deb reviewed that the survey will be sent out to multiple employers that either currently use, previously used, or never used services offered by WMW.

c. Strategic Partnerships:

Jacob Maas reported that the committee has begun collaboration with Talent 2025 and is working strategically on mapping out the asset map in terms of defining where gaps exist and breaking down by individual counties.

d. Outreach and Communications:

WMW WDB member and Outreach and Communications Chair Mark Bergsma reported that the committee will be meeting together with the Employer Solutions committee to begin mapping out the employer survey.

9. Other Business

Information Item

a. Business Representatives: Take action on Federal Budget

Jacob Maas reported that WMW is requesting private sector employers advocate for our federal budget. Instead of requesting letters to be sent, WMW is asking employers to visit this link <http://www.westmiworks.org/2018-budget> and submit their name and organization. Jacob continued to report that with the cuts occurring mostly in the Employment Services, WMW is working strategically to continue providing all services.

b. Save the Date: December 11, 2017

Jacob Maas stated that ACSET is holding the annual meeting at noon on Monday, December 11 at Frederik Meijer Gardens. Jacob also noted that the Michigan Works! Association Annual Conference takes place September 10-12th at the Soaring Eagle Casino & Resort in Mt. Pleasant, MI.

10. Public Comment- None

11. Adjournment at 1:10 p.m. by Chairperson Dave Smith

Recorded by: _____ Received by: _____

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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board
FROM: WMW Staff
DATE: October 2, 2017
RE: WMW WDB Member Nomination and Updates

a. WMW WDB Member Nomination (Executive Committee only)

WMW has 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. WMW Staff is requesting approval from the Executive Committee to support the 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. WMW will further request approval from the ACSET Governing Board in October.

b. WMW WDB Member Updates

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 Nomination and Executive Committees have supported 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 will further request approval from the ACSET Governing Board in October.

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 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 Executive Committee by November.



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board
FROM: WMW Staff
DATE: October 2, 2017
RE: WMW 15-01c1 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 that the WDB approve 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 st 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



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board
FROM: WMW Staff
DATE: October 2, 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 that the WDB approve 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.

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



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board
FROM: WMW Staff
DATE: October 2, 2017
RE: WMW WDB Chairperson and Vice-Chairperson:
Biographies and Ballot

WMW Staff recently collected nominations for Officers to the WMW WDB. We received 6 nominations for Chairperson and 8 nominations for Vice-Chairperson. Nomination Committee members Mark Bergsma and Heather Gluzewski contacted all the nominees to confirm their willingness and ability to serve.

Presented to you are the nominees for Officers of the WDB for the term dates November 1, 2017 through October 31, 2019:

Chairperson

- Dave Smith (current Chairperson 2015-2017)

Vice-Chairperson

- Cindy Brown
- Jim Fisher (current Vice-Chairperson 2015-2017)

Each nominee will provide a brief (3-5 min) biography and present themselves to the board on behalf of their willingness to serve.

Voting members will be given an opportunity to complete their ballot and are asked to return to WMW staff promptly for ballot count and tally. Officers of the WMW WDB will be announced in Item #10.



David J. Smith, CAE – President & CEO of The Employers' Association

Dave has worked for The Employers' Association (TEA) providing practical HR solutions promoting operational excellence to members since 1989. He has developed more than 500 compensation administration plans throughout the United States that establish internal equity and external competitiveness – focusing on total compensation including benefits, stock ownership and bonus program design – so organizations can attract and retain talent. Dave regularly conducts seminars on Wage/Salary Administration, Performance Management and recognizing (and rewarding) Generational Differences within the workplace and works with Business Leadership on succession planning, coaching/mentoring and other talent retention issues. TEA supports member organizations within all the counties represented by West Michigan Works

Dave previously worked in Labor Relations and Safety (Rose Johnson Furniture Company, a Division of the La-Z-Boy Furniture Company – Grand Rapids, MI), Human Resources (C&F Stamping Company – Grand Rapids, MI), Recruitment (Amway Corporation – Ada, MI) and Operations Management (Burdick and Jackson Labs - Muskegon, MI).

Committed to making the West Michigan region a better place to live and work, Dave serves on a number of private industry and non-profit Boards and Committees including:

- Herbruck Poultry Ranch (Director and Chair of Compensation Committee)
- Mr. E-Liquids (Director)
- West Michigan Works Workforce Development Board (Chair and Executive Committee)
- Health Net (Vice-Chair and Executive Committee)
- Cherry Health (Board Chair, Executive Committee and Finance Committee)
- Second Act (Principal and Treasurer)
- Holland Home (Quality of Life Committee Member)
- The Employers' Association (Secretary and CEO)
- The Meadowbrook Business Park Association (Director)

Dave has been involved with Workforce issues since 1992 when asked to serve on the Private Industry Council. He joined the Workforce Development Board upon the dissolution of the PIC serving as a Director, Board Vice-Chair and Chair of the Adult Education Committee before being elected Board Chair for the Kent/Allegan Workforce Board Chair in 2011 and the West Michigan Works Board in 2015. Dave supports and endorses the utilization of tools such as Work Keys (having achieved a Gold Level certification), was instrumental in the development of the most recent West Michigan Works Strategic Plan, has co-presented our successful Workforce Board Regionalization story at the National Association of Workforce Boards annual conference and helped to create appropriate strategic Board committees to help ensure that established goals and objectives are achieved while serving the West Michigan business community.

Dave was raised in Allegan County, graduated from Hope College with majors in Chemistry and Psychology then took further studies in Pharmaceutical Chemistry (Purdue University) and attended the Thomas M. Cooley School of Law. He and his wife have lived in Barry County since 1979, having raised three sons (whom have all remained in the West Michigan area). Dave has achieved the designation Certified Association Executive and recently published a book, Pathways and Passages to Leadership. He regularly contributes to The Employers' Association newsletter (Executive Update) and publishes a BLOG (Dave's Deliberations) focused on Leadership issues.

In seeking his second term as Chair of the West Michigan Works Workforce Development Board, Dave would like to complete the work that has been started in better serving employer needs within our region by identifying (and training) qualified talent to help make West Michigan Business work.



Cindy Brown
 Executive Director, Hello West Michigan
 Vice President of Talent Initiatives, The Right Place, Inc.

Cindy Brown serves as the Executive Director for Hello West Michigan, a talent attraction and retention initiative promoting West Michigan as a great place to live and work. The organization, which helps member companies increase their rate of success in recruiting top talent, is the only organization of its kind in the country. Under **Cindy's leadership**, Hello West Michigan has grown its membership, programming, and regional awareness, helping establish West Michigan as a destination for top talent.

Through Hello West Michigan's strategic partnership with The Right Place, Cindy also serves as the Vice President of Talent Initiatives and collaborates with other talent related organizations to address regional talent pipeline challenges.

Prior to this, Cindy served as Project Manager for the West Michigan Internship Initiative and had a lengthy career as the Human Resources Manager at Enterprise Rent-A-Car Greater Michigan. She has over 20 years of leadership experience in recruiting, employee development, training, and facilitation. She excels at attracting talent, generating awareness, and connecting individuals to resources. Her honors include the Michigan College Educator and Employer Alliance Don Hunt Service Award (2011) and the West Michigan Woman Brilliance Connector Award (2017).

Cindy's work in the community extends beyond Hello West Michigan. She also serves on West Michigan Works! Workforce Development Board, Goodwill Industries of Greater Grand Rapids Board of Directors, Aquinas College Career Services Advisory Board, **West Michigan's 101 Best and Brightest Companies Advisory Board**, and is a Past-President for the Michigan Career Educator & Employer Alliance. **Cindy received her Bachelor's Degree in Business Administration from Aquinas College.**



JIM FISHER

Native of Muskegon, Michigan. Graduate of Mona Shores High School (1965). University of Michigan (BA-Political Science-1969). Harvard University-Graduate School of Business Administration (MBA-1971).

2017-Present President, Jim Fisher Consulting LLC
 2016-Present Co-Founder/President, Second Act LLC
 1999-2017 PADNOS-leaders in scrap metal, paper and plastic recycling - Director of Aluminum Sales and Purchasing (Holland/Muskegon, Michigan)
 2009 – 2016 Talent 2025: – Co-Founder/President; Project Manager, Entrepreneurism Working Group
 1975-1999 Fisher Steel and Supply Company (Family-owned scrap metal recycling business) - Vice President, President and Co-Owner (Muskegon, Michigan)
 1974-1975 Pfizer Corporation - Assistant Product Manager (New York, New York)
 1973-1974 Rickel Home Centers, Division of Supermarkets General Corporation - Assistant Director of Operations (South Plainfield, New Jersey)
 1971-1973 Pathmark Supermarkets, Division of Supermarkets General Corporation - Executive Trainee (Woodbridge, New Jersey)

COMMUNITY SERVICE

2014-Present Steering Committee Member, Region 4 Prosperity Initiative
 2014-Present Co-founder and Board Secretary, Start Garden Foundation
 2014-Present Board Member, Treasurer - Muskegon Covenant Academy
 2016-Present Board Chair, Covenant Hall-Muskegon
 2015-Present Vice Chair, Board of Directors, West Michigan Works
 2012-Present Vice Chair, Muskegon County Department of Health and Human Services
 Board/Brookhaven Medical Facility Board
 2012-Present Board Member, Mercy Health Community Health Project
 2011-Present Project Manager, Entrepreneurism and Innovation Working Group, TALENT 2025
 2006-2010 Member, West Michigan WIRED Policy Council
 2000-2013 Co-founder, Treasurer and Board President, Waypoint Academy (Muskegon, Michigan)
 1988-1998 Institute of Scrap Recycling Industries-North American trade association - Officer/Past President (Washington, D.C.)
 1987-Present Member/Past President, Muskegon Rotary Club
 1976-1986 United Way of Muskegon County-Committee Chair, Board Member and Past President

EDUCATION

1969 – 1971 Harvard Graduate School of Business Administration-Boston, Massachusetts – MBA
 1965 – 1969 University of Michigan-Ann Arbor, Michigan - BA Political Science

FAMILY

Married to Jackie Fisher, 45 years
 Daughters: Stephanie Kloss, 40; Julia Fisher, 36; Granddaughter: Greta Kloss, 22 months



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MEMORANDUM

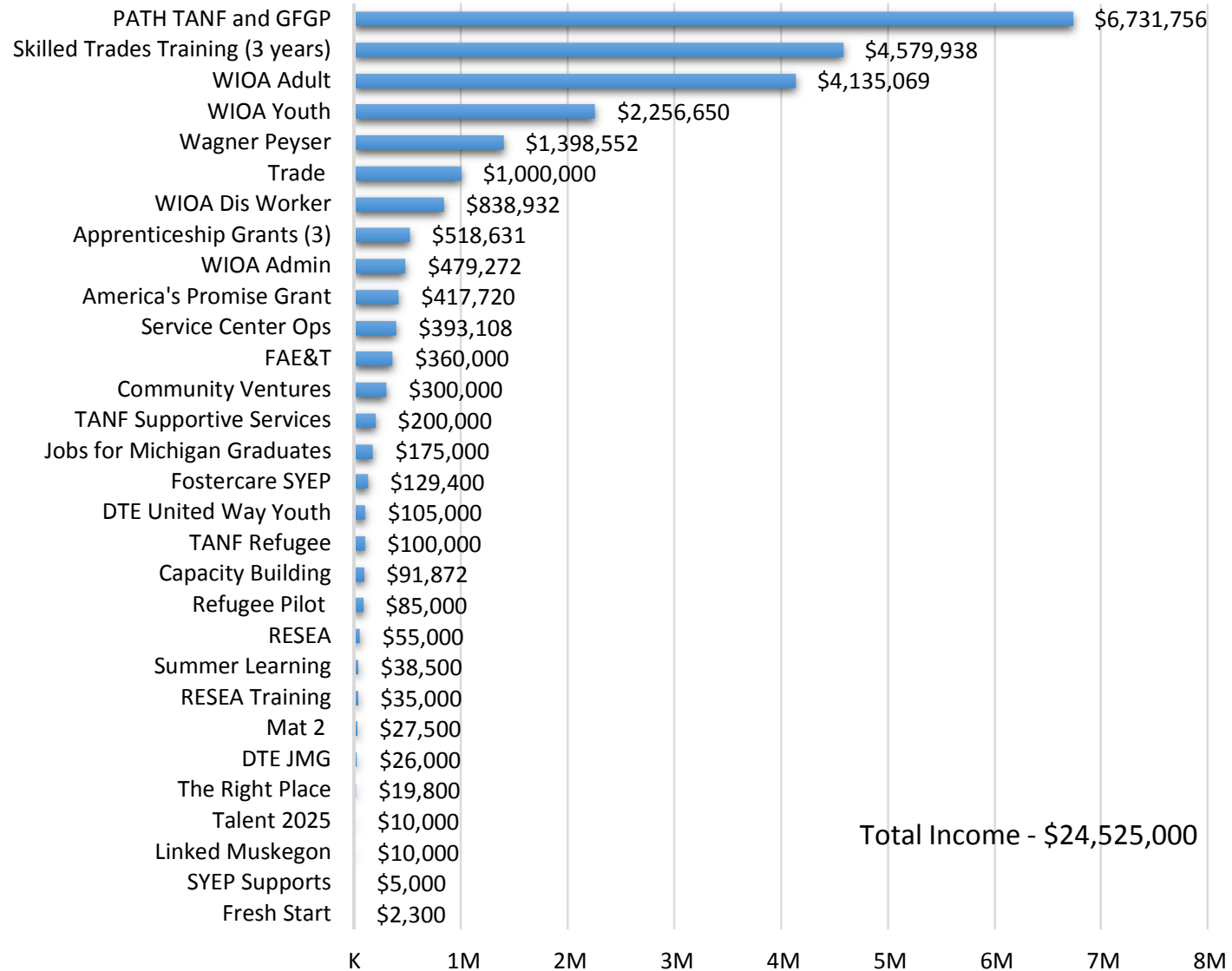
TO: West Michigan Works! (WMW) Workforce Development Board
FROM: WMW Staff
DATE: October 2, 2017
RE: October 2017 Michigan Works! Board Financial Report

The current West Michigan Works! budget for the year ending June 20, 2018 totals \$24,525,000. The enclosed graph shows this total broken down by funding source largest to smallest. This funding is awarded through formula statewide allocations and competitive/pilot grants. \$18,209,600 (74.25%) of the budget is awarded through statewide allocations and \$6,315,400 is awarded through competitive/pilot grants. A listing is included that shows the various grants awarded under each of these categories.

Grants are awarded to provide specific services/goods, to a specific population, during a specific time period. West Michigan Works! does not currently receive any grants that provide funding for the general operation of the organization. Included is a pie graph showing the budget breakdown of the \$24,525,000 by cost category. Budgeted Admin wages make up only 11.6% of all West Michigan Works! wages. Most grants received specify the amount of funding that may be spent to cover administrative expenses. While some grants do not cover any administrative expenses other grants provide up to 20% of funding to be used for administrative expenses. Generally, all grants allow funding that is not required for administrative expenses to be used for programmatic purposes. A listing is provided showing the administrative funding provided under each program. While \$2,012,000 has been granted for administrative purposes it is anticipated that only \$1.5M will be needed.

A budgetary comparison schedule is included for your review. This schedule shows the prior year's budget as well as the current year budget. The reduction of anticipated funding of nearly \$1.7M reflects the anticipated reduction in funding in our programs. Additional funding is occasionally awarded throughout the year. If this occurs, the budget will be adjusted to reflect this change.

Michigan Works! Income By Program Year Ending June 30, 2018



Income based on board approved budget as of September 2017

Funding Sources – Statewide Allocations vs. Competitive

Statewide Grants - \$18,209,600:

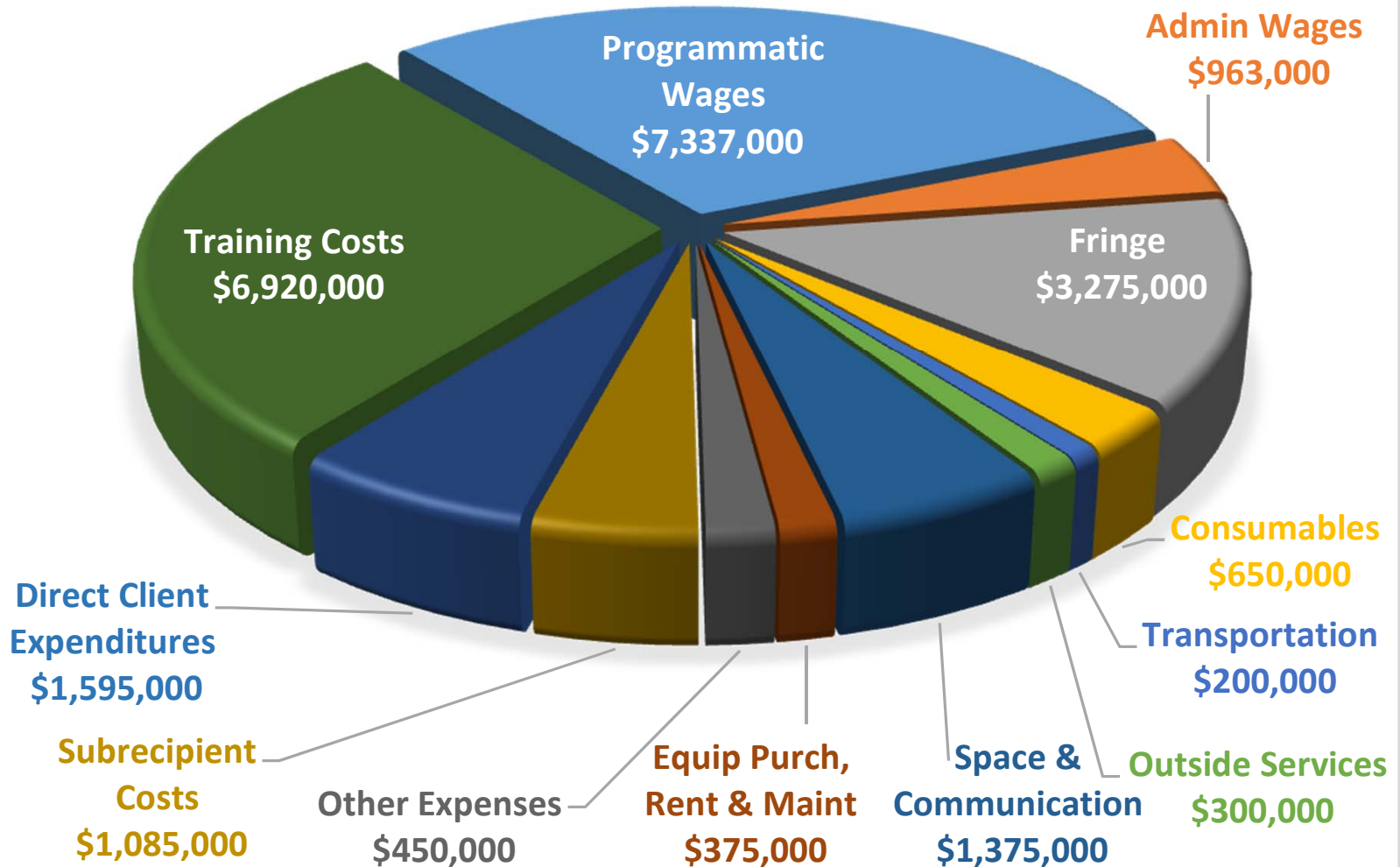
- WIOA Adult, Dislocated Worker, Youth, Admin
- WIOA Service Center Ops
- Wagner – Peyser
- Capacity Building
- Foster Care and SYEP Supports
- Trade
- RESEA Training
- RESEA
- PATH – GFGP and TANF
- PATH Refugee
- FAET and FAET Supports
- TANF Supports

Competitive and Pilot Grants - \$6,315,400:

- Summer Learning
- Fresh Start
- Jobs for Michigan Graduates
- Skilled Trades Training Funds
- Linked Muskegon
- DTE/United Way – Summer Youth
- America’s Promise Grant
- ApprenticeshipUSA and Apprenticeship Coordinator Grants
- Community Ventures
- The Right Place
- DTE/United Way – Jobs for Michigan Graduates
- MAT²
- Refugee Navigator Pilot Program

MW! BUDGETED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2018

Total: \$24,525,000



Administrative Funding Provided by Funding Source - \$2,012,000

Programs that do not allow Administrative expenses

- Service Center Ops
- Capacity Building
- TANF Supports
- FAET Supports
- SYEP Supports
- DTE/United Way Summer Youth
- DTE JMG
- ApprenticeshipUSA – Base Grant
- Apprenticeship – Coordinator
- Manufacturing Week

Programs that allow up to 2% Administrative expenses

- Jobs for Michigan Graduates - \$3,500

Programs that allow up to 5% Administrative expenses

- Skilled Trades Training Funds - \$229,000
- Mat 2 squared – \$1,400
- Trade (Limited to 5% of program expenses) – \$50,000
- Apprenticeship Statewide Activities – \$1,000
- ApprenticeshipUSA Industry - \$16,000

Programs that allow up to 10% Administrative expenses

- WIOA Adult, Dislocated Worker, and Youth - \$479,000
- Food Assistance Employment & Training - \$35,000
- RESEA Training - \$3,500
- America's Promise Grant - \$41,700
- Talent 2025 - \$1,000
- Refugee Pilot Program - \$8,500
- Summer Youth Employment Program - \$12,900
- Community Ventures – \$30,000

Programs that allow up to 12% Administrative expenses

- Partnership . Accountability . Training . Hope – GFPG and TANF - \$807,800
- Refugee – GFPG - \$12,000

Programs that allow up to 20% Administrative expenses

- Wagner Peyser - \$279,700

Programs that do not specify split between Admin and Program

- Summer Learning
- Fresh Start
- Linked Muskegon
- RESEA

Area Community Services Employment and Training Council

Michigan Works! Budgetary Comparison Schedule
For the Fiscal Year Ending June 30, 2018

	Fiscal Year 2016-2017 <u>Final Budget</u>	Fiscal Year 2017-2018 <u>Budget</u>	Increase (Decrease) <u></u>
REVENUES			
Grants and other	\$ 26,168,000	\$ 24,480,000	\$ (1,688,000)
Commodities - Non Cash grant			-
Program income	<u>45,000</u>	<u>45,000</u>	<u>-</u>
TOTAL REVENUE	\$ 26,213,000	\$ 24,525,000	\$ (1,688,000)
EXPENDITURES			
Operating costs:			
Wages	\$ 7,050,000	\$ 8,300,000	\$ 1,250,000
Fringe	2,780,000	3,275,000	495,000
Consumables	707,000	650,000	(57,000)
Transportation	230,000	200,000	(30,000)
Outside Services	350,000	300,000	(50,000)
Space & Communications	1,435,000	1,375,000	(60,000)
Equipment Rent & Maintenance	100,000	100,000	-
Equipment Purchases	400,000	275,000	(125,000)
Other Expenses	510,000	450,000	(60,000)
Subcontracted program costs	3,771,000	1,085,000	(2,686,000)
Training costs	6,900,000	6,920,000	20,000
Direct client expenditures	<u>1,980,000</u>	<u>1,595,000</u>	<u>(385,000)</u>
SUBTOTAL OPERATING EXPENSES	\$ 26,213,000	\$ 24,525,000	\$ (1,688,000)
Net Change in Fund Balance	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>



A proud partner of the American Job Center network

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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board (WDB)
FROM: WMW Staff
DATE: October 2, 2017
RE: Business Solutions Update

Skilled Trades Training Fund (STTF) Update:

County	# of Employers Requesting Information	# of Employer Meetings Conducted	# of Applications submitted to SOM
Allegan	37	26	0
Barry	15	8	0
Ionia	7	4	0
Kent	138	86	0
Montcalm	8	8	0
Muskegon	83	29	0
Ottawa	86	56	0
Totals	374	217	0

**as of 9/29/17*



West Michigan Works! received the following awards from the Talent Investment Agency (TIA) for our work related to USDOL ApprenticeshipUSA Grant:

- Highest Number of New Underserved Registered Apprentices with a focus on Women and Minorities Added During the ApprenticeshipUSA Grant Period
- Highest Number OF Registered Apprentices Receiving WIOA Services During the ApprenticeshipUSA Grant Period

The USDOL Apprenticeship Programs sponsored by West Michigan Works! continues to expand. Currently there are **22 participating employers** with a total of **132 Apprentices**. The following is a list of our current USDOL approved apprenticeship occupations:

- **Healthcare**
 - Medical Assistant
 - Sterile Processing Technician
- **Manufacturing**
 - Industrial Maintenance Mechanic (1, 2 and 4 year programs)
 - CNC Machinist (1, 2 and 4 year programs)
 - Tool & Die Maker
 - Mechatronics MAT2
 - Welding
- **Information Technology**
 - Computer Network Support Technician



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board
FROM: WMW Staff
DATE: October 2, 2017
RE: Service Center Updates

Veterans Week

Each of the Service Centers will be hosting a variety of events for Veterans week, including Veterans-specific workshops, hiring events, and resource fairs. WMW will be spotlighting our own staff who are Veterans, as well as partnering with State Veteran staff to ensure we're providing the best possible services to Veterans.

Refugee Navigator & ESL Classes

WMW received funding to hire a Refugee Navigator to assist refugees and other immigrants with connecting to the resources and assistance to obtain employment. In addition to this valuable support, WMW has partnered with the Literacy Center of West Michigan to provide ESL Literacy classes in the WMW Franklin Service Center.

Muskegon Mercy Christman Build

Business Solutions has been working with Mercy, Christman, and construction contractors to fill employment needs with local community residents. To that end, we have partnered with the Urban League and other community organization to deliver talent outreach, soft skills development, and job search readiness for individuals specifically from the cities of Muskegon and Muskegon Heights. We are part way through this first hiring round and have had excellent responses from both employers and job seekers.



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board
FROM: WMW Staff
DATE: October 2, 2017
RE: WMW WDB Initiatives

a. Partner and Employer of the Year Award

The Partner and Employer of the Year Award will be chosen by WMW staff in recognizing Employer workforce innovation and Community partner support. The winner will be presented at WDB meeting in December.

b. Essential Service Award

The Essential Service Award was created by the Michigan Works! Kent & Allegan WDB Futures Committee in 2008 to recognize the important role of service workers in our community and economy. Nominations are submitted from all seven counties in the WMW region in various categories (e.g., hospitality and retail). Awards are presented at a special Economic Club of Grand Rapids meeting. Volunteers for a subcommittee are being requested.



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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board
FROM: WMW Staff
DATE: October 2, 2017
RE: Executive Committee Update

At the Executive Committee meeting held in September, committee members and WMW staff discussed information around the Infrastructure Funding Agreement (IFA), which is a new Workforce Innovation Opportunity Act (WIOA) requirement. The IFA is a funding agreement between the following required partners to pay for the general operations of the one-stop centers.

Required partners:

- *WIOA Title I - Adult, DW, Youth**
- WIOA Title II - Adult Education & Family Literacy Act
- *WIOA Title III – Wagner-Peyser Act**
- WIOA Title III – Unemployment Compensation
- WIOA Title IV – Vocational Rehabilitation
- Jobs for Veterans State Grant
- Carl Perkins – Career & Tech Ed
- *Temporary Assistance for Needy Families (TANF)**
- *Trade Adjustment Assistance Act**
- Community Services Block Grant – Employment & Training Programs
- Senior Community Service Employment Program (SCSEP)
- Second Chance Grant/Re-Entry Employment Opportunities
- HUD Employment & Training Programs
- Job Corp
- Migrant Seasonal Farmworkers State Grant
- National Farmworkers Grant
- YouthBuild

**italicized - locally administered by West Michigan Works!*

If the IFA cannot be created and agreed upon locally by all partners listed above who are providing services in the One-Stop area, the Governor is given the authority under WIOA to create & the impose the funding agreement.

Meetings and negotiations have been underway with partners in our region. We are awaiting final State approval before finalizing for signature.



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PUBLIC NOTICE

**Executive Committee of the West Michigan Works!
 Workforce Development Board**

2018 Meeting Schedule

Meetings are held at 11:30 am on the following dates:

January 8, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
March 12, 2018	TBD need a host
May 14, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
July 9, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
September 10, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
November 5, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504

**West Michigan Works! (WMW) Workforce Development Board (WDB)
 2018 Meeting Schedule**

Meetings are held on the second Monday of even months at 12:00pm
 (except December).

February 12, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
April 9, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
June 11, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
August 13, 2018	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
October 8, 2018 (Columbus Day)	Westside Service Center ▪ Multi-Purpose Room A 215 Straight Ave NW ▪ Grand Rapids, MI 49504
December 10, 2018 11:30 am	TBD