



**Governing Board Meeting
Westside Service Center
215 Straight Ave. N.W.
Grand Rapids, MI 49504
Monday, April 23, 2018 - Meeting 8:30 a.m.**

AGENDA

1. Call to Order, Chairperson Robert S. Womack
2. Public Comment – Agenda Items
3. Approval of the February 26, 2018 Minutes **Action Required**
4. Report on Financial Activities
Brenda Isenhardt, Chief Financial Officer
 - a. ACSET Financial Report- Notes to March 2018 Board Financials **Information Item**
 - b. Money Market Account **Action Required**
 - c. Proposed FYE 2019 Budget *(75% affirmative vote of members present)* **Action Required**
5. West Michigan Works! (WMW) Workforce Development Board (WDB)
Member Appointment *(75% affirmative vote of members present)* **Action Required**
Angie Barksdale, Chief Operating Officer
6. Policy Approval: WMW 18-XX: Workforce Innovation & Opportunity Act (WIOA)
Follow-up Services **Action Required**
Angie Barksdale
7. Career Educational Advisory Council (CEAC) Roster **Information Item**
Angie Barksdale
8. Report on Administrative Activities
Laura Krist, Human Resource Director
 - a. ACSET Personnel Actions Report **Information Item**
 - b. ACSET Operations Staffing **Information Item**
 - c. Request to Update Staffing chart **Action Required**
9. Westside Service Center and Senior Bingo **Discussion Item**
Jacob Maas, Chief Executive Officer
10. Request for Closed Session: *(roll call vote)* **Action Required**
Jacob Maas, Chief Executive Officer
 - a. Union Negotiations SEIU Local 517 M
 - b. Chief Executive Officer 2018 Key Objectives
11. Approval of the April 23, 2018 Closed Session Minutes **Action Required**
12. General Updates **Information Item**
 - a. Governor’s Marshall Plan
 - b. SAVE THE DATE: MiCareerQuest 2018, April 25 (Grand Rapids, MI)

13. Other Business
14. Public Comment
15. Adjournment

**Next Scheduled Governing Board Meeting:
Monday, June 25, 2018 located at:
Westside Service Center, 215 Straight Ave N.W. Grand Rapids, MI 49504**



**Governing Board Meeting
Westside Service Center
215 Straight Ave. N.W.
Grand Rapids, MI 49504
Monday, February 26, 2018 • Meeting 8:30 a.m.**

MINUTES

Governing Board Members Present: Commissioners Tiejema, De Young, Stek, Womack, Retzloff, Cross, Mahoney, DeJong, Garcia, Allen, Lenear

Governing Board Members Absent: Commissioners Mast, Kapenga, Geiger

Staff Present: Jacob Maas, Angie Barksdale, Brenda Isenhardt, Laura Krist, Brittany Lenertz, Deb Lyzenga, Janette Monroe, Melanie White, Nancy Wiest

Guests Present: William (Bill) Tucker IV, CPA (Stevens, Kirinovic & Tucker, PC), August Treu (Public)

1. Call to Order and Introductions, Chairperson Larry Tiejema at 8:30 a.m.

Com. Tiejema thanked ACSET staff and board for their continued assistance throughout the year while serving as Chairperson.

2. Public Comment- Agenda Items- None

3. Approval of the December 11, 2017 Minutes

Action Required

Motion – Com. De Young

Second – Com. Lenear

Item Approved by Vote – Motion carried

4. 2018 Governing Board Election of Chair and Vice-Chairperson

Action Required

Melanie White, Staff Attorney, reviewed that the newly elected officers will begin their duties at this Governing Board meeting immediately following the election. Based on the rotation listed in the Interlocal Agreement, it is Kent County's turn to serve as Chairperson of the Board for 2018. The names of the three representatives from the Kent County Board of Commissioners are Commissioners Harold Mast, Stan Stek and Robert Womack. Melanie further reviewed that it is Montcalm County's turn to serve as Vice-Chairperson of the Board for 2018. Being the only representative from Montcalm County Board of Commissioners, Commissioner Ron Retzloff will be considered for Vice-Chairperson of the ACSET Governing Board. Melanie reviewed voting options with the board.

Motion – Com. Stek nominated Commissioner Womack to serve as the Chair of the ACSET Governing Board for 2018.

Second – Com. Tiejema supported the nomination of Commissioner Womack to serve as Chair.

Item Approved by Vote – Motion carried

Motion – Com. Lenear nominated Commissioner Retzloff to serve as the Vice-Chairperson of the ACSET Governing Board for 2018.

Second – Com. Allen supported the nomination of Commissioner Retzloff as Vice-Chairperson.

Item Approved by Vote – Motion carried

Com. Womack proceeded to conduct the meeting as the newly appointed Chair of the ACSET Governing Board.

5. Report on Financial Activities

- a. Presentation of the Audited Financial Statements **Action Required**
 William (Bill) Tucker, IV, CPA, Stevens Kirinovic & Tucker P.C. presented a summary of the annual audit results, which is an opinion of ACSET’s financial statements for the year ending June 30, 2017. As a result of the single audit, Bill Tucker reported on ACSET’s internal control over financial reporting and its major federal programs. Bill reported that no audit findings were reported. ACSET staff requested that the board approve receipt of the audited financial statements.
- Motion – Com. Allen**
Second – Com. Stek
Item Approved by Vote – Motion carried
- b. ACSET Financial Report- Notes to January 2018 Board Financials **Information Item**
 Brenda Isenhardt, WMW Chief Financial Officer, reviewed ACSET’s Statement of Revenue and Expenditures for the first six months of the fiscal year. Brenda further reported that a reduction in net assets from June 2017 is primarily due to the transfer of the Community Action department to Kent County. Discussion took place, and Brenda answered board members’ questions.
- c. Renewal of Line of Credit **Action Required**
 Brenda Isenhardt reported that ACSET currently holds a \$200,000 line of credit with Fifth Third Bank, and this line expires at the end of February 2018. Brenda reported that this line of credit could be used in the event that cash is not readily available to cover payroll and/or accounts payable obligations. Brenda stated that ACSET would like to increase the line of credit amount to \$325,000 to ensure that ACSET can pay its obligations in the event of unforeseen expenses or delays in receiving cash draws from the state. Brief discussion took place, and Brenda answered board member’s questions. Brenda requested that the board approve the renewal and increase of the line of credit.
- Brenda further asked, pursuant to the Fifth Third Bank’s request, that the board grant specific permission and authority to ACSET Chief Executive Officer (CEO) Jacob Maas to sign the renewal and increase of the line of credit.
- Motion – Com. Mahoney**
Second – Com. Cross
Item Approved by Vote – Motion carried
- d. Budget Modification Request **Action Required**
 Brenda Isenhardt stated that the proposed budget modification includes new and increased funding since the adoption of the original budget in 2017. The modification reflects a decrease in Wages and Fringe benefits and includes additional grant awards received. Brenda reported that after the first half of the fiscal year, wages are less than originally budgeted. Brenda requested ACSET Governing Board’s approval of the proposed budget modification. Brenda noted that the budget modification requires a 75% affirmative vote of members present.
- Motion – Com. Allen**
Second – Com. Tiejema
Item Approved by Vote – Motion carried. All 11 Commissioners in attendance voted affirmatively.

6. West Michigan Works! (WMW) Workforce Development Board (WDB)

- Member Appointment **Action Required**
 Angie Barksdale, WMW Chief Operating Officer (COO), reported that in October 2017, WMW was notified that Mr. Ed Garner was leaving his position with Muskegon Area First and would no longer represent an Economic Development Agency, thus leaving a vacant seat on the workforce board. Angie reported that WMW has since received an application from Mr. Darryl Todd who is serving as the Interim President at

Muskegon Area First. Angie reviewed Darryl's application with the Governing Board noting that he has experience serving on multiple boards, including Pathfinders, which is a Muskegon area program focused on at-risk youth, a past board member of the Muskegon Public School Academy serving as secretary and several other advisory boards and is currently serving as an administrator for the board of directors of a Muskegon based tool and die coalition. Angie reported that on January 8, 2018, the Executive Committee of the WMW WDB approved the nomination of Mr. Darryl Todd to fill the vacant Economic Development seat and requested Governing Board approval of his appointment. Angie noted that this appointment requires a 75% affirmative vote of members present.

Motion – Com. Mahoney

Second – Com. Cross

Item Approved by Vote – Motion carried. All 11 Commissioners in attendance voted affirmatively.

7. WMW Policy Approvals **Action Required**

Angie Barksdale reported that the following policies have been approved by the West Michigan Works! Workforce Development Board on February 12, 2018, and the WDB is requesting the Governing Board's approval. Angie stated the policies can be voted on "as a whole" and reviewed the policies with the board members.

a. WMW 15-03c1: WIOA Youth Eligibility Policy

Angie Barksdale reported that in November 2015, the WDB approved the Workforce Innovation and Opportunity Act (WIOA) In and Out-of School Youth Eligibility policy. Angie reviewed necessary changes needed to update the policy. Discussion took place, and Angie answered board members' questions.

b. WMW 15-11c1: WIOA Youth Incentive Policy

Angie Barksdale reported that the WDB has previously approved the WIOA Youth Incentive Policy which allows WMW to provide incentives to WIOA Youth participants for recognition and achievement upon completion of specific performance-related outcomes and/or goal attainment. The policy has been updated to include an incentive for successful completion of a work experience activity. Angie requested board approval of the revised policy.

c. WMW 18-XX: TAA Protest and Appeal Policy

Angie Barksdale reported that the State of Michigan Talent Investment Agency (TIA) requires Michigan Works! Agencies (MWA's) to establish a local policy and disseminate procedures governing requests for redeterminations by Trade Adjustment Assistance (TAA) applicants/participants, including the grant and revocation of training waivers. Angie reviewed that the policy includes further guidance for WMW staff to cooperate with State agencies when requests for redeterminations are beyond the local level. Discussion occurred. Angie requested board approval of the draft policy.

d. WMW 18-XX: TAA Policy for the Issuance, Review, Extension and Revocation of Waivers

Angie Barksdale reported that the TAA program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources and support necessary to be reemployed in suitable employment. Angie stated that one support is the worker's ability to draw income support payments from the State Unemployment Insurance Agency (UIA), classified as Trade Readjustment Allowances (TRA) once their UIA payments and any federal extended benefits are exhausted. This policy is restricted to those people who apply to or who were enrolled by WMW, and the policy addresses issuance, review, extension and revocation of waivers. Angie answered board members' questions and requested board approval of the draft policy.

Motion – Com. Cross

Second – Com. Allen

Item Approved by Vote – Motion carried

8. Career Educational Advisory Council (CEAC) formally known as Talent District Career Council (TDCC) **Information Item**
 Angie Barksdale reported that the official policy from the State of Michigan for replacing all existing Educational Advisory Groups (EAG's) and Talent District Career Councils (TDCC's) for all 16 Michigan Works! Agencies (MWA's) in Michigan has been established. Angie reported that the intent and focus of this newly created council is much the same as the TDCC; however, the new CEAC's are to be aligned with the 7-county WMW area instead of the entire 13-county Regional Prosperity Initiative region. Angie reported that WMW will be re-establishing this group and appointing new members. Angie further reported that the intent is to form the CEAC as a working sub-committee of the full WDB and assign a staff person to the council. Angie reported that the Executive Committee will review the applications, and formal nominations will be presented to the Workforce Board and Governing Board in April 2018.

9. Report on Administrative Activities

- a. ACSET Personnel Actions Report **Information Item**
 Laura Krist, Human Resource Director, reported that there have been eleven (11) appointments and eight (8) separations, three (3) promotions, and one (1) temporary appointment.
- b. ACSET Operations Staffing **Information Item**
 Laura Krist reported that West Michigan Works! currently has 174 out of 189 positions filled and 15 vacancies.
- c. Request to Update Staffing Chart **Action Required**
 Laura Krist reported that after reviewing the current staffing chart and assessing the service center requirements across the region, West Michigan Works! has determined that there is a need for additional Quality Assurance Specialists. Laura reported that WMW currently has Quality Assurance Specialists in some but not all of the service centers. These individuals ensure that Michigan Works! policies and regulations are followed, files and databases are maintained accurately, and compliance issues and trends are reported appropriately. Laura further noted that staffing all service centers with Quality Assurance Specialists will ensure alignment of services across the region. Brief discussion took place, and Laura answered board members' questions. Laura requested Governing Board approval to add these three (3) positions to the staffing chart.

Motion – Com. Allen
Second – Com. DeJong
Item Approved by Vote – Motion carried

10. General Updates **Information Item**

- a. CEO Jacob Maas provided a handout of the 2018 Hot Jobs list to board members. Jacob reviewed methodology and internal and employer review processes and demonstrated online how to view and download the document from the West Michigan Works! website: www.westmiworks.org. Jacob reviewed that for each Industry sector, categories are sortable by wages, projected growth number between years 2014-2024 and projected growth percent between years 2014-2024, annual openings, and minimum education or training requirements. Jacob further noted that in certain occupations, there is a link to O*NET (Occupational Information Network) and O*Net OnLine, which further provides summaries, various related occupations and more. Discussion took place. Jacob and Angie answered board members' questions.
- b. Jacob Maas reported that the ceremony for the 2017 Essential Service Awards (ESA) took place on February 5, 2018, at the Grand Rapids Economic Club. There were nine (9) recipients who received awards in the following service industry areas: 1.) Child Care, 2.) General Labor, 3.) Government, 4.) Healthcare, 5.) Transportation, 6.) Cleaning, 7.) Nonprofit, 8.) Hospitality, and 9.) Food Service. The awards highlight the important role that service workers play in our economy. A total of 35 people were nominated from six (6) out of the seven (7) WMW counties.

- c. Jacob Maas reported that the Governor’s Education & Talent Summit will take place March 12-13th in Novi, MI. Jacob reported that staff and WMW WDB Vice-Chairperson Cindy Brown plan on attending. Jacob noted that the Governor recently initiated his “Marshall Plan on Talent”, and WMW staff will provide information as it becomes available.
 - d. Jacob stated that MiCareerQuest 2018 will be held on Wednesday, April 25th. If any board members are interested in volunteering they can sign up through www.micareerquest.org/volunteer. If board members are interested in touring the event, they can notify WMW staff.
11. Other Business- Commissioner Garcia requested an update on the Youth Incentive Policy data as it becomes available.
12. Public Comment- None
13. Adjournment at 9:43 a.m. by Chairperson Womack

Motion – Com. Cross
Second – Com. DeJong
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 49507
(616) 336-4040

215 Straight Ave NW
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(616) 336-4460

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Rockford, MI 49341
(616) 228-6724

Montcalm County
114 S Greenville W Dr
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(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: ACSET Governing Board
FROM: Brenda Isenhart, Chief Financial Officer
DATE: April 23, 2018
RE: March 2018 Michigan Works! Board Financials

Revenue

Year to date earned revenues total \$15,938,692 for the first nine months of our fiscal year. This amount is 10.61% under the proposed budgeted revenues. This compares to \$17,456,000 from the previous year.

Expenditures

Operating expenses are under the proposed budget by 8.87%. Wages and Fringe continue to be under budget. Management continues to review equipment and facility needs that will most effectively utilize the Consumable Supplies (purchases under \$5,000), Space and Communication (Building improvements), and Equipment Purchases (purchases over \$5,000) budgets.

Subcontractors expense is under budget by \$102,978 (13.53%). Training expense is under budget by \$584,094 (12.80%).

Administration Expenses represent 11.1% of Operating Expenses and 7.1% of Total Expenses. ACSET continues to operate within the limits of the administration funding allowed.

Balance Sheet

A combined balance sheet is presented for your review. The cash held is a total of unrestricted funds, positive and negative grant funds, and funds held in the Employee Leave Fund. Deposits represent security deposits paid as part of the facility leases.

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the Nine Months Ending March 31, 2018

	YTD Thru Mar 2018 Actual	YTD Thru Mar 2017 Actual	YTD 2017/2018 Budget	Budget Variance	Budget Variance %
Total Revenue	\$ 15,938,692	\$ 17,456,000	\$ 17,829,746	\$ (1,891,054)	-10.61%
Expenses					
Operating Expenses					
Wages	\$ 5,812,275	\$ 5,215,181	\$ 5,959,626	\$ 147,351	2.47%
Fringe Benefits	2,169,172	2,038,059	2,290,157	120,985	5.28%
Consumable supplies	311,529	507,477	600,000	288,471	48.08%
Transportation	131,736	156,436	160,636	28,900	17.99%
Outside services	170,636	247,191	225,000	54,364	24.16%
Space and communications	1,106,157	1,033,344	1,206,000	99,843	8.28%
Equipment rent and maint	60,276	62,018	75,000	14,724	19.63%
Equipment purchases	47,221	184,198	206,250	159,029	77.10%
Other expense	311,488	382,268	382,187	70,699	18.50%
Total operating expense	<u>10,120,490</u>	<u>9,826,172</u>	<u>11,104,856</u>	<u>984,366</u>	<u>8.86%</u>
Subcontractors	\$ 658,272	\$ 2,660,476	\$ 761,250	\$ 102,978	13.53%
Training	\$ 3,978,648	\$ 3,514,055	\$ 4,562,742	\$ 584,094	12.80%
Direct Client Expenses	<u>\$ 1,181,282</u>	<u>\$ 1,455,297</u>	<u>\$ 1,400,898</u>	<u>\$ 219,616</u>	<u>15.68%</u>
	<u>\$ 5,818,202</u>	<u>\$ 7,629,828</u>	<u>\$ 6,724,890</u>	<u>\$ 906,688</u>	<u>13.48%</u>
Total Expenses	<u>15,938,692</u>	<u>17,456,000</u>	<u>17,829,746</u>	<u>1,891,054</u>	<u>10.61%</u>
Excess of Revenue over Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited

**Area Community Services Employment Training
Michigan Works Agency Programs**

Item #4a

**Actual expenses by cost category
For the Nine Months Ending March 31, 2018**

	Administration Expenses	Program Expenses	Total YTD Mar 2018 Expenses
Expenses			
Salaries and wages	\$ 563,518	\$ 5,248,757	\$ 5,812,275
Fringe Benefits	198,275	1,970,897	2,169,172
Consumables	46,330	265,199	311,529
Transportation	15,218	116,518	131,736
Outside services	87,051	83,585	170,636
Space and communications	144,714	961,443	1,106,157
Equipment rent and maintenance	8,745	51,531	60,276
Equipment purchases	16,991	30,230	47,221
Other expense	47,252	264,236	311,488
Total operating expense	<u>\$ 1,128,094</u>	<u>\$ 8,992,396</u>	<u>\$ 10,120,490</u>
Admin/Prog split of operating expenses	<u>11.1%</u>	<u>88.9%</u>	
Admin/Prog operating % of total expenses	<u>7.1%</u>	<u>56.4%</u>	

UNAUDITED

Area Community Services Employment and Training Council
Balance Sheet
Governmental Activities

	<u>Unaudited 3/31/18</u>	<u>Audited 6/30/17</u>	<u>Audited 6/30/16</u>
Assets			
Current Assets			
Cash & Cash Equivalents	\$1,336,428	\$984,590	\$617,357
Accounts Receivable	1,352,317	2,610,645	2,923,954
Inventory (at Cost)	0	552,658	415,323
Prepaid Expenses	237,793	295,873	265,690
Deposits	61,536	62,757	0
Total Current Assets	<u>2,988,074</u>	<u>4,506,523</u>	<u>4,222,324</u>
Long-term Assets			
Property & Equipment	542,695	752,862	490,048
Total Assets	<u><u>\$3,530,769</u></u>	<u><u>\$5,259,385</u></u>	<u><u>\$4,712,372</u></u>
Liabilities			
Short-term Liabilities			
Accounts Payable	\$1,591,089	\$2,339,992	\$1,914,424
Unearned Revenue	86,140	739,446	912,308
C/P Compensated Absences	555,109	650,000	475,000
Total Short Term Liabilities	<u>2,232,338</u>	<u>3,729,438</u>	<u>3,301,732</u>
LT Compensated Absences	84,051	84,051	184,131
Total Liabilities	<u>2,316,389</u>	<u>3,813,489</u>	<u>3,485,863</u>
Net Assets			
Total Net Assets	<u>1,214,380</u>	<u>1,445,896</u>	<u>1,226,509</u>
Total Liabilities and Net Assets	<u><u>\$3,530,769</u></u>	<u><u>\$5,259,385</u></u>	<u><u>\$4,712,372</u></u>



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MEMORANDUM

TO: ACSET Governing Board
FROM: Brenda Isenhart, Chief Financial Officer
DATE: April 23, 2018
RE: Money Market Account for Unrestricted Funds

ACSET currently uses one bank account that holds both unrestricted funds and restricted funds. Holding **restricted** funds in an interest bearing account would cost more in record keeping than the interest that we would earn. However, if our restricted and unrestricted funds were separated, than ACSET would have the ability to earn interest on the unrestricted funds.

Our primary bank, 5/3rd is offering a Money Market Savings that is fully liquid and would be connected to our on-line banking. The on-line feature would allow the ability to transfer funds to the restricted account if unrestricted funds are needed for cash flow purposes. The Money Market offers interest at .35% and has no fees associated with it. There is a minimum deposit requirement of \$10,000.

ACSET is requesting the Governing Board approval of ACSET using an interest bearing account for unrestricted funds.



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MEMORANDUM

TO: ACSET Governing Board
FROM: Brenda Isenhart, Chief Financial Officer
DATE: April 23, 2018
RE: Proposed FYE 2019 Budget

The proposed Michigan Works! budget for the fiscal year ending June 30, 2019 is presented for your consideration.

Revenue

The Proposed Grants revenue budget is \$24,244,000. This represents a 14% reduction (\$3,976,000) from the previous year’s budget. We have not yet received any planning allocations for the 2018-2019 year. We assumed flat funding for the PATH and Wagner-Peyser program, a 3% decrease for the WIOA Adult and Youth programs, and a 10% decrease in the WIOA Dislocated Worker Program. The largest revenue adjustment was in the Skilled Trades Training Funds (STTF). We are assuming for now that this program will continue and we have estimated awards totaling \$5 million compared to current year awards of \$8.8 million. STTF awards are granted through a competitive application process.

Expenditures

The salaries budget is estimated to increase by \$306,000 for the 2018-2019 budget which represents a 3.8% increase anticipated for staff merit raises. Management will continue to monitor staffing needs as more information is received for the 2018 – 2019 fiscal year.

The training cost reduction is primarily due to the conservative estimate of funding for the STTF program. Training reductions may also be necessary in the WIOA Adult and Dislocated Worker programs once more information is available.

Budget Modifications will be presented to the board for approval once finalized allocations are received from our grantors.

We ask that the proposed budget be considered for approval.

Pursuant to Article I, Section 9 of Area Community Services Employment & Training (ACSET) Amended Bylaws dated October 1, 2015, a seventy-five percent (75%) affirmative vote of the members present is required for the budgets and amendments.

Area Community Services Employment and Training Council

General Fund

Michigan Works! Budgetary Comparison Schedule

For the Fiscal Year Ending June 30, 2019

	Fiscal Year 2017-2018 <u>Current Budget</u>	Fiscal Year 2017-2018 <u>Proposed Budget</u>	<u>Increase (Decrease)</u>
REVENUES			
Grants and other	\$ 28,155,000	\$ 24,179,000	\$ (3,976,000)
Commodities - Non Cash grant			-
Program income	65,000	65,000	-
TOTAL REVENUE	\$ 28,220,000	\$ 24,244,000	\$ (3,976,000)
EXPENDITURES			
Operating costs:			
Wages	\$ 8,050,000	\$ 8,356,000	\$ 306,000
Fringe	3,095,000	3,175,000	80,000
Consumables	800,000	700,000	(100,000)
Transportation	200,000	200,000	-
Outside Services	300,000	300,000	-
Space & Communications	1,608,000	1,608,000	-
Equipment Rent & Maintenance	100,000	100,000	-
Equipment Purchases	275,000	275,000	-
Other Expenses	525,000	525,000	-
Subcontracted program costs	1,015,000	840,000	(175,000)
Training costs	10,397,000	6,754,000	(3,643,000)
Direct client expenditures	1,855,000	1,411,000	(444,000)
SUBTOTAL OPERATING EXPENSES	\$ 28,220,000	\$ 24,244,000	\$ (3,976,000)
Net Change in Fund Balance	\$ -	\$ -	\$ -



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(616) 649-9850

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Kent County

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Grand Rapids, MI 49507
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MEMORANDUM

TO: ACSET Governing Board
FROM: **West Michigan Works! (WMW)**
Workforce Development Board (WDB) Executive Committee
DATE: April 23, 2018
RE: Resignation and Nomination of WMW WDB Member

Thomas (Tom) Freeland: Resignation

As of February 26, 2018, WMW has been notified that current board member Thomas (Tom) Freeland has had a change in his current role with Meijer, thus leaving his current seat on the board open. Tom has made a recommendation for Mr. Jordan Clark, Director of Human Resources-Northern Region, Meijer, Inc. to fill his vacant seat on the board. WMW staff reached out to Mr. Clark whom indicated he is able and willing to serve on the board and has since submitted an application.

Jordan Clark: Nominee recommendation

Jordan currently leads the overall HR support for 34 of the 235 Meijer Inc. stores in addition to 2 smaller stores, 2 remote gas stations and 1 stand-alone pharmacy; employing 9,500 individuals in West Michigan. Jordan's past experience serving on a board has been with student organizations and leadership roles during his graduate program at Michigan State University. Jordan indicates that he has been actively been seeking to join a professional organizational board.

On April 9, the Executive Committee of the WMW WDB approved the nomination of Mr. Jordan Clarke to fill the vacant Employer seat and is requesting approval of his appointment from the Governing Board.

Pursuant to Article I, Section 9 of Area Community Services Employment & Training (ACSET) Amended Bylaws dated October 1, 2015, a seventy-five percent (75%) affirmative vote of the members present is required for approval of appointment of members to the Workforce Development Board.



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

SERVICE CENTERS

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(269) 686-5079

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MEMORANDUM

TO: ACSET Governing Board
FROM: WMW Staff
DATE: April 23, 2018
RE: WMW 18-XX WIOA Follow-up Services Policy

Background

The Workforce Innovation and Opportunity Act (WIOA) manual requires local policy for follow-up services that includes the appropriate follow-up services and when to provide follow-up services. Follow-up helps to ensure positive outcomes by maintaining a connection with the participant and offering follow-up services, as needed, to help retain employment.

Requested Action

WMW is requested that the Governing Board approve the WMW 18-XX WIOA Follow-up Services policy.



Title: Draft WMW 18-XX WIOA Follow-up Services

Effective Date: April xx, xxxx

Approved by: West Michigan Works! Workforce Development Board on April xx, xxxx
Area Community Services Employment and Training (ACSET) Governing Board on April xx, xxxx.

Programs Affected: Workforce Innovation and Opportunity Act (WIOA)

Supersedes: N/A

Reference: WIOA sec. 134(c)(2)(A)(xiii), WIOA Rules, 20 CFR 681.580, 680.150, 678.430(c), WIOA Manual, and TEGL 21-16

Background: Follow-up services are categorized as a career service and must be provided, as appropriate, for adults or dislocated workers placed in unsubsidized employment for up to twelve months after the first day of employment. For WIOA Youth, monthly contact and offering follow-up services are required and considered a critical services following a youth's exit from the program to help ensure the youth's success. Local areas must establish policies that define appropriate follow-up services, as well as identifying when to provide follow-up services to participants.

Policy: Participant follow-up includes contact made with a participant to maintain a connection and offer follow-up services, as needed, to help ensure positive outcomes. Follow-up services must be provided, as appropriate, for up to twelve (12) months after the exit date. Follow-up will begin at the manual exit date and continue for twelve (12) months from that date unless additional services extend the system exit date.

While follow-up services must be made available, not all of the adults and dislocated workers who are registered and placed into unsubsidized employment will need or desire such services. Likewise, WIOA Adult and Dislocated Workers who have been manually exited as involuntary after 90

days of non-participation may be considered unable to locate. All exited WIOA Youth, excluding those exited for a global exclusion, must be offered an opportunity to receive follow-up services that align with their Individual Service Strategy (ISS) for a minimum of 12 months following exit.

Follow-up Services: Follow-up contact is required once per quarter for adults and dislocated workers to determine if any additional services are needed for the jobseeker to retain employment.

For all exited **WIOA Youth**, a thirty (30) day follow-up contact must be made monthly to offer follow-up services for twelve (12) months following exit (except those who exit as a global exclusion).

Follow-up services for adults and dislocated workers include, but are not limited to:

1. Additional career planning and counseling;
2. Contact with the participant's employer, including assistance with work-related problems that may arise;
3. Peer support groups;
4. Information about additional educational opportunities and referral to supportive services available in the community;
5. Case management administrative follow-up; and
6. Other services.

Follow-up services for WIOA Youth may only include:

1. Supportive services;
2. Adult mentoring;
3. Financial literacy education;
4. Services that provide labor market and employment information about in-demand industry sectors, career awareness, career counseling and career exploration services;
5. Activities that help youth prepare for and transition to post-secondary education and training; and
6. Incentives that align with local policy which are available during the follow-up period.

Any supportive services required after exit shall be addressed as a *referral* to a community partner for adults and dislocated workers. Supportive services funds are not available for adults and dislocated workers following exit. Youth supportive services that align with the youth's Individual Service Strategy (ISS) and WMW support service policy may be provided with youth funds.

Opting Out: If at any point during the program or during the 12 months following exit, the participant requests to opt-out of follow-up services, they may do so. The request to opt out or discontinue services must be documented with a detailed case note. No further follow-up contact is necessary. Participants **must not** be encouraged to opt out.

Unable to Locate: Various contact methods must be attempted and case noted in the participant record. The attempts to locate and contact the participant must be made for a minimum of the first two quarters following exit and case noted. Once all efforts to contact the participant over the two quarters post exit have been exhausted, follow-up contacts may be discontinued.

CAREER & EDUCATIONAL ADVISORY COUNCIL (CEAC) ROSTER
April 1, 2018 - June 30, 2019

WDB: West Michigan Works! 4b													
CEAC Lead Contact: Amy Lebednick													
Name & Title: Amy Lebednick - Business Solutions Manager													
Telephone Number: 616-648-3366													
Email Address: alebednick@westmiworks.org													
E. SECTOR/CATEGORY(S)													
5. EDUCATION													
A. NAME & TITLE OF MEMBER (Indicate Voting or Ex Officio)	B. NAME AND TYPE OF ORGANIZATION (or School District for Public School Parent)	C. MAILING ADDRESS, PHONE, AND EMAIL	D. CHAIR	1. WDB Member	2. Non-WDB Employer	3. Labor	4. Other Member	Local District	Postsecondary Institution	CTE Administrator	Academic Educator	ISD	Parent
Linda Blankenship	Allegan ISD	Address: 2891 116th Ave, Allegan MI 49010 Phone: 269-377-8264 Email: lblankenship@alleganaesa.org								x		x	
Dave Searles	Ottawa ISD	Address:13663 Port Sheldon St., Holland, MI 49424 Phone: 616-796-1302 Email: dsearles@oaaisd.org										x	
Rich Franklin	Barry ISD	Address: 535 W. Woodlawn Ave, Hastings, MI 49058 Phone: 269-945-9545x111 Email: rfranklin@barryisd.org										x	
Ted Patton	Ionia ISD	Address: 250 E Tuttle Rd. Ionia, MI 48846 Phone: 616-527-6540 Email: tpaton@ioniaisd.org										x	
Patricia Walstra	Kent ISD (Adult Ed.)	Address: 2930 Knapp NE Grand Rapids, MI 49525 Phone: 231-740-1893 Email: patriciawalstra@kentisd.org										x	
Kyle Fiebig	Muskegon Area ISD (CTC)	Address: 6387 Martin Rd, Norton Shores, MI 49444 Phone: 231-740-9084 Email: kfiebig@muskegonisd.org						x		x		x	x
Celena Mills	Montcalm Area ISD	Address: 651 New Street, Stanton, MI Phone: 616-225-5708 Email: cmills@maisd.com								x		x	
Susan Hatto	Montcalm Community College	Address: 1325 Yellow Jacket Drive, Greenville, MI 48838 Phone: 616-283-0656 Email: susan.hatto@montcalm.edu							x				
Michael O'Connor	Zeeland Adult Education Consortium	Address: 96 W. 15th St., Holland, MI 49423 Phone: 616-915-1881 Email: moconor@zps.org						x					
Dan Remenap	Allendale Public	Address: 10760 68th Ave., Allendale, MI 49401 Phone: 616-916-3571 Email: remenapdan@apsfalcons.net						x			x		x
David Tebo	Hamilton Community Schools	Address:4815 136th Ave. Hamilton, MI 49419 Phone: 269-751-5148 Email: dtebo@hamiltonschools.us						x					

ACSET Personnel Actions – April 16, 2018

CLASS	EMPLOYEE	APPOINTMENT	DATE	LOCATION
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Appointments

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Assistant Manager	Kelley Allard	Permanent	2/20/18	Muskegon
Career Coach	Trena Williams-Winston	Permanent	3/26/18	Muskegon
JMG Specialist	Everette Doran	Permanent	3/12/18	Muskegon

Separations

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Accountant	Timothy Orzechowski	Permanent	3/27/18	Admin, GR
Career Coach	Kyle Miller	Permanent	2/21/18	Ionia/Montcalm
	Stacia Moore	Permanent	3/30/18	Franklin, GR
Fiscal Monitor	James Oleson	Permanent	4/2/18	Admin, GR
Records Service Specialist	Dawn Henningson	Permanent	4/4/18	Allegan
Service Center Manager	John Gill	Permanent	4/13/18	Franklin, GR

Promotion

<u>From</u>	<u>To</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Records Service Specialist	Quality	Nanette Flynn	Permanent	3/26/18	Allegan/Barry
	Assurance	Tiffany Duncil	Permanent	3/26/18	Franklin, GR
	Specialist	Chay Yankee	Permanent	3/26/18	Franklin, GR

Transfer

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

<u>From</u>	<u>To</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
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Participants/Temporary
Appointments/Participants

Employee

Appointment

Date

Location

Current

April 2018

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	4	2	0	2
Accounting Assistant	4	3	0	1
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	18	17	0	1
Career Coach	42	39	0	3
Career Navigator	22	22	0	0
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	0	0	1
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	8	8	0	0
Records Service Specialist	8	3	0	5
Regional Business Solutions Director	1	1	0	0
Regional Service Center Director	1	1	0	0
Service Center Manager	6	5	0	1

Talent Development Instructor	9	9	0	0
Talent Development Specialist	10	8	0	2
Training Consultant	1	1	0	0
TOTALS	192	171	0	21

CLASSIFICATION	Filled
Participant/Temporary	1



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MEMORANDUM

TO: ACSET Governing Board
FROM: Laura Krist, Human Resource Director
DATE: April 23, 2018
RE: Request to update staffing chart - West Michigan Works!

We are requesting Governing Board approval to make the following staffing changes.

Delete: Records Service Specialist (3 positions)

To align services across the region, we recently promoted three Records Service Specialists to Quality Assurance Specialists positions. We have adequate staffing to handle their former duties so are no longer in need of these three Records Service Specialist positions.

Add: Business Resource Network Manager (1 position)

We are interested in hiring a manager to lead our efforts in organizing and developing our Business Resource Network across our 7 county region. This network will allow us to better partner with employers and the Department of Health and Human Services (DHHS) to provide coaching and wrap around services to ensure job placement and retention of area job seekers. We have existing funds to support this position and are working with the state to secure additional funding as needed.

Add: Service Center Manager

Our current Westside Service Center Manager has submitted her resignation to take place as of August 31, 2018. We would like to interview and potentially hire a replacement for this position in the next few weeks as this service center manager has a 12 week leave planned over the summer. Filling this position prior to the actual separation date of the current manager will allow us adequate time to prepare and train the new candidate to fully take over this vacated management position at the beginning of September.

We are requesting Governing Board approval to make these changes to our staffing chart for West Michigan Works!.