



**Governing Board Meeting
Frederik Meijer Gardens (Huizenga Grand Room North)
1000 East Beltline NE ▪ Grand Rapids, MI 49525
Monday, December 10, 2018 ▪ Meeting 11:00 a.m.**

AGENDA

1. Call to Order
2. Public Comment – Agenda Items
3. Approval of the October 22, 2018 Minutes **Action Required**
4. Request for Closed Session: Chief Executive Officer 2018 Annual Review *(roll call vote)* **Action Required**
Jacob Maas, Chief Executive Officer
5. Approval of the December 10, 2018 Closed Session Minutes **Action Required**
6. Other Business **Information Item**
7. Public Comment
8. Adjournment

**Next Scheduled Governing Board Meeting:
Monday, February 25, 2019 at 8:30 a.m. located at:
Westside Service Center
215 Straight Ave NW, Grand Rapids, MI 49504**



**Governing Board Meeting
Westside Service Center
215 Straight Ave. N.W.
Grand Rapids, MI 49504
Monday, October 22, 2018 • Meeting 8:30 a.m.**

MINUTES

Governing Board Members Present: Commissioners Womack, Retzloff, Kapenga, Tiejema, Mahoney, DeJong, Garcia, Lenear

Governing Board Members Absent: Commissioners De Young, Geiger, Mast, Cross, Stek, Reppart

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

Guests Present:

1. Call to Order, Chairperson Robert Womack at 8:35 a.m. No quorum at call to order.
2. Public Comment- Agenda Items- None
Due to a lack of quorum, Commissioner Womack requested that Information Items be discussed until a quorum is obtained. Agenda Item #8 was presented before returning to Action Item #3.
3. Approval of the August 23, 2018 Minutes **Action Required**

Motion – Com. Lenear
Second – Com. DeJong
Item Approved by Vote – Motion carried
4. Board Financials **Information Item**
 - a. Notes to September 2018 Board Financials
Brenda Isenhardt, Chief Financial Officer, reviewed ACSET’s statement of revenue and expenditures for the three months ending September 30, 2018. Brief discussion took place, and Brenda answered board members’ questions.
 - b. Proposed FY 2019 Budget Modification *(75% affirmative vote of members present)* **Action Required**
Brenda reported that a modified budget for fiscal year ending June 30, 2019 is presented for approval. Brenda reviewed that the budget modification reflects increases in revenue and expenses due to new or increased funding awards. Brenda requested approval of the modification.

Motion – Com. Tiejema
Second – Com. Kapenga
Item Approved by Vote – Motion carried. All 8 Commissioners in attendance voted affirmatively.
5. Agreement and Policy Approvals **Action Required**
 - a. ACSET Non-Harassment Policy for Employees
Melanie White, Staff Attorney, reported that the revised policy replaces the previous version approved by the Governing Board in 2000. Melanie reviewed the proposed changes that include revised language that is consistent with the Workforce Innovation and Opportunity Act (WIOA) and the Michigan Elliott-Larsen Act. Melanie also reported that due to the policy involving employee

complaints, the ACSET Human Resource Director will investigate these complaints rather than the ACSET Complaint Officer. Discussion took place. Melanie answered board members' questions and requested approval of the revised policy.

Motion – Com. Lenear

Second – Com. Retzloff

Item Approved by Vote – Motion carried

- b. WMW 15-04c2 Adult and Dislocated Worker Eligibility Policy **Action Required**
Angie Barksdale, Chief Operating Officer, reviewed that this policy defines local eligibility criteria for West Michigan Works! WIOA Adult and Dislocated Worker programs. Angie noted that in the recent past, there was a very small percentage of enrollees due to restrictive guidelines. Angie reported that the revised policy seeks to expand the acceptable documentation for those unlikely to return and increase the focus on increasing dislocated worker enrollments. Brief discussion took place, and Angie answered board members' questions and requested approval of the revised policy.

Motion – Com. Kapenga

Second – Com. Mahoney

Item Approved by Vote – Motion carried

- c. WMW 15-06c2 Workforce Innovation and Opportunity Act (WIOA) Support Services Policy **Action Required**
Angie Barksdale reviewed that this policy provides supportive services to job seekers enrolled in West Michigan Works! WIOA programs. Angie reported that WMW has the opportunity to pilot the dual enrollment of participants from the Food Assistance Employment & Training (FAE&T) program into WIOA programs which requires changes to the local policy. This policy specifically seeks to expand transportation allowances to include required activities for those individuals that are dual enrolled. Brief discussion took place, and Angie answered board members' questions and requested approval of the revised policy.

Motion – Com. DeJong

Second – Com. Mahoney

Item Approved by Vote – Motion carried

6. 2019 Governing Board Meeting Schedule **Action Required**
Jacob Maas, Chief Executive Officer, reported that in accordance with the ACSET Interlocal Agreement, the Governing Board shall conduct business at regular meetings not less than once every (10) weeks. Jacob requested approval of the meeting schedule of meetings taking place on the 4th Monday of every other month at 8:30 a.m. starting in February 2019 with the exception of December.

Motion – Com. Kapenga

Second – Com. Mahoney

Item Approved by Vote – Motion carried

7. Report on Administrative Activities

- a. ACSET Personnel Actions Report **Information Item**
Laura Krist, Human Resource Director, reported that there have been thirteen (13) appointments, ten (10) separations, and five (5) promotions.
- b. ACSET Operations Staffing **Information Item**
Laura Krist reported that West Michigan Works! currently has 171 out of 197 positions filled and 26 vacancies.

- c. Request to Update Staffing Chart **Action Required**
 Laura Krist reported that after reviewing the current staffing chart and assessing the needs of various programs within WMW, staff would like to add 2 career coach positions to the existing staff chart. Laura answered board members’ questions and requested approval of the additional positions.
- Motion – Com. Tiejema**
Second – Com. Kapenga
Item Approved by Vote – Motion carried

8. General Updates **Information Item**

Angie reported that there are multiple organizational initiatives and updates as provided in the board packet. Angie reviewed the initiatives.

- a. Adult Ed Special Grants
 Angie reported that the State of Michigan released Adult Education funds in the form of competitive grants. WMW is part of three grant proposals that were awarded. Allegan and Ottawa County Adult Ed providers collaborated to submit a combined proposal that was accepted, and Kent ISD also received one of the grants. Angie reported that both programs will offer GED or High School completion concurrently with the technical skills training, and WMW will coordinate with the partners on employability skills training.
- b. America’s Promise Grant Update
 Angie reviewed that WMW is one of several partners participating in Grand Rapid Community College’s (GRCC) America’s Promise Grant, which is a four-year grant focused on increasing awareness and participation in healthcare. The Department of Labor (DOL) has indicated that they have been very pleased with the grant performance and that it is one of the most successful America’s Promise Grants.
- c. Unemployment Insurance (UI) Connections
 Angie reported that WMW has been working closely with the Unemployment Insurance Agency (UIA) staff to make better connections between dislocated workers to valuable employment services to quickly connect them to employers. Angie reviewed that the collaborated work includes UIA and WMW staff shadowing each other to better understand the others’ roles and processes, a pilot program development that is working to better understand the needs of the unemployed, and better sharing of WMW materials and services to individuals working with the UIA.
- d. Discover Manufacturing Week
 Angie stated that Discover Manufacturing Week took place October 1-5. Over 188 manufacturing employers throughout West Michigan hosted more than 350 events and opened their doors to students for an opportunity to see what manufacturing looks like. Discover Manufacturing Week ties into the National Manufacturing Day initiative by the National Association of Manufacturers. These events expose students to occupations in manufacturing. Angie reported that approximately 5700 students and 171 educators participated in the event. Students will have the chance to win one of six \$500 scholarships for training in manufacturing.
- e. West Michigan Tech Talent (WMTT) Year End Celebration
 The West Michigan Tech Talent (WMTT) council is hosting an event to showcase the impact they have had in West Michigan over the last year. The attendees will learn about WMTT, their initiatives and how to get involved. This event takes place on October 22nd at West Michigan Center for Arts and Technology (WMCAT).

- f. Going PRO Talent Fund (formally known as Skilled Trades Training Fund)
Angie reviewed the application totals and amounts that have been requested for The Going PRO Talent Fund.
- g. West Michigan Works! DOL Registered Apprenticeship Programs
Angie reviewed the apprenticeship programs.
- h. Retention Solutions
Angie reviewed that Retention Solutions is the newest division of WMW, and we have contracted with The SOURCE and WorkLab Innovations to provide WMW technical assistance and training in the development of our Retention networks. Retention Solutions is a partnership between the Michigan Works! Agencies and participating employers. Angie stated that members in the network have a dedicated success coach who will work with employees to assist in implementing and expanding strategies to improve retention, attendance, engagement, and productivity. Discussion took place, and Angie answered board members' questions.
- i. HireReach
Angie stated that West Michigan Works! has collaborated with Talent 2025, W.K. Kellogg Foundation, and the Doug & Maria DeVos Foundation to create HireReach, an initiative to help West Michigan employers adopt Mercy Health's evidence-based selection process (EBSP). EBSP is an objective and data-driven selection strategy that has been proven to improve the quality of hires, reduce first-year turnover, and increase workforce diversity. Angie noted that a series of workshops are being offered with the goal of identifying companies to participate beginning in January 2019. Angie and Jacob answered board members' questions. Angie noted that information sessions are being held across the region, and the next session is scheduled for October 31.

Brief discussion took place regarding the upcoming elections in November and how WMW may be affected if Proposal 1 (Legalization of Marijuana) is passed. Staff answered board members' questions.

9. Other Business

Information Item

- a. Save the Date: Jacob reviewed that the next Governing Board meeting is scheduled for 11:00 a.m. at Frederik Meijer Gardens on December 10, 2018. Jacob noted he will be requesting a closed door session to discuss the CEO performance evaluation. Jacob reported that the Annual Workforce Development Board meeting will follow, with lunch beginning at 11:45 a.m.

- b. Legislative Committee **Information Item**
Jacob reported that in June 2018, the Workforce Development Board approved the creation of a new Legislative subcommittee for the purpose of educating and informing legislators about WMW and its employment and training programs. Jacob reviewed the goals as follows: 1.) Educate and inform policy makers and legislators about workforce development issues and critical connections to education and economic development. 2.) Review legislation and comment on proposed legislation that will impact workforce development. Jacob further noted that staff will begin moving forward with recruitment for the committee, which will consist of about 5-15 members.

- c. Walk in Item **Information Item**
Nancy Wiest, Staff Attorney, provided information about the Executive Committee of the Workforce Development Board approving a corrective action for Bethany Christian Services, a Kent County WIOA Youth Service Provider for WMW. Nancy reported that over the past two years, Bethany has had performance issues, and the Executive Committee would like to remedy the issues.

10. Public Comment- Commissioner Retzliff announced that he is retiring from serving as a Montcalm County Commissioner.

11. Adjournment at 9:51 a.m. by Chairperson Womack.

Motion – Com. Kapenga

Second – Com. DeJong

Item Approved by Vote – Motion carried

Recorded by: _____ Received by: _____