West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. Supported by the State of Michigan.

Governing Board Meeting  
Westside Service Center  
215 Straight Ave. N.W. 
Grand Rapids, MI 49504  
Monday, April 22, 2019 • 8:30 a.m. – 10:00 a.m.

AGENDA

1. Call to Order, Vice-Chairperson, Ken Mahoney
2. Public Comment – Agenda Items
3. Approval of the February 25, 2019 Minutes  
   Action Required
   a. ACSET Financial Report- Notes to March 2019 Board Financials  
      Information Item  
   b. FYE 2019 Budget Modification Request  
      Action Required  
   c. Proposed FYE 2019-2020 Budget  
      Action Required  
   d. Renewal of Line of Credit Request  
      Action Required
5. Agreement between the West Michigan Works! Workforce Development Board and the Area Community Services Employment and Training Council (ACSET)  
   Nancy Wiest, Staff Attorney  
   Action Required
6. Approval of Policy: WMW 15-03c2: Workforce Innovation and Opportunity Act (WIOA)  
   Youth Eligibility Policy  
   Angie Barksdale, Chief Operating Officer  
   Action Required
   a. ACSET Personnel Actions Report  
      Information Item  
   b. ACSET Operations Staffing  
      Information Item
8. General Updates: Angie Barksdale  
   Information Item
   Member Appointment  
   Jacob Maas, Chief Executive Officer  
   Action Required  
   (75% affirmative vote of members present)
10. Chief Executive Officer 2019 Key Objectives  
    Jacob Maas  
    Action Required
11. Other Business  
    a. Legislative Day: May 22, 2019 (Lansing, MI)  
    Information Item
12. Public Comment
13. Adjournment

Next Scheduled Governing Board Meeting:  
Monday, June 24, 2019 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 25, 2019 • 8:30 a.m. – 10:00 a.m.

MINUTES

Governing Board Members Present: Commissioners Womack, De Young, Storey, Geiger, Tiejema, Stek, Mahoney, Garcia

Governing Board Members Absent: Commissioners Lenear, Sparks, Porter, Hughes, DeJong, Reppart

Staff Present: Jacob Maas, Angie Barksdale, Laura Krist, Amy Lebednick, Janette Monroe, Nichole Northern, Melanie White, Nancy Wiest

Guests Present: William (Bill) Tucker IV, CPA, Maner Costerian P.C.

1. Call to Order and Introductions, Chairperson Robert Womack at 8:40 a.m.

2. Public Comment- Agenda Items- Due to lack of quorum at call to order, Commissioner Womack requested that Agenda Information Items #8, 9, 7a&b, and 5b were discussed first until a quorum is obtained.

3. Approval of the December 10, 2018 Minutes  
   Motion – Com. Stek  
   Second – Com. De Young  
   Item Approved by Vote – Motion carried

4. 2019 Governing Board Election of Chair and Vice-Chairperson  
   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 Montcalm County’s turn to serve as Chairperson of the Board for 2019. Tom Porter is the representative from the Montcalm County Board of Commissioners. Melanie further reviewed that it is Muskegon County’s turn to serve as Vice-Chairperson of the Board for 2019. The names of the two representatives from the Muskegon County Board of Commissioners are Susie Hughes and Kenneth Mahoney.
   
   Motion – Com. Tiejema nominated Commissioner Porter to serve as the Chair of the ACSET Governing Board for 2019.
   Second – Com. Womack supported the nomination of Commissioner Porter to serve as Chair.
   Item Approved by Vote – Motion carried
   
   Motion – Com. Stek nominated Commissioner Mahoney to serve as the Vice-Chairperson of the ACSET Governing Board for 2019.
   Second – Com. Storey supported the nomination of Commissioner Mahoney to serve as the Vice-Chairperson.
   Item Approved by Vote – Motion carried
   
   Com. Mahoney proceeded to conduct the meeting as the newly appointed Vice-Chairperson of the ACSET Governing Board.
5. Report on Financial Activities
   a. Presentation of Audited Financial Statements
      Action Required
      William (Bill) Tucker, IV, CPA, Maner Costerisan, 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, 2018. 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. Tiejema  
      Second – Com. Womack  
      Item Approved by Vote – Motion carried

   b. Notes to January 2019 Board Financials
      Information Item
      Nichole Northern, Accounting Manager, reviewed ACSET’s statement of revenue and expenditures for the seven months ending January 31, 2019. Brief discussion took place, and Nichole answered board members’ questions.

6. Policy Approvals
   Action Required
   Commissioner Geiger requested to approve the policies “as a whole slate” rather than individually. Commissioner De Young supported the recommendation. Angie Barksdale, Chief Operating Officer, reviewed the policies with the board members.

   a. WMW 15-04c3: Workforce Innovation and Opportunity Act (WIOA)
      Adult and Dislocated Worker Eligibility
      Angie reported that in January 2019, the WIOA manual was updated regarding the Dislocated Worker eligibility. Angie stated that the policy change clarifies that there is no age requirement for eligibility. Brief discussion took place, and Angie answered board members’ questions and requested approval of the revised policy.

   b. WMW 16-02c1 Adult and Trade Adjustment Assistance Act (TAA)
      Training Satisfactory Progress and Participation (Benchmarking)
      Action Required
      Angie reviewed that this policy is being updated to reflect guidance provided in the TAA manual. Angie further reported that the policy change adds the process for documenting attempts to obtain benchmarks, lack of timeliness in providing those benchmarks, failed benchmarks and removal from training. Brief discussion took place, and Angie answered board members’ questions and requested approval of the revised policy.

   c. WMW 16-03c2 Welfare Reform Supportive Services Policy
      Action Required
      Angie reviewed that in 2017, the WDA approved a supportive services policy for Welfare Reform programs to provide guidance for providing support services to job seekers enrolled in Partnership. Accountability. Training. Hope. (PATH) and Food Assistance Education & Training (FAE&T) programs. The policy changes include the removal of transitional supports and a reduction in clothing allowance to align with the State Policy Issuance from October 2018. Angie stated that the policy also seeks to incorporate the approved WMW 15-08c1 PATH Transportation policy and the WMW 16-04 PATH Vehicle Purchase policy rather than having multiple separate policies. Brief discussion took place, and Angie answered board members’ questions and requested approval of the revised policy.

   d. WMW 18-05c1 Quality Assurance Policy
      Action Required
      Angie Barksdale reviewed that the WIOA manual requires a local policy for internal controls that disallows manipulation of data for performance or reporting benefit. Angie stated that this policy seeks to include guidance regarding the deletion of records and ensures both compliance and quality for all programs. Brief discussion took place, and Angie answered board members’ questions and requested approval of the revised policy.
7. Report on Administrative Activities
   a. ACSET Personnel Actions Report
      Laura Krist, Human Resource Director, reported that there have been nineteen (19) appointments, seven (7) separations, six (6) promotions and two (2) transfers to different positions.
   b. ACSET Operations Staffing
      Laura Krist reported that West Michigan Works! currently has 183 out of 199 positions filled and 16 vacancies.
   c. Request to Update Staffing Chart
      Laura Krist reported that after reviewing the current staffing chart and assessing the needs of various programs within WMW, staff would like to add 1 Business Solutions representative, 2 resource specialists, 2 talent development instructors, 1 human resource assistant, and 1 marketing and communications assistant. Laura also requested the deletion of 6 positions. Laura answered board members’ questions and requested approval to add 7 and removal of 6 positions.

Motion – Com. Geiger
Second – Com. Tiejema
Item Approved by Vote – Motion carried

8. General Updates
   a. Integrated Employment & Training Partnerships (IET)
      Angie reported that the State of Michigan released $1 million in Workforce Innovation and Opportunity Act (WIOA) funds for creating or expanding IET programs through partnerships with West Michigan Works! organizations and Adult Education providers. These programs provide individuals an opportunity to receive their high school diploma or equivalent, while earning a credential in a high-demand occupation and participate in employment readiness activities. WMW plans to focus these efforts on Montcalm and Ionia counties.
   b. State Case Management Workgroup
      Angie reviewed that the Talent Investment Agency is reworking the current platform used for case management and requested participation from local Michigan Works! agencies. WMW staff has been participating in this statewide workgroup, allowing the opportunity for input and influence on this vital process in the system.
   c. MiLogin for Citizens (Unemployment Insurance Process)
      Angie reported that the State of Michigan launched MiLogin for Citizens, which is created for users to have a single username and password for multiple state systems. After testing several smaller departments, the new system was launched with Unemployment Insurance and Pure Michigan Talent Connect. Angie noted that upon launch, there have been multiple issues, such as long wait times and some delayed Unemployment Insurance payments.
   d. GoingPRO Talent Fund (formerly known as Skilled Trades Training Fund)
      Angie reported that this year, employers in the West Michigan region have been awarded $9.5 million in Going PRO training funds.
   e. Retention Solutions
      Angie reviewed that West Michigan Works! has contracted with WorkLab Innovations and The SOURCE to provide technical assistance and training in the development of our Retention Solutions Network. WorkLab Innovations is a national network of organizations like The SOURCE
that assist communities in implementing and expanding strategies to improve retention, attendance, engagement and productivity. WMW has signed a contract with our first employer (DeWys Manufacturing), and approximately 15-16 employers are interested in services. Promotional materials are being distributed, and a video will be available soon.

f. HireReach
Angie reviewed 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). Angie stated that HireReach has launched its first Community of Practice co-hort. One session a month will be held throughout 2019 covering a variety of topics, and between sessions, employers will receive coaching and assistance from HireReach consultants. Recruitment for co-hort 2 is scheduled to begin January 2020, with several employers expressing interest. More information regarding this initiative can be found at https://www.hirereach.org.

g. National Equity Project (NEP)
Angie reported that the NEP is an education reform organization that specializes in leadership development and changing culture and conditions in order to further enhance equity objectives. NEP received a grant award from the W.K. Kellogg Foundation to expand equity and inclusion work in the Grand Rapids area. WMW will be launching a 6-month Racial Equity in Action Leadership co-hort with all management starting in March.

h. Customer Experience Re-Design
Angie reported that WMW has contracted with Public Agency, a division of West Michigan Center of Arts + Technology (WMCAT) to lead staff through a human-centered design process. Angie reviewed the three phases: 1.) Capacity Building (“Train-the-Trainer”), 2.) Co-Operative Exploration, and 3.) Design & Implementation. Angie reported that the project launched on February 20 and will run through 2019.

9. Other Business

a. Hot Jobs 2019
Jacob Maas, Chief Executive Officer, provided a handout of the 2019 Hot Jobs list to board members. Jacob reviewed the job list and answered board members’ questions. Jacob noted that the document can be also be viewed and downloaded from the West Michigan Works! website: www.westmiworks.org.

b. Save the Date
Jacob stated that MiCareerQuest 2019 will be held on Wednesday, April 24, 2019. 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.

10. Public Comment – None

11. Adjournment at 9:43a.m. by Vice-Chairperson Mahoney

Motion – Com. Stek
Second – Com. Womack
Item Approved by Vote – Motion carried

Recorded by: ___________________________ Received by: ________________________________
MEMORANDUM

TO: ACSET Governing Board

FROM: Brenda Isenhart, WMW Chief Financial Officer

DATE: April 15, 2019

RE: March 2019 Michigan Works! Board Financials

Revenue

Revenues for the nine months ending March 31, 2019 total $22,151,894 which is 4.3% above budgeted revenue. After discussions with our State grantor we have modified the way training expenses are accrued under the Going Pro Talent Fund. Historically, trainings were accrued once the employer submitted all of the required documentation to verify that the trainings provided aligned with the stipulations of the award. The state has requested that trainings be accrued once the training begins. This change in when and how the trainings are accrued has caused actual revenue to exceed budgeted revenue.

Expenditures

Operating expenses are under the proposed budget by 3.2%. Consumable Supplies are under budget by $150k. The consumable supplies budget for the current year included anticipated IT expenditures related to improving our IT functionality. Not all of the budgeted IT improvements will take place during this fiscal year but will be completed in the next fiscal year. A reduction in consumable supplies budget will be proposed in order for the budget to more fairly reflect our spending plan. Other expenses currently exceed budget by $36k. Included in other expenses are employee trainings among which are career coach training and service center employee training. Also included is digital advertising and the production of videos to improve customer service. A budget increase will be requested in this category.

Training costs are $2 million over budget. This is a result of the changes to how training accruals are being recorded as mentioned in the revenue section of this memo. An increase in the training budget will be proposed in order for the budget to fairly reflect the anticipated training expenses.

Administration Expenses represent 15.1% of Operating Expenses and 8.3% of Total Expenses.
Balance Sheet

Accounts receivables and Accounts payables show a substantial increase over the 6/30/18 balances. This reflects the increase in training accruals (accounts payables) and the increase in grant receivable to cover the increased costs. The increase in net assets reflects the increase of property and equipment and prepaid expenses since the June 30, 2018 fiscal year end.
## Statement of Revenue & Expenses

For the Nine Months Ending March 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Thru Mar 2019 Actual</th>
<th>YTD Thru Mar 2018 Actual</th>
<th>YTD 2018/2019 Budget</th>
<th>Budget Variance</th>
<th>Budget Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 22,151,894</td>
<td>$ 15,999,534</td>
<td>$ 21,238,356</td>
<td>$ 913,538</td>
<td>4.30%</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>$ 6,237,307</td>
<td>$ 5,860,883</td>
<td>$ 6,267,003</td>
<td>$ 29,696</td>
<td>0.47%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>2,294,058</td>
<td>2,163,008</td>
<td>2,381,181</td>
<td>87,123</td>
<td>3.66%</td>
</tr>
<tr>
<td>Consumable supplies</td>
<td>710,270</td>
<td>331,864</td>
<td>860,760</td>
<td>150,490</td>
<td>17.48%</td>
</tr>
<tr>
<td>Transportation</td>
<td>146,117</td>
<td>133,322</td>
<td>193,750</td>
<td>47,633</td>
<td>24.58%</td>
</tr>
<tr>
<td>Outside services</td>
<td>541,674</td>
<td>172,633</td>
<td>553,750</td>
<td>12,076</td>
<td>2.18%</td>
</tr>
<tr>
<td>Space and communications</td>
<td>1,204,611</td>
<td>1,191,841</td>
<td>1,269,014</td>
<td>64,403</td>
<td>5.08%</td>
</tr>
<tr>
<td>Equipment rent and maint</td>
<td>69,631</td>
<td>64,185</td>
<td>75,000</td>
<td>5,369</td>
<td>7.16%</td>
</tr>
<tr>
<td>Equipment purchases</td>
<td>535,934</td>
<td>49,307</td>
<td>582,792</td>
<td>46,858</td>
<td>8.04%</td>
</tr>
<tr>
<td>Other expense</td>
<td>493,136</td>
<td>324,859</td>
<td>457,111</td>
<td>(36,025)</td>
<td>-7.88%</td>
</tr>
<tr>
<td><strong>Total operating expense</strong></td>
<td>12,232,738</td>
<td>10,291,902</td>
<td>12,640,361</td>
<td>407,623</td>
<td>3.22%</td>
</tr>
<tr>
<td>Subcontractors</td>
<td>$ 578,452</td>
<td>$ 618,851</td>
<td>$ 708,750</td>
<td>$ 130,298</td>
<td>18.38%</td>
</tr>
<tr>
<td>Training</td>
<td>$ 8,606,936</td>
<td>$ 4,047,939</td>
<td>$ 6,605,995</td>
<td>(2,000,941)</td>
<td>-30.29%</td>
</tr>
<tr>
<td>Direct Client Expenses</td>
<td>$ 733,768</td>
<td>$ 1,040,842</td>
<td>$ 1,283,250</td>
<td>$ 549,482</td>
<td>42.82%</td>
</tr>
<tr>
<td></td>
<td>$ 9,919,156</td>
<td>$ 5,707,632</td>
<td>$ 8,597,995</td>
<td>(1,321,161)</td>
<td>-15.37%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>22,151,894</td>
<td>15,999,534</td>
<td>21,238,356</td>
<td>(913,538)</td>
<td>-4.30%</td>
</tr>
<tr>
<td><strong>Excess of Revenue over Expense</strong></td>
<td>(0)</td>
<td>-</td>
<td>-</td>
<td>(0)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

Unaudited
Area Community Services Employment Training
Michigan Works Agency Programs

Actual expenses by cost category
For the Nine Months Ending March 31, 2019

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Administration Expenses</th>
<th>Program Expenses</th>
<th>YTD Thru Mar 2019 Operating Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>$766,553</td>
<td>$5,470,754</td>
<td>$6,237,307</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>283,937</td>
<td>2,010,121</td>
<td>2,294,058</td>
</tr>
<tr>
<td>Consumables</td>
<td>220,706</td>
<td>489,564</td>
<td>710,270</td>
</tr>
<tr>
<td>Transportation</td>
<td>20,099</td>
<td>126,018</td>
<td>146,117</td>
</tr>
<tr>
<td>Outside services</td>
<td>70,368</td>
<td>471,306</td>
<td>541,674</td>
</tr>
<tr>
<td>Space and communications</td>
<td>307,148</td>
<td>897,463</td>
<td>1,204,611</td>
</tr>
<tr>
<td>Equipment rent and maintenance</td>
<td>11,353</td>
<td>58,278</td>
<td>69,631</td>
</tr>
<tr>
<td>Equipment purchases</td>
<td>110,289</td>
<td>425,645</td>
<td>535,934</td>
</tr>
<tr>
<td>Other expense</td>
<td>55,644</td>
<td>437,492</td>
<td>493,136</td>
</tr>
<tr>
<td><strong>Total operating expense</strong></td>
<td>$1,846,097</td>
<td>$10,386,641</td>
<td>$12,232,738</td>
</tr>
</tbody>
</table>

Admin/Prog split of operating expenses  
15.1% 84.9%

Admin/Prog operating % of total expenses
8.3% 46.9%

UNAUDITED
## Area Community Services Employment and Training Council
### Balance Sheet
#### Governmental Activities

<table>
<thead>
<tr>
<th>Assets</th>
<th>Unaudited 3/31/19</th>
<th>Audited 6/30/18</th>
<th>Audited 6/30/17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash &amp; Cash Equivalents</td>
<td>$998,041</td>
<td>$1,014,340</td>
<td>$984,590</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>3,752,432</td>
<td>2,450,056</td>
<td>2,610,645</td>
</tr>
<tr>
<td>Inventory (at Cost)</td>
<td>0</td>
<td>0</td>
<td>552,658</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>269,520</td>
<td>236,264</td>
<td>295,873</td>
</tr>
<tr>
<td>Deposits</td>
<td>61,536</td>
<td>61,536</td>
<td>62,757</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>5,081,529</td>
<td>3,762,196</td>
<td>4,506,523</td>
</tr>
<tr>
<td><strong>Long-term Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property &amp; Equipment</td>
<td>590,091</td>
<td>515,174</td>
<td>752,862</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$5,671,620</td>
<td>$4,277,370</td>
<td>$5,259,385</td>
</tr>
</tbody>
</table>

| Liabilities             |                   |                 |                 |
| Short-term Liabilities  |                   |                 |                 |
| Accounts Payable        | $3,409,193        | $2,000,131      | $2,339,992      |
| Unearned Revenue        | 388,113           | 427,655         | 739,446         |
| C/P Compensated Absences| 606,108           | 671,714         | 650,000         |
| **Total Short Term Liabilities** | 4,403,414 | 3,099,500 | 3,729,438 |
| LT Compensated Absences  | 0                 | 0               | 84,051          |
| **Total Liabilities**   | 4,403,414         | 3,099,500       | 3,813,489       |

| Net Assets              |                   |                 |                 |
| **Total Net Assets**    | 1,268,206         | 1,177,870       | 1,445,896       |
| **Total Liabilities and Net Assets** | $5,671,620 | $4,277,370 | $5,259,385 |
MEMORANDUM

TO: ACSET Governing Board

FROM: Brenda Isenhart, Chief Financial Officer

DATE: April 15, 2019

RE: Proposed FYE 2019 Budget Modification

______________

Background

The budget for the fiscal year ending June 30, 2019 has been modified for your consideration.

Requested Modification

The requested change increases the budget for Grant Income by $3,833,000 and Program Income by $60,000. The Grant income increase is primarily due to a change in how and when the training accruals are recorded for the Going Pro Talent Fund (formerly Skilled Trades Training Fund). Grant Revenue is recognized when training accruals are recorded. This change to training accruals has been approved by the grantor. The increase in the budget for program income is primarily due to the anticipated income from non-state shared partners (primarily Adult Ed providers) who will share in our One-Stop facility costs through an infrastructure cost share agreement. Assessment revenue is also included in Program Income.

Wages are increasing slightly to ensure sufficient budget to accommodate the new positions that were recently approved by the governing board. Consumables category is being reduced by $300,000. A portion of the consumables budget was reserved for IT improvements that are now expected to take place during the next fiscal year or are now anticipated to be in the form of contracted services and are reflected in the $100,000 increase in Outside Services.

As mentioned above, the increase in training costs is due to the change in how and when training accruals for the Going Pro Talent fund are recorded. Direct client expenditures have been reduced by $580,000. This reduction is due in part to the Community Ventures grant being extended to another year and therefore the direct client expense budget being spread over a second year as well as a decrease in the number of PATH participants requiring supportive services.

Requested Action

ACSET Governing Board approval for the proposed FYE 2019 Budget Modification is requested.

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

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2018-19</th>
<th>Fiscal Year 2018-19</th>
<th>Fiscal Year 2018-19 Proposed</th>
<th>Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original Budget</td>
<td>1st Amended Budget</td>
<td>2nd Amended Budget</td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Income</td>
<td>$24,179,000</td>
<td>$28,388,000</td>
<td>$32,221,000</td>
<td>$3,833,000</td>
</tr>
<tr>
<td>Program income</td>
<td>65,000</td>
<td>65,000</td>
<td>125,000</td>
<td>60,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$24,244,000</td>
<td>$28,453,000</td>
<td>$32,346,000</td>
<td>$3,893,000</td>
</tr>
</tbody>
</table>

| **EXPENDITURES**     |                     |                     |                             |                     |
|                      |                     |                     |                             |                     |
| Operating costs:     |                     |                     |                             |                     |
| Wages                | $8,356,000          | $8,356,000          | $8,406,000                  | $50,000             |
| Fringe               | 3,175,000           | 3,175,000           | 3,125,000                   | (50,000)            |
| Consumables          | 700,000             | 1,400,000           | 1,100,000                   | (300,000)           |
| Transportation       | 200,000             | 250,000             | 220,000                     | (30,000)            |
| Outside Services     | 300,000             | 699,000             | 799,000                     | 100,000             |
| Space & Communications| 1,608,000           | 1,670,000           | 1,620,000                   | (50,000)            |
| Equipment Rent & Maintenance | 100,000 | 100,000 | 100,000 | - |
| Equipment Purchases  | 275,000             | 626,000             | 626,000                     | -                   |
| Other Expenses       | 525,000             | 625,000             | 650,000                     | 25,000              |
| Subcontracted program costs | 840,000 | 945,000 | 945,000 | - |
| Training costs       | 6,754,000           | 8,896,000           | 13,624,000                  | 4,728,000           |
| Direct client expenditures | 1,411,000 | 1,711,000 | 1,131,000 | (580,000) |
| **SUBTOTAL OPERATING EXPENSES** | $24,244,000 | $28,453,000 | $32,346,000 | $3,893,000 |
| Net Change in Fund Balance | $ - | $ - | $ - | $ - |
MEMORANDUM

TO: ACSET Governing Board  
FROM: Brenda Isenhart, Chief Financial Officer  
DATE: April 15, 2019  
RE: Proposed FYE 2020 Budget

The proposed budget for the fiscal year ending June 30, 2020 is presented for your consideration.

Revenue
The proposed Grant Income budget is $29,309,000. This represents an 9% decrease over the proposed 2018-2019 budget. The 2018-2019 budget was inflated to adjust for the change in accruing the Going Pro Talent Fund Trainings. West Michigan Works! has not yet received any planning allocations for the 2019-2020 year. The proposed budget was prepared with the following assumptions: flat funding for the WIOA and Wagner Peyser programs, a 10% decrease in the Going Pro Talent Fund awards, and a 5% decrease in the PATH TANF program. These assumptions are based on preliminary information received from the state.

Expenditures
The salaries budget is estimated to increase by $320,000 for the 2019-2020 year which represents a 3.8% increase anticipated for staff merit raises.

Consumable Supplies budget has been increased by $200,000 for planned Information Technology improvements that had been budgeted in the previous fiscal year but expect to take place in the 2019-2020 fiscal year.

The training cost reduction is due to the change in training accrual methodology as discussed above within the Going Pro Talent Fund.

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

Requested Action
ACSET Governing Board approval of the proposed FYE 2020 Budget is requested.

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, 2020

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2018-2019</th>
<th>Fiscal Year 2019-2020</th>
<th>Increase (Decrease)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Proposed Budget</td>
<td>Proposed Budget</td>
<td></td>
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<tr>
<td><strong>REVENUES</strong></td>
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<td></td>
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<tr>
<td>Grant Income</td>
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<td>Program income</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$32,346,000</td>
<td>$29,434,000</td>
<td>$(2,912,000)</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
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<tr>
<td>Operating costs:</td>
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<tr>
<td>Wages</td>
<td>$8,406,000</td>
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<tr>
<td>Fringe</td>
<td>$3,125,000</td>
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<td>Consumables</td>
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<td>Transportation</td>
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<td>Outside Services</td>
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<td>Space &amp; Communications</td>
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<tr>
<td>Equipment Rent &amp; Maintenance</td>
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<td>Equipment Purchases</td>
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<td>Other Expenses</td>
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<td>Subcontracted program costs</td>
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<tr>
<td>Training costs</td>
<td>$13,624,000</td>
<td>$10,272,000</td>
<td>$(3,352,000)</td>
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<tr>
<td>Direct client expenditures</td>
<td>$1,131,000</td>
<td>$931,000</td>
<td>$(200,000)</td>
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<tr>
<td><strong>SUBTOTAL OPERATING EXPENSES</strong></td>
<td>$32,346,000</td>
<td>$29,434,000</td>
<td>$(2,912,000)</td>
</tr>
<tr>
<td>Net Change in Fund Balance</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: ACSET Governing Board

FROM: Brenda Isenhart, Chief Financial Officer

DATE: April 15, 2019

RE: Renewal of Line of Credit

Background

ACSET holds a $325,000 line of credit with Fifth Third Bank. This line expired March 2019.

The majority of ACSET’s funds are received on a cost reimbursement basis. Federal rules require that grant funds not be held longer than what is administratively necessary prior to being expended which the state interprets as three business days. ACSET plans for the payment of accounts payables and payroll and makes cash requests based on these plans. The line of credit will provide ACSET the ability to pay its obligations in the event of unforeseen expenses or a delay in receiving cash requests.

Historically, ACSET has not made any draws on this line of credit.

Requested Action

ACSET Governing Board approval to renew this line of credit for another year term is requested.
MEMORANDUM

TO: ACSET Governing Board

FROM: Nancy Wiest, Staff Attorney

DATE: April 15, 2019

RE: Agreement between the West Michigan Works! Workforce Development Board and the Area Community Services Employment and Training Council (ACSET)

Background

The WIOA regulations require a written agreement between the Workforce Development Board (WDB) and Chief Elected Officials (CEOs), when a local organization, such as ACSET, functions simultaneously in a variety of roles, including local fiscal agent, local WDB Staff and direct provider of services. 20 CFR 679.430. The local board and the CEOs may also enter into an agreement that describes their respective roles and responsibilities. 20 CFR 679.310.

The attached agreement will clarify how ACSET carries out its various roles in compliance with WIOA and corresponding regulations, relevant Office of Management and Budget (OMB) circulars, and the State’s Conflict of Interest Policy. The agreement will also identify the individual and shared responsibilities of the WDB, ACSET’s Governing Board, and the One-Stop Operator and the key functions of each in fulfilling workforce development goals in region 4B.

The Agreement is divided into the following parts:

A. The authority and function of the Governing Board (CEOs) as well as its responsibilities as the grant recipient and fiscal agent.
B. The joint authority and collaboration of the Governing Board and the WDB
C. The authority and function of the WDB
D. The roles of the GB, WDB and ACSET staff in preparing the Regional and Local Plans
E. The roles of the GB, WDB and ACSET staff in the Selection of Service Providers
F. The roles of the GB, WDB and ACSET staff in monitoring programs
G. The responsibility of all parties to comply with nondiscrimination and equal opportunity laws
H. The process for amending the agreement
I. The identification of the agreement as the current and only agreement between ACSET’s Governing Board and the WDB
J. The effective date of this Agreement

In addition to promoting compliance with WIOA, the OMB circulars, and the State’s Conflict of Interest Policy, this agreement delineates lines of authority and clear separation of roles to insure fiscal integrity and promote efficient collaboration.

Requested Action

ACSET Governing Board approval and signature of this agreement is requested.
AGREEMENT BETWEEN THE WEST MICHIGAN WORKS! WORKFORCE DEVELOPMENT BOARD AND THE AREA COMMUNITY SERVICES EMPLOYMENT AND TRAINING COUNCIL (ACSET)

Recitals

This Agreement is entered into by the Area Community Services Employment and Training Council (ACSET) Governing Board (GB) and the West Michigan Works! (WMW) Workforce Development Board (WDB) to accomplish three main purposes:

1. Identify the individual and shared responsibilities of the GB, the WMW WDB, and ACSET staff,
2. Describe how the parties will work together to fulfill workforce development goals, and
3. Define how the GB, WDB and ACSET Staff shall collaborate to accomplish major functions.

The ACSET GB and the WMW WDB share a common interest in assuring that workforce development decisions will be made with the best interests of employers and jobseekers in mind. All actions taken by the GB, WDB and ACSET staff under this Agreement shall comply with the ACSET Fourth Amended and Restated Interlocal Agreement and any applicable law, policy, agreement, grant, or charter.

THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

A. AUTHORITY OF THE ACSET GOVERNING BOARD

The GB has the sole responsibility for the following under the Workforce Innovation and Opportunity Act (WIOA) and this Agreement to:

1. Appoint WDB members.
2. Establish personnel policies and rules for ACSET employees, including a merit personnel system.
3. Negotiate collective bargaining agreements with any union or unions that represent ACSET employees.
4. Establish financial management policies, internal controls and cost allowability policies, as required by WIOA, 2 CFR Part 200 or any applicable private or public grants.
5. Adopt policies and procedures for procurement of goods and services and for the management of property and inventory owned by ACSET.
6. Establish a code of conduct for ACSET, through policy and bylaws, as well as, a conflict of interest policy.
7. Create policies and bylaws for overall operation of the agency’s affairs, such as policies for record retention, confidentiality and record access.
8. Establish contract closeout procedures for contracts with program service providers.
9. Adopt an annual budget for the administration of ACSET.
10. Hire, train, and authorize staff positions or delegate this authority to the Chief Executive Officer (CEO).
11. Select and hire or remove the CEO of ACSET by majority vote. The WDB participates in the selection process by having representation on the selection committee.
12. Approve budgets for rental of real property to be used for administrative offices and service centers. The identity of any person or entity that proposes to lease real property to ACSET for any such purpose shall be revealed to the Governing Board prior to the execution of the lease in order to avoid any conflict of interest.
13. ACSET may provide employment and training services under WIOA; employment services under the Wagner-Peyser Act; Trade Adjustment Assistance under the Trade Act of 1974, as amended; and welfare reform service under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, directly to clients. ACSET may provide other services directly to clients as permitted under those
14. If the law or grant terms require it, choose service providers to provide services to clients.
15. Take other actions assigned to the authority of the GB by law, grant, or rules applicable to any other source of revenue.
16. Comply with the ACSET Code of Conduct and Conflict of Interest Policy, as well as the legal requirements included in this section and any other public and privately funded grants while fulfilling its role as grant recipient, fiscal agent and service provider.
17. Act as the grant recipient and fiscal agent.

a. As fiscal agent, the GB has the following responsibilities:
   i. Receive or expend funds;
   ii. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with applicable law, grant requirements and state policies;
   iii. Respond to financial audit findings;
   iv. Maintain proper accounting records and adequate documentation;
   v. Prepare financial reports;
   vi. Provide technical assistance to service providers regarding fiscal issues;
   vii. Enter into contracts, subgrants or obtain written agreements;
   viii. Conduct financial monitoring of service providers; and
   ix. Ensure independent audit of all employment and training programs.

B. SHARED RESPONSIBILITIES OF THE GOVERNING BOARD AND WORKFORCE DEVELOPMENT BOARD
The following actions must be approved by both the GB and the WDB:
1. Adoption of bylaws for the WDB;
2. Approval of any Local and Regional plan under WIOA;
3. Location of the Service Center and Affiliate Offices;
4. Adoption of an annual budget for employment and training activities administered by ACSET;
5. Determination of which employment and training services, will be provided by service providers and which will be provided directly to clients by ACSET employees;
6. Service providers for WIOA Youth, Adult, and Dislocated Worker training and career services may be selected by the WDB alone. However, the selection of service providers for other programs may be made by both the Governing Board and the WDB as the law or grant requires;
7. Approval of employment and training grants in addition to grants under WIOA;
8. The oversight of employment and training programs and the approval of monitoring procedures;
9. Appointment, at four year intervals, and termination of a One-Stop Operator under WIOA Section 121;
10. Entering memoranda of understanding between the WDB and One-Stop Partners, per WIOA Section 121, including the determination of a partner’s contribution to infrastructure costs of one-stop centers;
11. Approval of any optional one-stop partners under WIOA;
12. Establishing policies and procedures applicable to both ACSET’s staff and clients, such as, but not limited to, the ACSET Equal Opportunity Policy; and
13. Taking other actions required by law, the terms of any grant, or rules applicable to that revenue source.

C. AUTHORITY OF THE WDB
The WDB shall have the authority to take the following actions and adopt the following types of policies, independently of the Governing Board:

1. Develop an Individual Training Account policy, including limits on dollar amounts and/or duration.
2. Determine what constitutes a self-sufficient wage, or adjust the federal or State self-sufficiency standard for determining WIOA eligibility for training services under WIOA.

3. Establish a standard for determining what constitutes a wage comparable to wages earned in prior employment, for determining eligibility for training services under WIOA.

4. Develop supportive services policies for adults and dislocated workers under WIOA and clients under the Personal Responsibility and Work Opportunity Act (PRWORA), including limits on the provision of such services. The WIOA policy must be developed in consultation with One-Stop Partners and other community service providers.

5. Create a WIOA Needs-Related Payment policy, including a payment level.

6. Establish standing committees.

7. Determine priority of services criteria pursuant to Section 134 of WIOA.

8. Develop policies governing the conduct of employer-based training (On-the-Job Training (OJT), incumbent worker training (IWT) and customized training, for participants in WIOA, PRWORA and Trade Act programs, including:
   a. Whether to increase the rate of employer reimbursement for WIOA OJT participants;
   b. Establishing the cost of WIOA customized training to be paid by employers;
   c. Identifying other appropriate purposes for the provision of WIOA customized training in addition to those specified in WIOA and WIOA regulations;
   d. Establishing the non-federal share of the cost of WIOA IWT to be paid by employers; and
   e. Adopting factors to determine employer eligibility to receive WIOA IWT funds in addition to those specified in WIOA or WIOA regulations.

9. Set the criteria for establishing initial eligibility of training providers and determining whether eligibility should be renewed or terminated according to procedures established by the State of Michigan. The WDB may also, except with respect to registered apprenticeship programs:
   a. Require local training providers to satisfy criteria and/or provide additional information; and
   b. Set higher levels of performance for local training provider eligibility than those set by the State of Michigan.

10. Assess the efficient use of property for One-Stop Centers and connections between comprehensive and affiliate sites.

11. Determine if one-stop services need to be provided outside of regular business hours.

12. Decide whether ACSET will charge fees for certain business services provided to employers.

13. Assign additional roles to the One-Stop Operator.

14. Select or recommend the termination of WIOA Youth, Adult and Dislocated Worker service providers; provided, that the identity of persons and entities who have submitted proposals to operate such program is revealed to the Governing Board prior to selection to avoid any conflicts of interest.

15. Take other actions assigned by law or policy, the requirements of any private or public grants, or the rules for the expenditure of funds in furtherance of the goals and mission of WMW.

16. Establish rules of conduct for customers of the One-Stop centers and procedures allowing ACSET to enforce them.

17. Adopt policies and procedures that affect only the provision of aids, benefits, services and training to ACSET’s clients, such as a reasonable accommodation procedure for clients, grievance or appeal procedures or a language assistance plan.

D. PREPARATION OF REGIONAL AND LOCAL PLANS
1. The Local Plan required by Section 108 of WIOA shall be prepared in the following manner if permitted by law and instructions from the State of Michigan:
   a. ACSET staff prepares the initial draft of the local plan.
   b. ACSET may submit a preliminary copy to the State for informational purposes prior to the mandatory public review and comment period, if permitted by law.
   c. The proposed plan is published and made available for review and comment.
   d. The final plan must be approved by the GB and the WDB and submitted to the Governor.
   e. If the Governor disapproves any part or all of the plan, staff may modify the plan to correct minor deficiencies and submit it to the Governor. Substantive changes must be approved by the GB and the WDB before submission to the Governor.
   f. Modifications must be processed as described in subparagraphs a through e.

2. The WDB and the GB shall participate in the preparation of any WIOA Section 106(c) Regional Plan as follows:
   a. ACSET staff shall collaborate with the administrative staff of all other MWA’s in the Region to prepare an initial draft.
   b. ACSET may submit a preliminary copy to the State for informational purposes prior to the mandatory public review and comment period, if permitted by law.
   c. The proposed plan shall be published and made available for review and comment.
   d. The final plan shall be approved by the WDB, the WDB of each MWA in the region, the GB, and the chief elected officials of each MWA in the Region, and submitted to the Governor.
   e. If the Governor disapproves any or all of the Regional Plan, the staff shall collaborate with the administrative staff of all other MWAs to correct minor deficiencies. Any substantive changes shall be presented to each WDB in the Region, their Governing Boards and the chief elected officials for review and approval, and resubmitted to the Governor.
   f. Modifications must be processed as described in subparagraphs a through e.

E. SELECTION OF THE SERVICE PROVIDERS
   1. ACSET staff prepares a Request for Proposals (RFP) that describes the programs and adheres to federal and state requirements.
   2. Notice of the RFP shall be published as required by law. The RFP shall be distributed to current service providers, organizations and individuals operating similar programs, appropriate education agencies, and community based organizations in the proposed service area, as well as organizations or agencies requesting a copy of the RFP.
   3. A proposal review committee, established pursuant to WDB Bylaws, shall review the proposals and develop recommendations for the selection and funding of WIOA service providers which shall be presented to the WDB for selection. Recommendations for the selection and funding of all other service providers shall be presented to either or both the WDB and the GB for review, modification and approval according the terms of the grant or applicable law or rules. The staff shall send notice of the funding recommendations to all persons, agencies and organizations that submitted a proposal and notice of the times and locations of WDB and/or GB meetings at which such recommendations will be considered.
   4. Members of the GB and the WDB, appointed by each body, respectively, shall constitute an appeal or protest committee to hear appeals or protests filed by any agency that had submitted a proposal; provided, that only members of the WDB shall comprise an appeals committee concerning any proposal authorized to be selected by the WDB alone. This committee will have authority to decide appeals as described in the RFP.
5. Where a grant received by ACSET requires the allocation of funds to sub-county areas or separate jurisdictions, the GB and the WDB shall allocate the funds granted among the appropriate areas or jurisdictions on the basis of the formula used, if any, by the granting authority.

6. ACSET shall enter into contracts with selected Service Providers. All such contracts shall be in writing and contain covenants requiring service providers to comply with WIOA, the Local and/or Regional Plan, public or private grant requirements and/or any other applicable federal and State legislation, regulations and guidelines. Such contracts shall also require service providers to repay any disallowed costs. Such contracts shall also contain provisions permitting them to be terminated or suspended, upon written notice, for breach or for any other reason, including the termination or reduction of funds, and any other provisions required by law.

7. Vendors shall be selected pursuant to procurement procedures adopted by the GB and applicable law.

F. MONITORING

Programs under any WIOA Local Plan or other grant shall be monitored as follows:

1. ACSET staff shall monitor service providers on an ongoing basis to ensure that programs are operated according to law and in compliance with their contracts. The staff shall assess program performance and may either recommend or take corrective action.

2. The WDB will review performance and will submit oversight reports to the GB from time to time, based upon its own findings or upon reports received from the staff.

3. The WDB shall provide program and policy guidance for all employment and training activities and may exercise independent oversight over activities under the Local Plan.

4. The One-Stop Operator will have a role in monitoring programs administered by ACSET as part of the One-Stop system, including those programs operated directly by ACSET.

5. ACSET may suspend a contract with a service provider by written notice from ACSET’s CEO. Contracts with service providers may be terminated by action of the Governing Board, provided that written notice of such termination is provided to the WDB.

G. NONDISCRIMINATION

1. The parties will comply fully with the nondiscrimination and equal opportunity provisions of the following laws as well as 29 CFR Part 38 as they apply to the operation of WIOA Title I-financially assisted programs and activities:
   a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA);
   b. Title VI of the Civil Rights Act of 1964, as amended;
   c. Section 504 of the Rehabilitation Act of 1973, as amended;
   d. Age Discrimination Act of 1975, as amended; and
   e. Title IX of the Education Amendments of 1972, as amended.

H. AMENDMENT

1. Amendments or modification to this Agreement shall be in writing and require the approval of both the WDB and GB.

2. If a dispute arises between the parties which can’t be resolved through discussions, the following procedure applies:
   a. Each party shall reduce their issues to writing.
   b. The Chairperson of each Board shall deliver a copy of their statement to the Chairperson of the other Board and to the ACSET’s CEO.
   c. The Chairpersons and the CEO shall meet within five business days after the delivery of the statements in order to resolve the matter. The parties may agree to include other interested parties in the meeting if such parties possess relevant information.
d. The Chairpersons shall report results of their meeting to their respective bodies at the next regular meeting.

e. If this procedure fails to resolve the conflict, the parties shall submit the conflict to a qualified mediator chosen jointly by the Chairpersons within ten (10) days after the bodies have met.

I. ENTIRE AGREEMENT
This Agreement constitutes the sole and entire agreement between the parties regarding the subject matter and supersedes all prior and contemporaneous statements, understandings and representations, both written and oral, as well as any prior agreements between the parties or their predecessors.

J. DATE OF AGREEMENT
The effective date of this Amended Agreement shall be ____________, and it shall remain in effect until the date that the West Michigan Works! ceases to be a service area pursuant to law or the date that the ACSET consortium ceases to exist, whichever occurs first.

WHEREFORE, the parties have executed this written Agreement on the day and year indicated below:

AREA COMMUNITY SERVICES EMPLOYMENT AND TRAINING COUNCIL

WEST MICHIGAN WORKS!
WORKFORCE DEVELOPMENT BOARD

_____________________________   ________________________________
Tom Porter    Date   Dave Smith       Date
Chairperson       Chairperson
MEMORANDUM

TO: ACSET Governing Board
FROM: Angie Barksdale, Chief Operating Officer
DATE: April 15, 2019
RE: WMW 15-03c2 WIOA In and Out-of-School Youth Eligibility

Background

In January of 2018, the Workforce Development Board approved the Workforce Innovation and Opportunity Act (WIOA) In and Out-of-School Youth Eligibility policy, defining local eligibility criteria for West Michigan Works! WIOA Youth programs. This policy seeks to expand the Basic Skills Deficient definition based to make the definition less restrictive in order to serve more youth. The recommendation for the broader definition came from a recent USDOL monitoring of our Youth programs.

Requested Action

ACSET Governing Board approval of the WMW 15-03c2 WIOA In and Out-of-School Youth Eligibility policy to reflect these changes is requested.
Title: Draft WMW 15-03, change 2
Workforce Innovation Opportunity Act (WIOA) In and Out-of-School Youth Eligibility

Effective Date: XX-XX-XXXX

Approved By: West Michigan Works! Workforce Development Board on XX-XX-XXXX
ACSET Governing Board on XX-XX-XXXX

Program(s) Affected: This policy applies to individuals seeking eligibility to participate in the Workforce Innovation Opportunity Act (WIOA) Youth programs

Scope: WIOA Youth programs

Supersedes: WMW 15-03, change 1

References: WIOA Section 129(a)(1)(B & C); WIOA Rules, 20 CFR 681.300; WIOA Manual

Policy: Provisions of career or training services for all WIOA programs is dependent upon the individual’s ability to prove authorization to work in the United States. Any individual who cannot demonstrate authorization to work will not be eligible for program enrollment, career or training services and will be referred to appropriate agencies. Efforts to determine authorization to work and/or refer customers to appropriate agencies or offices to assist will be coordinated with Migrant Services. All individuals, regardless of authorization to work, are able to receive self-services through West Michigan Works! service centers.

A. In-School Youth

An eligible in-school youth is defined, under WIOA section 129(a)(1)(C), as an individual who:

1. Is age 14-21 (or through the age of 25 with a disability) and
2. Attending a school (as defined by state law) and
3. A low-income individual and
4. Has one or more of the following barriers
   a. A homeless individual, including runaways
   b. An offender
   c. A foster care youth including a youth who has aged out of the foster care system or who has attained 16 years of age and left foster care
for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement

d. Pregnant or parenting youth
e. Basic skills deficient
f. A youth who is an individual with a disability
g. An English language learner
h. Requires additional assistance to complete an educational program or to secure or hold employment

Note: youth who are homeschooled, in alternative education or virtual learners are in-school youth.

B. Out-of-School Youth

An eligible out-of-school youth is defined, under WIOA section 129(a)(1)(B), as an individual who:
1. Is age 16-24 and
2. Not attending any school (as defined by state law) and
3. Has one or more of the following barriers
   a. A recipient of a secondary diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
   b. A school dropout (age 18+ or 16+ with parent consent)
   c. A homeless individual, including runaways
   d. A youth within the age of compulsory (required by law) school attendance, but has not attended school for at least the most recent completed school year calendar quarter
   e. An offender
   f. A foster care youth including a youth who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the Social Security Act, or in an out-of-home placement
   g. Pregnant or parenting youth
   h. A youth who is an individual with a disability
   i. A low-income youth who requires additional assistance to complete an educational program or to secure or hold employment

C. Requires Additional Assistance

Definitions and eligibility documentation requirements regarding the “requires additional assistance to complete an educational program, or to secure or hold employment” criterion must be established at the local level.
The West Michigan Works! Workforce Development Board definition for Youth Who Require Additional Assistance includes the following:

1. GPA less than 2.0 in secondary or post-secondary education
2. Dropping out of post-secondary education
3. Fired from one or more employers (for any reason, including attendance)
4. No employment history
5. An employment history of less than six months for one employer
6. Member of a single parent household
7. Gang affiliation
8. High absenteeism rate from school
9. Responsible for care of siblings or other family members
10. Recreational or addictive use of drugs or alcohol
11. In need of credit recovery
12. Living in rural areas lacking adequate transportation to employment
13. Received an Individual Education Plan (IEP), an accommodation under Section 504 of the Rehabilitation Act of 1973 (also called a “504 Plan”), or an Individualized Plan for Employment (IPE) through Michigan Rehabilitation Services (MRS)
14. Child of an incarcerated parent
15. Victim of human trafficking

D. Five Percent Allowances

WIOA allows a five percent enrollment exception under two situations:

- Per section 681.250 of the Federal Register, WIOA allows a low-income exception where five percent of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA except the low-income requirement.
- Per 681.310 (b) of the Federal Register, not more than five percent of the in-school youth newly enrolled in a given program year may be eligible based only on the “requires additional assistance to complete an educational program or to secure or hold employment” condition.

Both exceptions require the MWA to calculate the five percent exception based on new enrollees for the program year rather than the total caseload. Due to the limited number eligible for the five percent allowance, the MWA reserves the 5% exception determination within the administrative operations. Contractors and direct service youth staff must not enroll youth using either of the five percent exception criteria.
E. Other Responsible Adult

For purposes of authorizing a minor to participate in the WIOA programs, the signature of a parent, guardian or other responsible adult is required. Local areas may define “other responsible adult” in order to enroll minors with the authorization of individuals other than a parent or legal guardian.

Other responsible adults shall include the following:

- A relative with whom the individual resides;
- An adult who has been delegated custodial or administrative responsibilities in writing, either temporarily or permanently, by a parent or by an appropriate agency;
- An agency or organization representative who is in a position to know the individual’s circumstances (i.e. clergy, school teacher, probation or other officer of the court or foster parent);
- A representative of an agency which provided services to the individual and who is aware of the individual’s circumstances (i.e. social worker, homeless shelter official, child protective worker, foster worker, or health clinic official.)
Attachment A: Definitions

**Attending School:** An individual attending any secondary school, home school, alternative education, virtual learning or credit bearing post-secondary education. This includes full or part-time and those who are between school terms and intend on returning to school.

**Not Attending School:** An individual not attending secondary education or credit bearing post-secondary education. An individual attending adult education under title II of WIOA, YouthBuild, Job Corps, high school equivalency or dropout re-engagement programs or those attending non-credit bearing classes are not considered attending school.

**Low-Income Individual:** A low-income individual must meet one of the following conditions -

- a) Is receiving or is a member of a family that receives, or was determined eligible to receive income-based public support within the prior six months;
  - a. Temporary Assistance to Needy Families (TANF)
  - b. Social Security Income (SSI)
  - c. Refugee Assistance
  - d. Supplemental Nutrition Assistance Program (SNAP)
  - e. Food Assistance Program (FAP)
- b) A member of a family that lives at 100% or less of the poverty threshold or at 70% or less of the Lower Living Standard Income Level (LLSIL)
- c) Receives or is eligible to receive free, or reduced lunch
- d) Qualifies as a homeless individual
- e) Is a foster youth
- f) An individual with a disability whose own income meets the income requirement of the poverty level (item b above), but who is a member of a family whose income does not meet this requirement
- g) Living in a high poverty area

**School Dropout:** An individual who is no longer attending secondary school and who has not received a secondary school diploma or its recognized equivalent. The term “school dropout” does not refer to individuals who have dropped out of post-secondary education.

**Homeless Individual:** A homeless individual is defined as an individual who lacks a fixed, regular, adequate night time residence; and any individual –

- Who has a primary night time residence that is a publicly or a privately operated shelter for temporary accommodation;
- An institution providing temporary residence for individuals intended to be institutionalized; OR
- A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

**Offender:** An offender is an individual who is an adult or juvenile –
a) Who is or has been subject to any stage of the criminal justice process, and for whom services under this Act may be beneficial; or
b) Who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction

Runaway: A runaway youth is defined as an individual who lacks a fixed, regular, adequate night time residence; and any individual -
- Who has a primary night time residence that is a publicly or a privately operated shelter for temporary accommodation;
- An institution providing temporary residence for individuals intended to be institutionalized; OR
- A public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

In Foster Care or Aged Out of Foster Care: Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child in foster care is in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching payments that are being made.

Pregnant or Parenting Youth: A pregnant or parenting youth is an individual who is between the ages of 14 and 24 years of age and pregnant, or a male or female youth who is providing custodial care for one or more dependent children under the age of 18.

Basic Skills Deficient: Basic skills deficient is defined as an individual –

a) Who is a youth that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
b) Who is unable to compute or solve problems, or read, write, or speak English at the level necessary to function on the job, in the individual’s family, or in society, as locally defined with one or more of the following criteria:
   - English is the individual’s second language; or
   - Has a social, mental or physical impairment as documented by a physician or other qualified service provider; or
   - Enrolled in remedial courses in post-secondary education; or
   - Lacks the short-term pre-vocational skills (i.e. learning, communication or computer literacy skills) an individual needs to prepare for unsubsidized employment or training, as documented by and in his/her comprehensive assessment; or
   - On-the-Job Training ONLY: if an individual possesses 50% or less of the skills required to do the job, as indicated by the training outline.
Family: The term “family” means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A married couple and dependent children
- A parent or guardian and dependent children
- A married couple

Income: For registration eligibility purposes, income is divided into included income and non-included income.

Included Income:

Includes all income actually received by the members of the applicant’s family during the income determination period six months prior to application. Only the income for individuals included in the applicant’s family size is considered when determining family income. In addition, the income of these family members is only to be counted during the periods persons are actually members of the applicant’s family unit.

* Included income is income actually received by the participant, meaning they have actually received a check stub for hours worked. If an applicant has worked, but has not yet received payment, this will not be factored as income.

Included income:

1. Gross Wages and Salary - The total money received (amount paid before deductions) from work performed as an employee including:

   - gross wages and salaries
   - tips
   - commissions
   - piece rate payments (payments based on the number of items/units completed, instead of hours worked)
   - cash bonuses
   - vacation pay (this includes Armed Forces terminal leave pay)
   - Income earned through the senior community service employment program.

2. Net Self Employment Income - Net income (gross receipts - operating expenses = net employment income) from a business firm, farm, or other enterprise (including odd jobs) in which a person is engaged on his/her own account. If net self-employment income reflects a deficit amount, income from the source is to be considered "-0-" when calculating family income. Self-employed includes a farmer, rancher, fisherman, professional person, independent trades person, and other business people.

3. Miscellaneous Income:

   - Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, veteran's payments, and training stipends
• Alimony
• Unemployment compensation
• Child support payments
• Military family allotments, excluding allotments for active duty, or other regular support from an absent family member or someone not living in the household
• Pensions whether private, including employer contributing 401(k), OR government employee (including military retirement pay)
• Regular insurance or annuity payments
• College or university grants (does NOT include Pell), fellowships, scholarships, and assistantships
• Dividends, interest, net rental income, net royalties, and periodic receipts from estates or trusts.
• Net gambling or lottery winnings.
• WIOA, On-the-Job Training payments.
• Old Age, Survivors and Disability Insurance benefits including Social Security Disability Income – SSDI, received under Section 202 of the Social Security Act (42 USC 402)

Non-Included Income:

• Severance Pay
• Welfare payments (including Temporary Assistance for Needy Families, Supplemental Security Income, Food Assistance Employment and Training Program, and Refugee Assistance
• Capital gains
• Foster child care payments
• Any assets drawn down as withdrawals from a bank, the sale of property, an employee exclusive 401(k), the sale of property, a house or a car
• Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury
• Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, Food Stamps, school meals, and housing assistance
• Pay or allowances received while on Active Military Duty. (38 U.S.C. 2013)
• Pell grants
• Education assistance and compensation payments to veterans and other eligible persons (Chapters 11, Compensation for Service Connected Disability or Death, 13, Dependence and Indemnity Compensation for Service Connected Death, 31, Vocational Rehabilitation, 34, Veterans' Education Assistance, 35, War Orphans' and Widows' Educational Assistance, and 36, Administration of Educational Benefits. 38 U.S.C. 2013)
• Allowances, earnings, and payments to individuals participating in programs under WIA shall not be considered as income for the purposes of determining eligibility for WIA
• Earned income credit (EIC). (TEIN #35-93)
• Educational financial assistance received under Title IV of the High Educational Act. (20 U.S.C. 1087)
• Needs-based scholarships
• Adoption subsidies
Individual with a Disability: an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102)

English Language Learner: An English language learner means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English Language, and –
  a) Whose native language is a language other than English; or
  b) Who lives in a family or community environment where a language other than English is the dominant language

Age of Compulsory School Attendance: Per Michigan Combined Law 380.1561, for a child who turned age 11 before December 1, 2009 or who entered grade 6 before 2009, the child’s parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from age of 6 to the child’s sixteenth birthday. Except otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child’s parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from age 6 to the child’s eighteenth birthday.

High Absenteeism Rate: High Absenteeism will be considered as 10 or more unexcused absences in a school year (10 days or 60 hours).
# ACSET Personnel Actions – April 15, 2019

## Appointments

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<tr>
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<td>Lisa McKinney</td>
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## Separations

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MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board (WDB)

FROM: Angie Barksdale, Chief Operating Officer

DATE: April 15, 2019

RE: General Updates

2019 WIOA Trailblazer Award

The West Michigan Works! Workforce Development Board was presented with the 2019 Trailblazer Award in Washington, D.C. on Monday, March 25, 2019. The award, which is an initiative of the National Association of Workforce Boards (NAWB), recognizes innovation and leadership in developing and delivering workforce solutions in the community.

Experience for Hire

In partnership with AARP, we hosted a unique, no cost hiring event for employers and older workers on March 27th. Job seekers registered online prior to the event and completed an online survey outlining their skills set. Staff then coordinated a matching process. Each employer had 3-5 scheduled interviews with candidates that matched the skills needed for their open positions. All job seekers still had an opportunity to network with other employers following the interviews.

Agribusiness Talent Council

The Food Processing Talent Council is restructuring to include the agricultural and food processing clusters to better align with the Michigan Industry Cluster Approach. The council, re-named Agribusiness Talent Council, is currently in the process of planning their ongoing strategy including member structure and future projects.

MiCareerQuest Update

April 24th at DeVos Place, 8:30 a.m. – 1:45 p.m.

- 9,683 Students Registered
- 106 Unique Exhibitors
- 229 Occupations to be highlighted

Opportunities to volunteer still exist. Please contact Michelle Ball at mball@westmiworks.org.

Youth Solutions

In collaboration with the One-Stop Operator, Janie McNabb, staff have been working on new strategy, re-organization and branding development for youth programming. Focus groups have been conducted with youth and staff in order to gather feedback on the best direction. Staffing has been re-organized under one regional Youth Solutions Manager. Further work on defining program design and services will happen over the next couple of months.
Retention Solutions

We have officially signed our first employer to our Retention Solutions Network. Our Retention Solutions manager has been in communication with 26 additional employers that have expressed interest in the network. We are pleased that the Workforce Development Agency (WDA) has extended our seed money for another year, through September 30, 2020, giving us more time to develop this division. Over the next several months, we will be focusing heavily on employer recruitment.
MEMORANDUM

TO: ACSET Governing Board

FROM: West Michigan Works! (WMW) Workforce Development Board (WDB)
Executive Committee

DATE: April 15, 2019

RE: Resignation and Nomination of WMW WDB member

Resignation: Jonas Talbott

In March 2019, staff notified the Executive Committee that current board member, Jonas Talbott, has requested to step down from the West Michigan Works! Workforce Development Board. Jonas made a recommendation for Mr. Ryan Bennett to fill his current seat on the board.

Nomination: Ryan Bennett

Ryan previously served on the WDB from 2015-2017. Currently, Ryan, is the Business Manager of the West Michigan Plumbers, Fitters and Service Trades Local Union No. 174.

Requested Action

On March 11, 2019 the Executive Committee of the WDB approved the nomination of Ryan Bennett to serve on the Workforce Development Board as an Organized Labor/Employee representative.

Staff is requesting Governing Board approval of Mr. Bennett’s appointment to the West Michigan Works! Workforce Development Board. The term dates for this seat expire October 2019.

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.
MEMORANDUM

TO: ACSET Governing Board
FROM: Jacob Maas, Chief Executive Officer
DATE: April 15, 2019
RE: Chief Executive Officer (CEO) 2019 Key Objectives

Background
On April 15, 2019, Chairperson Porter, Vice-Chairperson Mahoney and Jacob Maas met to discuss the ACSET Chief Executive Officer (CEO) 2019 Key Objectives. These objectives are listed below for your review.

2019 Key Objectives
1. Secure additional formula and non-formula funding.
2. Further enhanced services inside and outside the service centers through strengthened and new partner relationships.
3. Increased federal and state advocacy for employment and training programs.
4. Continue to be a recognized leader locally, statewide and nationally.
5. Increase diversity of West Michigan Works! staff ensuring staff demographics mirror communities being served.
6. Ensure local, state and federal performance outcomes met and/or exceeded.

Requested Action
ACSET Governing Board approval of the CEO 2019 Key Objectives is requested.