West Michigan Works! (WMW) Workforce Development Board (WDB) Meeting
Westside Service Center
215 Straight Ave. N.W.
Grand Rapids, MI 49504
Monday, June 10, 2019
Lunch 11:30 A.M. • Meeting 12:00 p.m. – 1:30 p.m.

AGENDA

1. Call to Order
2. Public Comment – Agenda Items
3. Approval of the April 8, 2019 Minutes
4. Approval of Career Educational Advisory Council (CEAC) Member
   Amy Lebednick, Business Solutions Director
5. Agreement between the West Michigan Works! Workforce Development Board
   and the Area Community Services Employment and Training Council (ACSET)
   Nancy Wiest, Staff Attorney
6. WDB Member Terms of Office, Jacob Maas, Chief Executive Officer
7. Presentations: Industry Sector Talent Councils
8. General Updates
   a. Business Solutions, Amy Lebednick
   b. Talent Solutions, Brittan Lenertz, Talent Solutions Director
9. WMW WDB Subcommittees Updates
   a. Executive Committee, Dave Smith, WDB Chairperson
      i. Designation of Nomination Committee (Executive Committee only)
      Action Required
   b. Talent Solutions, Shana Welch, Committee Chairperson
   c. Employer Solutions, Sherry White, Committee Chairperson
   d. Strategic Partnerships, Heather Gluszewski, Committee Chairperson
   e. Outreach and Communications, Mark Bergsma, Committee Chairperson
   f. Career Educational Advisory Council (CEAC), Cindy Brown, WDB Vice-Chairperson
   g. Legislative Subcommittee, Jim Fisher, WDB Member
10. Other Business
    a. Legislative Day Update
    b. Strategic Plan Update
11. Public Comment
12. Adjournment

Next Scheduled Workforce Development Board Meeting:
August 12, 2019 located at:
Westside Service Center, 215 Straight Ave N.W., Grand Rapids, MI 49504
West Michigan Works! (WMW) Workforce Development Board (WDB) Meeting
Westside Service Center
215 Straight Ave. N.W.
Grand Rapids, MI 49504
Monday, April 8, 2019
Lunch 11:30 a.m. • Meeting 12:00 p.m. – 1:30 p.m.

MINUTES

Workforce Board Members Present: Dave Smith (Chairperson), Cindy Brown (Vice-Chairperson), Travis Alden, Nora Balgooyen, Mark Bergsma, Norm Brady, Kenyatta Brame, John Buchan, Jordan Clark, Jim Fisher, Kiesha Guy, Rebecca Herrington, Jon Hofman, Dave Kitchen, Valorie Putnam, Dan Rinsema-Syenberg, Michelle Seigo, Dan TenHoopen, Therese Thill, Mark Thomas, Darryl Todd, Shana Welch, Sherry White, Patricia VerDuin

Workforce Board Members Absent: Randy Boss, Cathy Cronick, Jay Dunwell, Bob Ferrentino, Heather Gluszewski, Mike Helsel, Angela Huesman, Scott McLean, Bill Pink, Samantha Semrau, Jonas Talbott

Staff Present: Angie Barsksdale, Brenda Isenhart, Amy Lebednick, Brittany Lenertz, Jane Kreha, Jacob Maas, Janette Monroe, Melanie White, Nancy Wiest

Guests Present: Amy Pierce-Danders (Associated Builders & Contractors), Lindsey Tilley (Herman Miller)

1. Call to Order, Chairperson Dave Smith at 12:00 p.m.
2. Public Comment- Agenda Items- None
3. Approval of February 11, 2019 Minutes
   Motion – Sherry White
   Second – Mark Bergsma
   Item Approved by Vote – Motion carried

4. Approval of Legislative Subcommittee Chairperson [(Executive Committee only)]
   Action Required
   Jacob Maas, Chief Executive Officer, reported that on March 18, 2019, the Legislative subcommittee recommended WDB Member Jim Fisher to be designated as the Chairperson of that committee. Jacob requested the Executive Committee’s approval.
   By vote, Executive Committee approved designation of Jim Fisher as Chairperson.
   Item Approved by Vote – Motion carried

5. Approval of Policy: WMW 15-03c2: Workforce Innovation and Opportunity Act (WIOA) [Youth Eligibility Policy]
   Action Required
   Brittany Lenertz, Talent Solutions Director, reported that in January 2018, the WDB approved the WIOA In and Out-of-School Youth Eligibility policy, defining local eligibility criteria for WMW WIOA Youth programs. Brittany stated that the revised policy is expanding the Basic Skills Deficient definition, which will allow WMW to serve more youth. Brittany noted that this recommendation of a broader definition came from a recent USDOL monitoring of WMW youth programs. Brittany requested approval for the changes outlined in the policy.
   Motion – Dan TenHoopen
   Second – Michelle Seigo
   Item Approved by Vote – Motion carried
6. **General Updates**

   a. **Business Solutions Updates**
      Amy Lebednick, Business Solutions Director, reported that on March 27th, and in partnership with AARP, we held a hiring event for employers and older workers. Amy reported that the event had great turn out. Amy reported that the Food Processing Talent Council is restricting the agricultural and food processing clusters to better align with other Michigan Industry clusters. The council will be re-named Agribusiness Talent Council and is continuing its strategy on member structure and future projects. Lastly, Amy reminded board members that MiCareerQuest is on April 24th at DeVos Place.

   b. **Talent Solutions Updates**
      Brittany Lenertz reported that in collaboration with the One-Stop Operator, Janie McNabb, staff have been working on strategy, re-organizing, and branding development for youth programs. Brittany further presented the WMW Service Summary Dashboard metrics for October 1, 2018 through December 31, 2018. Brief discussion took place, and staff answered board members’ questions.

   c. **Retention Solutions Updates**
      Angie Barksdale, WMW Chief Operating Officer, reported that staff are working on actively recruiting employers to participate. The first employer member contract has been signed, and onboarding processes are taking place. The Success Coach has been hired and trained, utilizing The SOURCE. Upcoming information sessions are scheduled for Allegan, Ottawa and Muskegon counties, in partnership with other employer networks in those areas.

7. **Presentation: Industry Sector Talent Councils**

   Amy Pierce-Danders, Associated Builders and Contractors (ABC) Inc, West Michigan, Construction Workforce Development Alliance (CWDA) member, presented information to the board. Amy covered CWDA foundation background, mission, strategies, and future projects.

   Lindsey Tilley, Herman Miller, West Michigan Tech Talent (WMTT) member, presented information to the board. Lindsey covered background information on the committee plus current and future initiatives.

8. **WMW WDB Subcommittees Updates**

   a. **Executive Committee**
      Dave Smith, WDB Chairperson, reported that in March 2019, current board member, Jonas Talbott, requested to step down from the workforce board. Jonas recommended Mr. Ryan Bennett to fill his current seat as an Organized Labor/Employee representative. Ryan previously served on the WMW WDB from 2015-2017. The Executive Committee approved the nomination and will request approval of the appointment from the ACSET Governing Board in April.

   b. **Talent Solutions**
      Shana Welch, WDB member, reported that the subcommittee is moving forward with the employability skills curriculum and is hoping to implement the curriculum at services centers by the end of April. Shana reported that the subcommittee is also working on how to optimize the curriculum when participants are not physically in the centers. The subcommittee had a collaborative joint meeting with the Employer Solutions Subcommittee on marketing materials and testing the pre-assessment. Brittany further noted that they are meeting with the third party evaluator this week.

   c. **Employer Solutions**
      Sherry White, WDB Member, reported that the subcommittee is currently working with the Talent Solutions subcommittee on their employability skills curriculum. Sherry further noted that the subcommittee is strategizing on outreach for employers that are not currently engaged with West Michigan Works!. Amy Lebednick reported that the subcommittee will continue looking into grants, funding streams, and maintaining efficiency.
d. **Strategic Partnerships**: Angie Barksdale reported that the last committee meeting took place in March 2019. The subcommittee collaborated with One-Stop Operator Janie McNabb on discussion and guidance in the partner ecosystem asset map launch. Angie noted that the group is hopeful that these suggestions will also tie into the updates to the board’s Strategic Plan.

e. **Outreach and Communications**: Mark Bergsma, WDB Member, reported that the subcommittee completed a process on outreach to more difficult-to-serve populations. The subcommittee has compiled its lists and is working on how to further collaborate and communicate with those organizations to reach these particular populations.

f. **Career Educational Advisory Council (CEAC)**: Cindy Brown, WDB Vice-Chairperson, reported that the council met in February. Cindy reported that the Michigan Higher Education Attainment Roundtable (MIHEART) has released a new Talent Attainment report and recommendations. The Total Talent report provides a call to action and a set of state policy priorities and stakeholder initiatives to make Michigan a talent leader. [http://www.micollegeaccess.org/advocacy/miheart](http://www.micollegeaccess.org/advocacy/miheart). Council members also provided regional organizational activities and initiative updates. Cindy noted that the second round of Marshall Plan applications are currently in process. Cindy stated the next meeting is scheduled for May 24, 2019.

g. **Legislative Subcommittee**: Jim Fisher, WDB Member, reported that this subcommittee convened and conducted its first meeting on March 18, 2019. The subcommittee worked on defining a clear purpose and creating goals, including scheduling service center tours with state legislators in the upcoming year. The subcommittee plans to meet again sometime in June.

Dave Smith, WDB Chairperson, requested that moving forward, and as part of the subcommittee updates, that the purpose and goals be presented to the workforce board prior to the progress reports.

9. **Other Business**

 Information Item

a. **Hot Jobs 2019**

Jacob Maas provided a handout of the 2019 Hot Jobs list, which is a guide to high in-demand careers in West Michigan. Jacob reviewed the document and demonstrated online how to view and download the list from the West Michigan Works! website. Discussion took place, and Jacob answered board members’ questions.

b. **2019 National Association of Workforce Boards (NAWB) Forum Update**

Dave Smith noted that a couple of board members, partners and WMW staff attended the annual 2019 NAWB Forum in Washington, D.C. on March 25th. Dave reported that the WMW WDB received and accepted the WIOA Trailblazer award from NAWB. Dave thanked the board and staff for the continuous hard work being done.

c. **Legislative Day: May 22, 2019**

Jacob Maas stated that the scheduled Legislative Day has changed from May 15 to May 22. Jacob asked if any additional board members are available to assist staff in meeting with state legislators. Jacob stated that due to the amount of state legislators representing the WMW region, staff would like to split into groups to meet the legislators.

10. **Public Comment- None**

11. **Adjournment at 1:28 p.m. by Chairperson Dave Smith.**

Recorded by: ___________________________ Received by: ________________________________
MEMORANDUM

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

FROM: WMW Staff

DATE: June 10, 2019

RE: Career Educational Advisory Council (CEAC) Member

______________________________________________________________________________

Background

Cary is currently the Director of Career Readiness and Director of Career & Technical Education for Kent Intermediate School District. He would be appointed as a Career and Technical Education (CTE) representative for Kent County on the CEAC.

Attached is the currently appointed members of the CEAC.

Action

WMW staff is requesting approval from the Workforce Board to appoint Cary Stamas to our Career Educational Advisory Council.
<table>
<thead>
<tr>
<th>A. NAME &amp; TITLE OF MEMBER (Indicate Voting or Ex Officio)</th>
<th>B. NAME AND TYPE OF ORGANIZATION (or School District for Public School Parent)</th>
<th>C. MAILING ADDRESS, PHONE, AND EMAIL</th>
<th>D. CHAIR</th>
<th>E. SECTOR/CATEGORY(S)</th>
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<tbody>
<tr>
<td>Linda Blankenship</td>
<td>Allegan ISD</td>
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<td>Email: <a href="mailto:cmills@maisd.com">cmills@maisd.com</a></td>
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<td>Susan Hatto</td>
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</tbody>
</table>

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

CEAIC Lead Contact: Amy Lebednick
Name & Title: Amy Lebednick - Business Solutions Manager
Telephone Number: 616-648-3366
Email Address: alebednick@westmworks.org
<table>
<thead>
<tr>
<th>A. NAME &amp; TITLE OF MEMBER (Indicate Voting or Ex Officio)</th>
<th>B. NAME AND TYPE OF ORGANIZATION (or School District for Public School Parent)</th>
<th>C. MAILING ADDRESS, PHONE, AND EMAIL</th>
<th>D. CHAIR</th>
<th>E. SECTOR/CATEGORY(S)</th>
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<tbody>
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<tr>
<td>Jeannene Kallio</td>
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<tr>
<td>Ron Fukai</td>
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<tr>
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</tbody>
</table>

WDB: West Michigan Works! 4b
CSAC Lead Contact: Amy Lebednick
Name & Title: Amy Lebednick - Business Solutions Manager
Telephone Number: 616-648-3366
Email Address: alebednick@westmiworks.org
MEMORANDUM

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

FROM: Nancy Wiest, Staff Attorney

DATE: June 10, 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**
This agreement was approved by the Governing Board on April 22, 2019. ACSET respectfully requests that this board also approve this agreement for signature by both parties.
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. 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
statutes, any successor legislation, and any local, state or federal legislation, or other public or privately funded grants that establish similar programs for similar purposes.

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: West Michigan Works! (WMW) Workforce Development Board (WDB)
FROM: WMW Staff
DATE: June 10, 2019
RE: WDB Member Terms of Office

Listed below are the 17 current board members whose terms of office expire October 31, 2019. WMW staff will be collecting applications for the November 1, 2019 - October 31, 2021 office term. Staff is encouraging current board members to reapply. Applications will be sent via email to existing board members and will also be available at: http://www.westmiworks.org/public-info/.

Applications are due July 31, 2019. Applications will be reviewed by a Nominating Committee assigned by the Executive Committee. Applications will be presented to the Workforce Development Board and the ACSET Governing Board for final approval.

<table>
<thead>
<tr>
<th>Adult Ed (1)</th>
<th>Valorie Putnam</th>
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<tbody>
<tr>
<td>Business (10):</td>
<td>John Buchan, Jordan Clark, Jay Dunwell, Jim Fisher, Rebecca Herrington, Jon Hofman, Scott McLean, Samantha Semrau, Shana Welch, Sherry White</td>
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<td>Community-Based Organization (1):</td>
<td>Patricia VerDuin</td>
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<td>Economic Development (1):</td>
<td>Travis Alden</td>
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<td>David Kitchen</td>
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<td>Organized Labor/Employee rep (1):</td>
<td>Ryan Bennett</td>
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<td>Public Assistance Agencies (1):</td>
<td>Michelle Seigo</td>
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</tbody>
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MEMORANDUM

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

FROM: Amy Lebednick, Business Solutions Director

DATE: June 10, 2019

RE: Business Solutions Updates

________________________________________________________________________________________

Talent Pipeline Management

Two staff members graduated from the Talent Pipeline Management (TPM) Academy in May. TPM is a demand-driven, employer-led approach that builds pipelines of talent aligned to business needs. The training is facilitated by the U.S. Chamber of Commerce Foundation and is supported by a customized curriculum and accompanying web tool that serves as an employer handbook and gives participants the knowledge, skills, and abilities to implement talent supply chain solutions on behalf of their industry employers. All BSR Industry Sector leads at West Michigan Works! will be trained to use the tool to help support the needs of Industry Talent Councils.

Grant Updates

Michigan Industry Cluster Approach 2.0: West Michigan Works has been awarded a $150,000 grant to support projects to be implemented by each of the five Industry Talent Councils. With support of this funding, West Michigan Works! will also pilot MiCareerLaunch, an employment readiness program for youth, ages 18-24. The pilot will focus primarily on a cohort-style training for 15 high school seniors from one school who have not yet determined a career path, resulting in employment or post-secondary training within a high-demand industry.

Going PRO Talent Fund: The Workforce Development Agency is providing $1.5 million of de-obligated FY19 funds to employer applications maintained in a queue since December 2018. Five West Michigan companies are eligible to receive an award totaling $371,866
MEMORANDUM

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

FROM: Brittany Lenertz, Talent Solutions Director

DATE: June 10, 2019

RE: Talent Solutions Updates

Corrections Officers – Montcalm & Ionia

In partnership with Belding Adult Education, Central Montcalm Adult Education, the State of Michigan, and Montcalm Community College, we will be providing an exciting training program to prepare individuals for Corrections Officer employment. 12-15 individuals who do not have their High School Diploma or GED, or who are testing at a lower reading level, will receive adult education training, Corrections Officer training, and WorkReady Employability Skills training beginning in August. The state reports around 150 Corrections Officers open positions in our region.

Special 107 Grants

We have recently wrapped up trainings in partnership with Allegan, Kent, Muskegon and Ottawa County Adult Education providers to provide adult education and vocational training opportunities to individuals without their High School Diploma or GED to prepare individuals for in-demand careers. WMW provided employability skills, as well as employer connections for students upon completion. Training was provided for Automotive Repair, Construction, CAN, Machining (introductory & CNC), IT fundamentals, phlebotomy, and welding. Across the counties, over 150 individuals completed training. We will be continuing to track outcomes for Diploma/GED attainment, as well as employment.

Faster re-employment for our region’s unemployed

As part of a statewide effort, WMW is working to help individuals receiving Unemployment Compensation reconnect to work more quickly. Deeper relationships at both the state and local level with Unemployment Insurance staff have led to pilots in collocating staff and changes to the Reemployment Services & Eligibility Assessment (RESEA) program. Locally, we’re redesigning how we work the RESEA program and referred individuals to connect more individuals to career coaching services quickly in order to assist them with connections to meaningful, in-demand employment.
MEMORANDUM

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

FROM: Dave Smith, WMW WDB Chairperson

DATE: June 10, 2019

RE: Designation of Nomination Committee

Background

According to the West Michigan Works! Workforce Development Board bylaws, seventeen (17) of our current board members’ terms of office expire October 31, 2019. WMW staff would like the Executive Committee to designate a Nomination Committee.

In 2017, the Executive Committee established a nomination committee with members whose terms of office were not expiring to be designated.

This year, those members are Mark Bergsma, Cindy Brown, Heather Gluszewski and Dave Smith.

Action

Approve executive members whose terms of office are not expiring to serve as the designated nomination committee for the terms of office November 1, 2019-October 31, 2021 WDB appointments.