



**Governing Board Meeting
Frederik Meijer Gardens (Kloplic Family Foundation Room)
1000 East Beltline NE ▪ Grand Rapids, MI 49525
Monday, December 9, 2019 ▪ Meeting 11:00 a.m.**

AGENDA

1. Call to Order
2. Public Comment – Agenda Items
3. Approval of the October 28, 2019 Minutes **Action Required**
4. Request to Update Staffing Chart **Action Required**
Laura Krist, Human Resource Director
5. Request for Closed Session: Chief Executive Officer Annual Review *(roll call vote)* **Action Required**
Jacob Maas, Chief Executive Officer
6. Approval of the December 9, 2019 Closed Session Minutes **Action Required**
7. Other Business **Information Item**
8. Public Comment
9. Adjournment

**Next Scheduled Governing Board Meeting:
Monday, February 24, 2020 at 8:30 a.m. located at:
Franklin Service Center
(inside Kent County Department of Health and Human Services Complex)
121 Franklin St. SE, Grand Rapids, MI 49507**



**Governing Board Meeting
Westside Service Center
215 Straight Ave. N.W.
Grand Rapids, MI 49504**

Monday, October 28, 2019 ▪ 8:30 a.m. – 10:00 a.m.

MINUTES

Governing Board Members Present: Commissioners De Young, Tiejema, Sparks, Stek, Womack, Mahoney, Garcia, Lenear, Reppart

Governing Board Members Absent: Commissioners Storey, Geiger, Porter, Hughes, DeJong

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

Guests Present: None

1. Call to Order, Vice-Chairperson Mahoney at 8:32 a.m.

2. Public Comment- Agenda Items- None

3. Approval of the August 26, 2019 Minutes

Action Required

Motion – Com. Lenear

Second – Com. Tiejema

Item Approved by Vote – Motion carried

4. Report on Financial Activities

a. ACSET Financial Report- Notes to September 2019 Board Financials **Information Item**
Brenda Isenhart, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the three months ending September 30, 2019. Discussion took place, and Brenda answered board members' questions.

b. FYE 2020 Budget Modification Request *(75% affirmative vote of members present)* **Action Required**
Brenda Isenhart stated that the proposed budget for fiscal year ending June 30, 2020 has been modified. The budget for the modification includes increases in budget for grant and program incomes. The budget modification also contains a significant estimate for Going Pro Talent Funds (GPTF), which are usually received in December; however, the State budget does not currently fund this program. Wages are increasing slightly due to recently approved positions. Consumables category has been reduced. Discussion took place, and Brenda answered board members' questions. Brenda noted that further modifications may be requested in the future. Brenda requested the ACSET Governing Board's approval, noting that the modification requires a 75% affirmative vote of members present.

Motion – Com. Tiejema

Second – Com. Womack

Item Approved by Vote – Motion carried. All 9 members present voted affirmatively.

5. Bylaws of the West Michigan Works! (WMW) Workforce Development Board (WDB) **Action Required**
(75% affirmative vote of members appointed and serving)

Jacob Maas, Chief Executive Officer, reported that the State of Michigan notified West Michigan Works! that updates are needed to the current WDB bylaws. Jacob reviewed the requested changes.

Jacob further noted that the board will need to table the agenda item until the next meeting due to a lack of 75% of members present and serving in attendance. Discussion took place, and staff members answered board members' questions. Jacob stated that staff will review the bylaws again and request approval of both the WDB and Governing Board at a later date.

Agenda Item tabled until next meeting.

6. Governing Board 2020 Meeting Calendar **Action Required**
Jacob Maas, Chief Executive Officer, reported that as discussed at the meeting in August, board members agreed to move the 2020 Governing Board meetings to the Franklin Service Center located at 121 Franklin St. SE. Jacob presented the board with the meeting schedule and requested approval. Jacob answered board members' questions.

Motion – Com. Stek

Second – Com. Tiejema

Item Approved by Vote – Motion carried

7. Report on Administrative Activities
- a. ACSET Personnel Actions Report **Information Item**
Laura Krist, Human Resource Director, reported that there have been seven (7) appointments, nine (9) separations, four (4) promotions and one (1) staff transfer.
 - b. ACSET Operations Staffing **Information Item**
Laura Krist reported that West Michigan Works! currently has 183 out of 209 positions filled and 26 vacancies. Laura further noted that out of the 26 vacancies, approximately 20 positions are currently in the process of being filled. Discussion took place, and WMW staff answered board members' questions.
 - c. Update to Staffing Chart **Action Required**
Laura Krist reported that after reviewing current staffing and assessing the needs of various programs and departments, staff have determined the need for the following positions: four (4) Career Coaches and one (1) Quality Assurance Specialist. Discussion took place, and staff answered board members' questions. Laura requested ACSET Governing Board approval to add five (5) positions to the staffing chart.

Motion – Com. Womack

Second – Com. Sparks

Item Approved by Vote – Motion carried

8. Solutions Driven Updates **Information Item**
Angie Barksdale, Chief Operating Officer, reported that there are multiple organizational initiatives and updates that are provided in the board packet. Angie reviewed the initiatives.
- a. Rapid Growth Media
Angie reported that WMW is an underwriter for Rapid Growth, which is a hyper-local e-newsletter focused on supporting and expanding coverage of job growth, economic development, real estate, non-profit innovation, city building and placemaking. WMW has the opportunity to put together an editorial advisory group to support and expand the content in both Kent and Ottawa counties.
 - b. WZZM13 Trade Up
Angie stated that WMW is a sponsor of the WZZM13 Trade Up campaign and that this initiative will address the skilled labor shortage in our high demand industries and will highlight the benefits of pursuing a trade career. Staff answered board members' questions.

- c. Community Newsletters
Angie reported that the WMW Marketing Department is reaching out to several community newsletters to deliver valuable workforce information to local communities.
- d. National Apprenticeship Week (NAW)
Angie reported that NAW will be held November 11-17, 2019. WMW will be participating by offering an Apprenticeship 101 webinar to engage interested employers in starting a registered apprenticeship program. The webinar will provide basic information and Q&A time and instructions for next steps for interested employers. Angie noted that NAW is a nationwide celebration that gives businesses, communities, and educators the opportunity to highlight their apprenticeship programs and apprentices while providing valuable information to career seekers.
- e. Veterans Week
WMW plans to honor our military Veterans in every service center the week of November 12-15 by displaying military branch service flags in a prominent location, highlighting WMW Veteran staff members on the monitors, providing coffee and donuts to Veterans on select days in centers, organizing staff donations to Veterans homes or deployed service members, hosting Forward Match Hiring event, and allowing numerous staff to volunteer during this week at a Veteran-focused organization.
- f. Discover Manufacturing Week
Angie reported that nationally, Manufacturing Day is held on the first Friday in October, which is part of a national MFG DAY initiative to address misconceptions about manufacturing. Manufacturers across West Michigan promote modern manufacturing in their communities with tours, open houses, block parties and more. Angie reported that data for 2019 includes: 190 companies, 110 schools participated, 311 companies visited and 9,028 students in attendance.
- g. Going PRO Talent Fund FY20 Applications
Angie reported that the deadline for application submissions to WMW was October 2nd and the Business Solutions Department carefully reviewed each application for maximum scoring. Final applications were submitted to the State of Michigan on October 18th. Angie reported that 516 employer meetings took place in our seven-county region, 179 were new applicants and 368 applications were submitted to the State.
- h. Retention Solutions Network (RSN)
Angie reported that WMW has signed two additional employers to the RSN: Shape Corp and Muskegon Family Care. Angie reported that both employers will start receiving services in November. In total, the RSN has signed four employer members, which include those noted above and DeWys Manufacturing and Herbruck's Poultry Ranch. Angie reported that WMW is in the process of hiring a second Success Coach to accommodate the needs of the RSN. Discussion took place, and Angie answered board members' questions.

9. Other Business

Information Item

- a. Miscellaneous
Discussion occurred between the board and staff regarding current and future topics and initiatives such as employer hiring practices, WorkReady/Soft Skills curriculum, R.I.S.E. Up Program, and Medicaid Work Search requirements.
- b. Save the Date: December 9, 2019
Jacob Maas reported that the last Governing Board meeting of the year is scheduled for December 9th at 11:00 a.m. at Frederik Meijer Gardens. Jacob noted that he will be requesting a closed door session to discuss the CEO performance evaluation. Jacob reported that the Annual Workforce Development Board meeting will follow at 11:30 a.m.

10. Public Comment – None

11. Adjournment at 9:38 a.m. by

Motion – Com. Sparks

Second – Com. Womack

Item Approved by Vote – Motion carried

Recorded by: _____

Received by: _____

**ADMINISTRATIVE OFFICE**

Area Community Services
Employment & Training Council
1550 Leonard NE
Grand Rapids, MI 49505
(616) 336-4100

SERVICE CENTERS**Allegan County**

3255 122nd Ave
Allegan, MI 49010
(269) 686-5079

220 East Main St
Fennville, MI 49408
(269) 561-2001

Barry County

136 E State St
Hastings, MI 49058
(616) 649-9850

Ionia County

301 W Main St
Ionia, MI 48846
(616) 389-8525

Kent County

121 Franklin SE
Grand Rapids, MI 49507
(616) 336-4040

215 Straight Ave NW
Grand Rapids, MI 49504
(616) 336-4460

10075 Northland Dr NE
Rockford, MI 49341
(616) 228-6724

Montcalm County

114 S Greenville W Dr
Greenville, MI 48838
(616) 754-3611

Muskegon County

316 Morris Ave
Muskegon, MI 49440
(231) 724-6381

Ottawa County

121 Clover St
Holland, MI 49423
(616) 396-2154

MEMORANDUM

TO: ACSET Governing Board

FROM: Laura Krist, Human Resource Director

DATE: December 2, 2019

RE: Request to update the staffing chart for West Michigan Works!

In order to support the launch of the Healthy Michigan Program (HMP), we would like to add the following positions to our staff chart:

Additions:

- Resource Specialist (1)

This position will assist in educating all of our Career Navigators on resources available for the HMP job seekers who come to our service centers.

- Career Navigator (2)

With the implementation of this new program, we anticipate an increase in traffic in our service centers. These two new career navigator positions will allow us to adequately handle that increase.

Action:

We are requesting Governing Board approval to add 3 positions to the West Michigan Works! staffing chart. We have received draft policy with funding available to support this request.

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Muskegon County

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(231) 724-6381

Ottawa County

121 Clover St
Holland, MI 49423
(616) 396-2154

MEMORANDUM

TO: ACSET Governing Board

FROM: Laura Krist, Human Resource Director

DATE: December 6, 2019

RE: Request to add additional staffing position

We have been in the process of reorganizing our Youth Solutions Department over the past several months and have determined a need to add the following position to our staff chart:

Additions:

- Assistant Manager (1)

We have been working towards increasing our outreach, enrollments and services in our Youth Solutions Department and are in need of additional supervisory support to achieve these efforts. This position will report directly to the Youth Solutions Manager and will offer staff support and oversight to allow the manager to focus on program expansion efforts. These efforts include two grants for which we are in the process of applying. These grants will be funded by the state and a local philanthropic organization and will require the need to increase our efforts in work experience and program partnership across all seven counties within our region.

Action:

We are requesting Governing Board approval to add this position to the West Michigan Works! staffing chart, and we have current funding to support this request.