West Michigan Works! (WMW) Workforce Development Board (WDB) Meeting  
https://global.gotomeeting.com/join/742281597  
You can also dial in using your phone  
United States: +1 (872) 240-3212 • Access Code: 742-281-597  
Monday, June 8, 2020 • 12:00 p.m. – 1:30 p.m.

AGENDA

1. Call to Order, Welcome and Roll Call

2. Public Comment – Agenda Items

3. Approval of the February 10, 2020 Minutes  
   Action Required

   Melanie White, Staff Attorney  
   (2/3 vote of members present) Action Required

5. WMW WDB Member Terms of Office Applications: November 2020 - October 2022  
   Jacob Maas, Chief Executive Officer
   Information Item

6. Policy Approvals: Brittany Lenertz, Talent Solutions Director  
   Action Required  
   a. WMW 15-06c4 Workforce Innovation and Opportunity Act (WIOA) Support Services Policy  
   b. WMW 16-11c4: Workforce Innovation and Opportunity Act (WIOA) Youth Incentive Policy  
   c. Draft WMW 20-XX: Foster Support and Incentive Policy

7. Strategic Plan Measurements and Committee Structures  
   Janie McNabb, Strategic Policy Consultants  
   Action Required

8. WMW WDB Dashboard: Janie McNabb  
   Information Item

9. Solutions Driven Updates: WMW Staff  
   Information Item

10. WMW WDB Subcommittees Updates  
    Information Item  
    a. Executive Committee, Mark Bergsma, WDB Chairperson  
    b. Talent Solutions, Shana Lewis, Subcommittee Chairperson  
    c. Employer Solutions, Sherry White, Subcommittee Chairperson  
    d. Strategic Partnerships, Heather Giuszewski, WDB Vice-Chairperson  
    e. Outreach and Communications, Mark Bergsma, WDB and Subcommittee Chairperson  
    f. Career Educational Advisory Council (CEAC), Cindy Brown, Council Chairperson  
    g. Legislative Subcommittee, Jim Fisher, Subcommittee Chairperson

11. Other Business  
    Information Item  
    a. MWA Legislative Day- canceled, looking at virtual event  
    b. MiCareerQuest 2020- canceled, looking at other options. Next year: April 21, 2021  
    d. Future for Frontliners, Relaunching America’s Workforce Act (RAWA), Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act  
    e. National Association of Workforce Boards (NAWB) Forum: June 29 – July 1 (virtual)

12. Public Comment

13. Adjournment

Next Scheduled Workforce Development Board Meeting: October 12, 2020  
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, February 10, 2020
Lunch 11:30 a.m. • Meeting 12:00 p.m. – 1:30 p.m.

MINUTES

Workforce Board Members Present: Mark Bergsma (Chairperson), Heather Gluszewski (Vice-Chair), Jessica Babcock, Nora Balgoyen, Ryan Bennett, Randy Boss, Norm Brady, Jordan Clark, Cathy Cronick, Paul David, Jay Dunwell, Jim Fisher, Rebecca Herrington, Jon Hofman, Angela Huesman, Shana Lewis, David Kitchen, Scott McLean, Valerie Putnam, Dan Rinsema-Sybenga, Dave Smith, Danl TenHoopen, Sherry White, Pat VerDuin

Workforce Board Members Absent: Kenyatta Brame, Cindy Brown, John Buchan, Kiesha Guy, Mike Helsel, Bill Pink, Michelle Seigo, Samantha Semrau, Mark Thomas

Staff Present: Angie Barksdale, Tasha Evans, Brenda Isenhart, Jane Kreha, Amy Lebednick, Jacob Maas, Janette Monroe, Melanie White, Tawanna Wright

Guests Present: Janie McNabb (One-Stop Operator), Trina Edmundson (Disability Advocates), Emilio Zamarripa (Steepletown)

1. Call to Order, Chairperson Mark Bergsma at 12:00 p.m.
2. Public Comment- Agenda Items- Mark Bergsma thanked Dave Smith for his years as Chairperson.
3. Approval of December 9, 2019 Minutes
   Motion – Jim Fisher
   Second – Dan TenHoopen
   Item Approved by Vote – Motion carried

4. Policy Approvals
   Action Required
   a. WMW 15-02c3 Service Center and Program Rules of Conduct
      Melanie White, Staff Attorney, stated that changes are proposed to the West Michigan Works! Service Center Rules of Conduct to include the rules being applicable to persons who receive WMW program services from WMW staff members at a location other than a WMW service center. Melanie answered board members’ questions.
      Motion – Dave Smith
      Second – Scott McLean
      Item Approved by Vote – Motion carried
   b. WMW 15-11c2: WIOA Youth Incentive Policy
      Tasha Evans, Policy Manager, stated that the policy changes seek to update an increase to the incentive values and the addition of new incentives. Tasha reviewed changes with the board. Brief discussion took place, and WMW staff answered board members’ questions.
      Motion – Dan TenHoopen
      Second – Sherry White
      Item Approved by Vote – Motion carried
c. Draft WMW 15-06c3: WIOA Support Services Policy
Tasha Evans stated that the proposed policy changes seek to clarify some allowed services and requirements for staff and increases some support services for Out-of-School Youth. Discussion took place, and WMW staff answered board members’ questions.

Motion – Ryan Bennett
Second – Pat VerDuin
Item Approved by Vote – Motion carried

d. Draft WMW 16-03c3: Welfare Supportive Services Policy
Tasha Evans stated that the proposed policy changes seek to include changes to align with the State Policy Issuance from January 2020, which include changes to increase support services for clothing, auto insurance, and vehicle purchase amounts. Discussion took place, and WMW staff answered board members’ questions.

Motion – Sherry White
Second – Valerie Putnam
Item Approved by Vote – Motion carried

5. WMW WDB Dashboard
Information Item
Tasha Evans reviewed the WMW Service Summary Dashboard metrics for October 1, 2019 through December 31, 2019. Tasha made a correction to the Going Pro Talent Funds (GPTF) summary. Discussion took place on the dashboard report and Tasha stated that staff would like to present the metrics bi-monthly rather than quarterly.

6. WMW WDB Member Roster and Contact Information
Information Item
Angie Barksdale, Chief Operating Officer, noted that recently three (3) board members, Robert Ferrentino (Montcalm Community College), Travis Alden (Barry County Chamber of Commerce & Economic Development), and Darryl Todd (Muskegon Area First) have had changes to their employment and no longer represent these organizations. Angie stated that WMW staff have reached out to these agencies and are awaiting confirmation of the staff replacements. Jacob Maas also noted that Darryl Todd would like to continue to serve on the board representing his new employer, DTE Energy. Jacob stated that WMW staff will work with the Executive Committee on this request.

7. Strategic Plan: One-Stop Operator (OSO), Janie McNabb
Action Required
Janie McNabb, Strategic Policy Consultants, presented a report of the updated West Michigan Works! Strategic Plan to board members. Janie reviewed the previous strategic plan, the strategic planning process, key findings, organizational purpose, and revised goals and strategies. Discussion took place. Janie and WMW staff answered board members’ questions.

Motion – Jim Fisher made a motion to accept the Strategic Plan as presented with the expectation that the WDB will review next steps and implementation of measurement in the next six months.
Second – Scott McLean
Item Approved by Vote – Motion carried

8. Solutions Driven Updates
Information Item
a. Central Oklahoma WIB Site Visit
Amy Lebednick, Business Solutions Director, reported that on January 7th, WMW staff, partners from Mercy Health, NN Mobile Solutions | Autocam, TGW, and GRCC hosted a full day event of best practices in workforce development for Central Oklahoma Workforce Innovation Board (COWIB). Amy reported that COWIB is the policy and guidance board for the Workforce Oklahoma system in Central Oklahoma, serving as a connector between the U.S. Department of Labor and the Oklahoma Works American Job Centers for a 9-county region.
b. **Livability Lab – Muskegon’s 100-Day Challenge**

Amy Lebednick reported that Muskegon’s 100-Day Challenge is intended to bring together leaders and citizens of Muskegon County to pursue several challenges over 100 days to promote equity, health and wellbeing in the community. Amy noted that in January, WMW hosted an Expungement Clinic for the Lab, and 29% of the 279 individuals in attendance met the criteria to expunge their criminal histories, thus creating more opportunities for employment and earnings. Jim Fisher, WDB Board Member, thanked Muskegon Talent Solutions Manager Kathy Rohlman on the great job done.

c. **MiCareerQuest Update**

Amy Lebednick reported that volunteer registration is now open for the May 13, 2020 event, and volunteers can register online at [micareerquest.org/volunteer](http://micareerquest.org/volunteer). Amy answered board members’ questions.

d. **Youth Solutions Summer Programs**

Amy Lebednick reported that WMW will be operating a series of Summer Youth Work Experience programs throughout the region, and each program will include an element of employment skills development, as well as a paid work experience with a local employer. Amy reviewed the programs involved.

e. **Labor Market Information Study**

Amy Lebednick reviewed that WMW is partnering with the Michigan Bureau of Labor Market Information (LMI) and Strategic Initiatives, the U.S. Department of Labor, and researchers from Mathematica, Urban Institute, Upjohn Institute and the University of Chicago. This project will build and test the information WMW provides to new users of the system in an effort to help job seekers make informed decisions about the region’s labor market and connections to in-demand careers. The project is expected to launch in March for a six-month study.

f. **Retention Solutions Network (RSN)**

Amy Lebednick reported that Pliant Plastics became the fifth employer to join the RSN. Since the last meeting, the WMW RSN has broken up into two networks, with two success coaches based on employer members’ geographic locations. RSN Lakeshore serves Allegan, Ottawa and Muskegon County employers. RSN Central serves Kent, Ionia and Montcalm County employers. WMW continues to recruit additional employers to join both networks.

9. **WMW WDB Subcommittees Updates**

a. **Executive Committee**: Mark Bergsma, WDB Chairperson, reported that the Executive Committee will meet in March and will discuss the board roster, strategic plan measurements and workgroup structures.

b. **Talent Solutions**: Shana Lewis reported that the WorkReady curriculum is fully implemented and there have been approximately 200 certificates of completion. Shana stated that the subcommittee is still looking for additional employers to pilot the Employability Skills curriculum and that they are working on the tracking systems within the curriculum.

c. **Employer Solutions**: Sherry White, WDB Member, reported that the subcommittee has been reviewing the Industry Talent Councils brand updates and MiCareerQuest 2020. Sherry reported that the subcommittee met in October and focused on 2020 goals. Amy Lebednick reported that the subcommittee will continue to look at employer satisfaction survey results.

d. **Strategic Partnerships**: Heather Gluszewski, WDB Member, reported that the subcommittee meetings have been on hold while the implementation of the updated Strategic Plan was taking place. Heather stated that with the approval of the updated plan today, further discussion with the Executive Committee regarding the Strategic Partnerships committee and/or workgroup structures will occur.
e. **Outreach and Communications:** Mark Bergsma, WDB Chairperson, reported that the Essential Service Awards were presented at the Grand Rapids Economic Club meeting on January 27, 2020.

f. **Career Educational Advisory Council (CEAC):** Angie Barksdale reported that the CEAC met in January and continued discussions on various plans, initiatives and grant updates. Angie reported that at the January meeting, the council discussed a career pathway grant in healthcare.

g. **Legislative Subcommittee:** Jim Fisher reviewed the goals of the subcommittee of establishing relationships with legislators and informing legislators about WMW programs and services. Jim further reported that more than half of the service center tours with legislators have been completed. Jacob Maas, Chief Executive Officer, reported an update on the 2020 Going Pro Talent Funds (GPTF), in that current bills are being proposed by the House and Senate, and employers have gone to Lansing to testify at committee hearings. Jacob and Angie Barksdale answered board members’ questions.

10. Other Business

   a. Jacob Maas reported that the President’s budget comes out today and we will be looking out for additional information and updates from a federal standpoint.

11. Public Comment- Emilio Zamarripa (Steepletown) thanked the WMW WDB for its approval of the Youth Incentive and Support Services Policies.

12. Adjournment at 1:31 p.m. by Chairperson Mark Bergsma.

Recorded by: ___________________________      Received by: ________________________________
MEMORANDUM

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

FROM: West Michigan Works! Staff

DATE: June 1, 2020

RE: Bylaws of the West Michigan Works! Workforce Development Board

Background

West Michigan Works! staff members were notified by the State of Michigan in 2019 that several updates were needed to the Workforce Development Board (WDB) Bylaws. In October 2019, the WDB approved the proposed bylaw updates. Since that time, the Governing Board has been unable to attain the supermajority quorum (i.e., 11 out of 14 members voting affirmatively) needed to approve the WDB Bylaws. Therefore, the WDB Bylaws agenda item has been tabled several times at the Governing Board meetings.

Due to the COVID-19 pandemic requiring virtual board meetings and the Governing Board’s recommendation of a language change to one of the sections, the following changes are now being proposed:

1. Article II, Section 2.T. (page 4): The Governing Board recommended using broader language as follows: Participate in the administration of funding for other federal, state, or privately-funded employment and/or training programs in the West Michigan Works! area, to the extent provided by law.

2. Article VI, Section 7 (page 13): Two revisions are being proposed to the Participation Options at WDB Meetings:
   a. Names of specific vendors (i.e., Skype and GoTo Meeting) have been eliminated;
   b. A sentence added at the end of Section 7 states that where the WDB needs flexibility to meet its obligations to provide services, WDB members present at a meeting via electronic communication may be allowed to count toward a quorum if the WDB Chairperson approves.

WMW staff have prepared draft changes to the current WDB Bylaws, which are attached.

Action

WMW staff received support and approval of the Executive Committee on May 11, 2020, and are now seeking the Workforce Development Board’s approval of the proposed changes. WMW staff will also request the Governing Board’s approval on June 22, 2020.

Pursuant to Article VII, Section 1 of the WDB Bylaws, “two-thirds of the members present” must vote affirmatively in order to amend the WDB Bylaws.
Bylaws of the
West Michigan Works Workforce Development Board

ARTICLE I: IDENTITY

These Bylaws are established on the ninth day of December 2015, for the West Michigan Works Workforce Development Board (hereinafter referred to as WDB). WDB is recognized in accordance with the Workforce Innovation and Opportunity Act (WIOA) P. L. 113-128, by the Governor of the State of Michigan, the Interlocal Agreement of Area Community Services Employment and Training Council (ACSET), and the Agreement between the WDB and the Governing Board of ACSET. The WDB collaborates with ACSET, in accordance with the provisions thereof, and with any other entities or institutions provided by law.

ARTICLE II: ROLE AND FUNCTIONS

Section 1: Role. The WDB in collaboration with the Governing Board of the Area Community Services Employment and Training Council (ACSET) shall serve as conveners and catalysts of the many stakeholders within its service area to identify and resolve workforce development issues and opportunities. The WDB shall create and maintain comprehensive workforce investment plans for its service area and engage diverse constituents in the process. The WDB, in partnership with the Governing Board of ACSET, will oversee the local development, implementation, and evaluation of employment and training activities as detailed in the "Agreement Between The Workforce Development Board and the Governing Board of ACSET".

Section 2: Functions. The WDB will function in a manner which will increase private sector employment and training opportunities for eligible persons as defined in WIOA as it may be amended, as well as other publicly or philanthropically funded programs. The WDB’s functions include but are not limited to the following:

A. Provide policy and program guidance for all activities funded under any WIOA grant or Workforce Development Grant in the West Michigan Works Service Delivery Area in collaboration with the Governing Board;

B. Developing and submitting the local Four-Year Comprehensive Plan, or collaborate with other workforce development boards in the development of any regional plan, if required by section 108 of WIOA, in collaboration with the Governing Board;

C. In collaboration with the Governing Board, conduct oversight over workforce investment activities for youth and employment and training activities for adults and dislocated workers under WIOA to ensure the appropriate use and management of funds for such activities, and to ensure the appropriate use, management and investment of funds to maximize performance outcomes under WIOA; and, in collaboration with the Governing Board, to oversee and monitor any other programs subject to its oversight administered by ACSET;
D. Selecting the One-Stop Operator, with the agreement of the Governing Board. The responsibility of enforcing rules of conduct in One-Stop Service Centers in the West Michigan Works! MWA area is delegated to ACSET;

E. Initiating Memoranda of Understanding (MOU’s) with local partners in the workforce system, with the agreement of ACSET, including methods for funding the infrastructure costs of one stop centers, as provided by section 121 (h) of WIOA;

F. Entering into an agreement with the Governing Board which describes the respective roles and responsibilities of the parties, together with such other issues permitted by law;

G. Selecting the following providers in the West Michigan Works! area and, where appropriate, terminating such providers, in accordance with 2 CFR Part 200 and the Agreement between the WDB and ACSET:
   1. Providers of youth workforce investment activities;
   2. Providers of training services, consistent with the criteria and guidelines established by the Michigan Workforce Development Agency (WDA), or any successor or designee agency, and section 122 of WIOA; and
   3. Providers of career services.

H. Develop budgets for the purpose of carrying out the duties of the WDB, with the approval of the Governing Board;

I. Negotiating and reaching agreement on local performance measures under WIOA with the Governing Board and the Governor;

J. Make analyses and regular updates of economic conditions, needed knowledge and skills, workforce development (including education and training) activities, including an analysis of strengths and weaknesses of such services, to address identified education and skill needs of the workforce and workforce employers.

K. Assisting the Governor in developing the statewide employment statistics system under the Wagner-Peyser Act;

L. Engage with employers and other entities in the region to:
   1. Promote business representation on the WDB, particularly from employers offering employment opportunities in existing or emerging businesses in the West Michigan Works! area;
   2. Develop linkages with employers in the West Michigan Works! area to support employer utilization of the local workforce development system and local workforce investment activities;
   3. Ensure that local workforce investment activities meet the needs of employers and support economic growth in the West Michigan Works! area by enhancing
communication, coordination, and collaboration among employers, economic
development entities and service providers; and

4. Develop and implement strategies for meeting the employment and skill needs of
workers and employers that provide the skilled workforce needed by employers in the
West Michigan Works! area and that expand employment and career advancement
opportunities for participants in in-demand industries and jobs.

M. With representatives of secondary and post-secondary education programs, lead efforts to
develop career pathways within the area by aligning the employment, training, education
and supportive services needed by adults and youth, particularly those with barriers to
employment.

N. Develop strategies for using technology to maximize the accessibility and effectiveness
of local intake and case management systems for employers and customers by:

1. Facilitating connections between the intake and case management systems of the one-
stop partner programs to support a comprehensive workforce development system in
the West Michigan Works! area;
2. Facilitating access to services provided through the one stop system, including access
in remote areas;
3. Identifying strategies for better meeting the needs of individuals with barriers to
employment, and providing more access to services and programs, such as improving
digital literacy skills; and
4. Leveraging resources and capacity within the local workforce development system,
including resources and capacity for services for individuals with barriers to
employment.

O. Coordinate activities with education and training providers in the West Michigan Works!
area, including:

1. Reviewing applications to provide adult education and literacy activities under Title
II of WIOA for the West Michigan Works! area to determine whether such
applications are consistent with the local plan;
2. Making recommendations to the eligible agency to promote alignment with such
plan; and
3. Replicating and implementing cooperative agreements to enhance the provision of
services to individuals with disabilities and other individuals, including efforts at
cooperation and coordination.

P. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop
centers in the West Michigan Works! area;

Q. Convene local workforce development stakeholders to assist in the development of the
local plan and to identify non-Federal expertise and resources to leverage support for
workforce development activities;
R. Work with the WDA, or any successor or designee agency, to ensure that there are sufficient numbers and types of providers of career and training services serving the West Michigan Works! area and providing services in a manner that maximizes consumer choice, as required by WIOA and its regulations;

S. Approval of additional, non-mandatory One-Stop Partners to provide services in the West Michigan Works! service system, with the approval of the Governing Board;

T. Participate in the administration of funding for other federal, state, or privately-funded employment and/or training programs in the West Michigan Works! area, to the extent provided by law;

U. Participate in the selection of the Chief Executive Officer of ACSET by having representation on a selection committee;

V. Provide such recommendations as it wishes to the Governing Board regarding major personnel, organization and fiscal policies of ACSET; and

W. Appoint the local members of the Career and Educational Advisory Council (CEAC), or its successor organization, for Prosperity Region 4, and participate in the appointment of its chairperson, as provided by law.

Section 3: Coordination. The WDB will, to the maximum extent possible, enhance the involvement of the private sector with related employment and training activities in order to increase the effectiveness of activities under WIOA and other programs designed to secure employment for eligible persons.

ARTICLE III: MEMBERSHIP

Section 1: Geographic Representation. The Executive Committee shall attempt, to the maximum extent practicable, to ensure that all areas of the West Michigan Works area are adequately represented when it makes recommendations to the ACSET Governing Board for appointment of members to the WDB.

Section 2: Appointment. The WDB shall be made up of members appointed by Governing Board of ACSET, in accordance with law and the ACSET Interlocal Agreement. Members representing the following sectors must have been nominated prior to appointment as follows:

A. Business Sector: Business sector representatives must be nominated by business associations and business trade associations in the West Michigan Works! agency area.

B. Organized Labor: Organized labor representatives must be nominated by labor federations in the West Michigan Works! agency area.

C. Adult Education/Literacy: Eligible providers that administer adult education and literacy activities under Title II of WIOA. If there are multiple eligible providers administering such programs under Title II of WIOA serving the West Michigan Works! area, each representative on the WDB shall be appointed from among persons nominated by such eligible providers. The adult education/literacy representative may be nominated by the CEAC, or any successor
organization, for Prosperity Region 4, by majority vote, and the ACSET Governing Board shall give considerable priority to this nomination.

D. Higher Education. Institutions of higher education that provide workforce investment activities, including community colleges. If there are multiple such institutions of higher education in the West Michigan Works! area, each representative on the WDB shall be chosen from among individuals nominated by such institutions. The higher education representative may be nominated by the CEAC, or any successor organization, for Prosperity Region 4, by majority vote, and the ACSET Governing Board shall give considerable priority to this nomination.

E. Any member of the WDB that represent an organization or entity must have optimum policymaking authority, which means that the member may reasonably be expected to speak affirmatively on behalf of the organization or entity and have authority to commit the entity to a chosen course of action.

F. Nomination/Appointment Process:
   1. Members will be appointed to a two-year term of office with the members being appointed to fixed and staggered terms. In the first year following the effective date of these bylaws, approximately one-half of the membership of the WDB shall have a term of three years, but all members shall have a two-year term of office thereafter. Those members whose term shall be three years shall be determined by lot.
   2. The Chief Executive Officer of ACSET, or his or her designee, shall solicit nominations for membership on the WDB from the associations, federations, providers and institutions indicated in this section whenever the WDB needs to fill vacancies in the following sectors: (a) Business Sector; (b) Labor; (c) Adult Education/Literacy; and (d) Higher Education. The solicitations shall indicate that the nominations must be submitted to the Chief Executive Officer, or his or her designee, by the date indicated in the solicitation and shall describe any documentation that must accompany the nomination.
   3. Other organizations eligible to be represented on the WDB may submit nominations for membership to the Chief Executive Officer, or his or her designee.
   4. The Chief Executive Officer, or his or her designee, shall submit nominations received for membership of the WDB to the Executive Committee, which shall review the nominations and submit its recommendations to the ACSET Governing Board. If the Executive Committee has appointed a Nomination Committee to review such nominations, the Nomination Committee shall first review the nominations and submit its recommendations to the Executive Committee. When making its recommendations to the ACSET Governing Board for membership of the WDB, the Executive Committee shall indicate which candidates, if any, have been nominated by the CEAC, or any successor organization.
   5. The WDB shall exercise and embrace the principle of equal opportunity on the basis of race, color, religion, sex, age, national origin, disability, and political affiliation or belief in its membership, appointment to committees, and approval of programs.

Section 3: Business Sector Representation.

A. A majority of the members of WDB shall consist of persons who are owners, chief executives, chief operating officers, or other business executives, of private for-profit
employers and major nongovernmental employers in the West Michigan Works Agency area who

1. Have optimum policymaking or hiring authority;
2. Represent businesses, including small businesses, or organizations representing businesses, that provide employment opportunities in in-demand industry sectors or occupations, as defined by WIOA;
3. Provide high-quality, work-relevant training and development opportunities to its workforce, or the workforce of others (in the case of organizations representing businesses); and
4. Are appointed from individuals nominated as provided by Section 2.

B. The business sector membership of the WDB shall reasonably represent the industrial and demographic composition of the business community. At least two (2) business sector members must be representatives of small businesses, as defined by the U. S. Small Business Administration.

C. Businesses that have been certified as Disadvantaged Business Enterprises, as defined by the Small Business Administration, shall, to the extent possible, be represented on the WDB consistent with their representation in the business community, and the WDB shall strive to ensure that its private sector members reasonably represent, to the extent possible, the industrial/demographic composition of the business community of the West Michigan Works! Agency area.

D. Private not-for-profit entities and public entities that operate as businesses and are employers may be represented on the WDB in the business sector if they align with the key industry sectors in the West Michigan Works! area, such as a nonprofit hospital or prison, if identified in the West Michigan Works! local plan. Representatives of proprietary schools may not be representatives of the business sector.

E. ACSET must document how members of the WDB who represent the business sector qualify as representatives of businesses that provide employment opportunities in in-demand industry sectors or occupations and retain such documentation on file.

Section 4: Other Members. In addition to business sector membership, WDB shall include at least one member from each of the following groups, unless indicated otherwise:

A. Organized labor (2);
B. Representative of joint labor management, or union affiliated, registered apprenticeship program who must be a training director or a member of a labor organization;
C. Providers of Adult Education and Literacy activities under Title II of WIOA;
D. Higher Education;
E. Rehabilitation Agencies;
F. Economic/Community Development.

Section 5: Economic/Community Development. This representative may be a representative of an Economic Development Organization, a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for
regulating, promoting, or assisting in local economic development.

Section 6: Community-Based/Youth Organizations.

A. The WDB may also include one or more representatives of private nonprofit organizations, including faith-based organizations, that have demonstrated experience and expertise, as defined in WIOA regulations, in addressing the employment, training, or educational needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.

B. The WDB may also include one or more representatives of organizations that have demonstrated experience and expertise, as defined by WIOA regulations, in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

Section 7: Labor and Community-Based Organizations. The representation from Labor (Section 4 A and B) shall constitute at least 20 percent of the total WDB membership. However, any representatives of community-based or youth organizations on the WDB shall count toward meeting the 20 percent requirement for Labor representation.

Section 8: Dual Representation. An individual WDB member may represent more than one group or sector, provided that the member meets all the qualifications for each sector that he or she represents, including the nomination process.

Section 9: Representation of Sector. Members must be employed in the sector that they represent, except that:

a. An educational representative can be a member of a school board and not an employee of a school district.

b. An organized labor representative may be a member of a labor organization or steward without being employed by a labor organization.

Section 10: Chambers of Commerce. Individuals representing local Chambers of Commerce may be appointed to the WDB as a representative of a community-based organization or, if the Chamber functions as the local economic development agency, as an Economic Development representative.

Section 11: Loss of Membership. A member will forfeit membership on WDB should that member no longer represent the sector or group from which he or she was originally selected. A resignation is not effective until it has been accepted by the ACSET Governing Board or a successor appointed. A vacancy on the WDB must be filled within 120 days from the time it was created. Persons missing two regularly scheduled consecutive meetings will be sent written notice from the Chair inquiring as to their interest in continued membership on WDB. Persons missing three regularly scheduled consecutive meetings, except persons who have attended two regularly scheduled meetings of a standing committee during the months in which they missed the three WDB meetings, will be removed from WDB by the Executive Committee at a regularly
scheduled meeting. The Executive Committee will send written notice to a member of the time and place of the meeting at which his or her removal from membership in the WDB is proposed to be considered. Exceptions may be made by the Executive Committee based on information provided by the member.

ARTICLE IV: ORGANIZATION

Section 1: Officers. There shall be two Officers of WDB. These are:

A. The Chairperson, and
B. The Vice-Chairperson.

Section 2: Selection. The Chairperson and the Vice-Chairperson shall be elected by the WDB to a two-year term of office. Nominations for these offices will be sought by the Executive Committee prior to the meeting at which the elections shall take place. The Executive Committee will present such nominations to the WDB at the meeting at which officers are to be elected. If the Executive Committee has established a Nominations Committee, the Nominations Committee shall solicit nominations for these positions from the membership of the WDB and present the nominations to the Executive Committee. The Chairperson and Vice-Chairperson, by law, shall always be chosen from among members representing the business sector, and no local elected official may serve as chairperson or vice-chairperson. No officer may serve more than two consecutive terms in that position.

Section 3: Duties. The Chairperson shall preside at all WDB Council meetings, report to the Governing Board on WDB activities, and appoint members to committees. The Chairperson shall have the right to vote on matters as a member of the WDB. In the absence of the Chairperson, the Vice-Chairperson will perform these duties.

Section 4: Executive Committee. There shall be an Executive Committee composed of the WDB Chairperson and Vice-Chairperson, the Chairperson or his or her designee of all committees described herein (except ad hoc committees), together with any additional members of the WDB appointed by the Executive Committee; provided that the total membership of the Executive Committee shall not exceed eleven (11). To establish a quorum, a majority of the membership must participate in any decision made by the Executive Committee. The Executive Committee will perform two functions: to meet when urgent action is required by the WDB but circumstances do not permit a special meeting to be called; and to provide coordination and broad guidance to the work of the WDB.

A. When circumstances require an emergency meeting, the Executive Committee is authorized to meet at such times as may be determined by the WDB chairperson and act on behalf of the WDB. All actions taken by the Executive Committee shall be reported to the WDB in writing and this communication shall be mailed to the members within two working days following the action of the Executive Committee.

B. The Executive Committee will provide coordination and broad guidance to the WDB in the following areas:

1. Recommend Bylaws for the WDB including procedures for selecting a
chairperson and other officers, as well as determinations of the size of the WDB;

2. Make recommendations for the standardization of procedures for initiating, evaluating and monitoring programs, and for orientation and in-service training of the WDB;

3. Recommend the use of sub-committees and/or technical advisory committees;

4. Initiate long-range planning for WIOA or any other federally-funded programs in the West Michigan Works! Area.

5. Review the nominations for membership on the WDB received from the Chief Executive Officer and submit its recommendations for membership on the WDB, from among those candidates properly nominated, to the ACSET Governing Board, pursuant to Section 2.F. of Article III. The Executive Committee may appoint a Nomination Committee to receive nominations for membership on the WDB received from the Chief Executive Officer, which Nomination Committee would make its recommendations for membership on the WDB to the Executive Committee. Any such Nomination Committee shall consider the principle of geographic representation described in Section 1 of Article III when making such recommendations.

6. Develop meaningful system-wide metrics and monitoring indicators of progress toward demand-driven system goals and the results of employer-driven training programs.

Section 5: Ad-hoc Proposal Review Committee. Whenever ACSET receives proposals from potential service providers for programs administered by ACSET which are within the responsibility of the WDB, the Chairperson shall appoint an ad hoc proposal review committee for the purpose of reviewing and evaluating such proposals and making funding recommendations to the WDB. A Proposal Review Committee shall consist of WDB members and ACSET staff and shall be discharged when the WDB has chosen a proposal from among those which the committee has reviewed and evaluated.

Section 6: Committees. The WDB may appoint standing committees to assist the WDB in dealing with its responsibilities. Any such committee must be chaired by a member of the Local Board, may include other members of the Local Board, and may include other individuals appointed by the Local Board who are not members of the Local Board and who have demonstrated experience and expertise in accordance with WIOA regulations and as determined by the WDB.

The Chairperson of WDB, as he or she deems it appropriate, may designate a special committee(s) to carry out a specific assignment. The Chairperson of any such special committee shall be a member of the Executive Committee, or their designee, during the term of the special committee’s existence. Special committee(s) shall be given a specific charge and shall be discharged when their task is completed.

ARTICLE V: STAFF AND ADMINISTRATION

6/2020
Section 1: Staff. Staff support for the work of WDB will be provided by the Chief Executive Officer of ACSET at a level commensurate with the responsibilities of WDB, and in accordance with the provisions of the ACSET Interlocal Agreement, and the WDB and ACSET Governing Board agreement. Staff support will be determined through mutual agreement between WDB and ACSET.

Section 2: Staff Coordination. The WDB will communicate with staff members who have been designated by the Chief Executive Officer of ACSET to coordinate WDB activities with those of the other elements of ACSET.

Section 3: Administration and Fiscal. The ACSET Administrative Unit will act as the administrative and fiscal unit for all activities of WDB. The WDB will neither receive nor disburse funds.

ARTICLE VI: MEETINGS

Section 1: Regular Meetings. At the first regular meeting after the annual appointment of new members by the Governing Board, the WDB shall set a day and time for the regular monthly meeting of WDB during the next 12 months. Meetings will be held at least once each quarter. An annual schedule of meetings must be submitted to the WDA and posted on ACSET’s website by January 15 of each year.

Section 2: Special Meetings. At the discretion of the Chairperson, or upon the written request of five or more members of the WDB, a special meeting of WDB may be called, provided that written notice is mailed to each member at least seven calendar days prior to the day on which the special meeting shall be held. This written notice must state the time, place and purpose of the meeting, and the business of the special meeting must be confined to the items described in the notice.

Section 3: Quorum and Voting. A quorum shall exist when a majority of the current members of WDB are present. A motion shall be passed or defeated by a majority of those members voting at a meeting where a quorum has been established. Each member shall be entitled to one vote. No proxies or substitutes shall be permitted.

Section 4: Conflict of Interest.

A. No member of the WDB may have an ownership interest in or be employed by any organization which receives funds under direct control of the WDB, or engage in any other activity that creates a conflict of interest or what would appear to a reasonable person to be a conflict of interest. However, this rule does not apply to a member who has an interest in or is employed by an entity that receives money under the partial or complete control of the WDB but

   a. Does not hold a policy-making position with the entity; and
   
   b. Would not receive other than a remote or incidental benefit from the board’s decisions.
This exception applies to members who are associated with:

1. Educational institutions which enroll students whose tuition is paid with such funds;

2. Employers who accept compensation for the extraordinary costs of providing employer-based training from funds under the control of the WDB;

3. An organization which receives funds under the direct control of the WDB, if the member is not employed by, has no ownership interest in, and receives no compensation or income from the organization;

4. Government agencies required to be represented on the WDB;

5. Other persons or organizations authorized by statutes, rules or exemptions established by the State of Michigan.

B. No person may be a member of the WDB who:

   a. Is an employee of an agency that is contracted by the WDB to provide coordination services or administrative functions; or

C. If an organization does receive funds under the partial or complete control of the WDB, a representative of the organization authorized to sit on the WDB by subsection A may not cast a vote or participate in any decision-making capacity on any matter regarding the provision of services by the member or by the entity that the member represents, or that would provide direct financial benefit to the member or a member of his or her immediate family. The member must also refrain from influencing the votes of other WDB members on matters involving the member or entities which the member represents or that would provide direct financial benefit to the member or a member of his or her immediate family. “Immediate Family” is defined as spouse, child, parent, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, stepparent, stepchild and grandchild or any member of the household of the WDB member. However, all members of the WDB may vote upon the WIOA local Four-Year Comprehensive Plan.

D. WDB members and WDB Committee members associated with agencies which are service providers to ACSET or which will be responding to Request For Proposals released by ACSET are not to be appointed to any WDB committee which can directly affect funding of the service provider or potential service provider. This rule is not applicable to employers involved in ACSET’s Employer-Based Training Program.

E. Representatives of a government agency who are required by federal law to serve on the WDB, such as the Michigan Rehabilitation Services, which receive funds under the control of the WDB, may serve on the WDB without first obtaining a waiver from the WDA.
F. No WDB member will solicit or accept gratuities, favors, or anything of monetary value, except for unsolicited goods or services of nominal intrinsic value, from contractors, service providers, potential contractors, or service providers. Any good or service with a fair market value of $25.00 or less shall be presumed to be of only nominal intrinsic value.

G. The WDB must file reports as required with the WDA describing the extent to which organizations with which members are affiliated received funds controlled by the WDB.

H. If any agency or organization represented on the WDB submits a proposal to ACSET for the delivery of program services funded with monies under partial or complete control of the WDB, any member of the board who represents that agency or organization, must assume inactive status, unless the member would be allowed to sit on the board by subsection A even if the proposal were accepted by WDB and ACSET. A member’s designation as inactive shall be recorded in the minutes. A member in inactive status may not vote or participate in meetings of the WDB, nor may he or she receive any information from the WDB until the expiration of the deadline for the submission of proposals, except as provided by law. Members in inactive status are not prohibited from attending meetings of the WDB as members of the general public. If the agency or organization represented by the inactive member is not awarded a contract by ACSET, he or she is restored to active status; but if the agency or organization is awarded the contract, the member must resign immediately.

I. If it is established at a meeting of the WDB that a member knowingly violated this section, the Chief Executive Officer of ACSET will report that finding to the ACSET Governing Board at its next meeting and ACSET will terminate any contract or contracts which are the subject of the violation. The Chief Executive Officer of ACSET will also request that the Governing Board remove the offending member from the WDB. Notice of the alleged violation will be provided in the written agenda for the WDB meeting.

Section 5: Conduct of Meetings. The current edition of Robert's Rules of Order Newly Revised will be the official document governing the conduct of meetings of WDB, and all its committees except as it may conflict with these bylaws, special rules of order WDB may adopt, WIOA, and applicable federal or state statutes or regulations.

Section 6: Compliance with Open Meetings Act. The WDB and the Executive Committee will abide by the provisions of the State of Michigan's "Open Meetings Act." A notice of the date, time and place of meetings will be posted in advance.

Participation in meetings of WDB or its committees shall be limited to members except in the following cases:

1. Non-members specifically invited to give information to WDB;
2. Non-members who desire to address WDB and who are recognized for that purpose by the Chairperson at appropriate points during the meeting; and
3. Members of Committees who are not members of the WDB may participate in committee meetings.
Section 7: Participation Options. The WDB will make every effort and will pay particular attention to participation options made possible by advancements in electronics and telecommunications. The use of Skype, GoTo Meeting, and/or other methods of teleconference [electronic means of communication] will be made available for members to attend meetings and vote on matters that come before the WDB. WDB member’s participation in meetings by teleconferencing shall be consistent with the Open Meetings Act (1976 PA 267, as amended, MCL 15.261, et seq.). Upon approval of the Chairperson, Board members may appear at a meeting via teleconferencing device, including speaker phone or interactive television, provided that a quorum is present at the meeting site and all individuals attending the meeting can hear, and be heard by, the Board member(s) attending via teleconferencing device. The Board member wishing to participate in meetings by teleconferencing must notify the Board Chairperson or the Agency CEO by 12:00 noon on the business day prior to the meeting that will be missed so the teleconferencing can be arranged. Failure to establish a video/audio teleconference due to technical or other problems shall not preclude conducting the meeting, as long as a quorum is present. In the event that a Board member participates via teleconferencing, this will be indicated on the meeting minutes as “Present via teleconferencing.” Members present via teleconferencing shall be permitted to participate in Board deliberations and vote on matters before the Board, if there is a quorum physically present. However, where the WDB needs flexibility to meet its obligation to provide services in the WMW Service Delivery Area, WDB members present at a meeting via electronic communication may be allowed to count toward a quorum if the WDB Chairperson approves.

Section 8: Minutes. Minutes of all meetings of the WDB and the Executive Committee shall be duly recorded and made available to all interested parties, as required by law. Members of the WDB and the Executive Committee shall review, amend as necessary, and approve the Minutes by formal action at their next meeting. Copies of minutes of meetings shall be posted on ACSET’s Internet website within five (5) business days of their approval. Such minutes shall remain posted on the website for at least two (2) years.

ARTICLE VII: AMENDMENT OF BYLAWS

Section 1: Amendments. The WDB shall have the authority to amend or repeal these Bylaws at any meeting by the affirmative vote of two-thirds of the members present; provided that a copy of any proposed amendment is mailed to each member at least seven (7) calendar days prior to the day of the meeting at which the changes are to be considered. The WDB may revise the proposed changes as they are debated at the meeting but may not alter any other section of the Bylaws not specified in the notice of meeting.

Definitions:

The terms below shall have the following definitions as used in these bylaws:

1. Area Community Services Employment and Training Council (ACSET) is a Michigan Council formed in accordance with the Michigan Urban Cooperation Act of 1967 to administer programs under the Workforce Innovation and Opportunity Act (WIOA), Welfare Reform Programs, and similar state or federal social programs, for the West Michigan Works Agency area.

2. West Michigan Works! Area is a geographical section of the State for which ACSET has
been designated the Michigan Works! Agency (MWA) to operate programs under WIOA, Welfare Reform, and other similar state or federal social programs. ACSET represents the MWA area of the City of Grand Rapids and Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa Counties.

4. **Governing Board** refers to the elected representatives of the political territories of the West Michigan Works! MWA Area responsible for the operation of programs under WIOA and other Federal or State statutes or regulations within the West Michigan Works! Area.

5. **Local Comprehensive Plan** is a plan for the operation of WIOA programs, Welfare Reform Programs and the Employment Service funded under the Wagner-Peyser Act within the MWA Area required to be delivered by the WDB, approved by both WDB and the Governing Board, and submitted to the State for approval.

6. **Fourth Amended and Restated Interlocal Agreement** is an agreement between the City of Grand Rapids and the Counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa to establish a Michigan Council, ACSET, under the Urban Cooperation Act of 1967. The Interlocal Agreement establishes ACSET as the recipient of funds and administrative entity under WIOA in the West Michigan Works Area.

7. **Agreement Between the Workforce Development Board and the ACSET Governing Board** is an agreement between WDB and the Governing Board of ACSET. This agreement defines the respective roles and responsibilities of the WDB and ACSET Governing Board and is the framework for the collaboration between WDB and ACSET.
MEMORANDUM

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

FROM: West Michigan Works! Staff

DATE: June 1, 2020

RE: WDB Member Terms of Office Applications

Listed below are the 18 current board members whose terms of office expire October 31, 2020. WMW staff will be collecting applications for the November 1, 2020 - October 31, 2022 office term. Staff is encouraging current board members to reapply. The application process has been updated this year. Applications can be submitted via online at: https://www.westmiworks.org/workforce-development-board-application/

Applications are due July 31, 2020. Applications will be reviewed by a Nominating Committee assigned by the Executive Committee. Applications will be presented to the Executive Committee and the ACSET Governing Board for final approval.

<table>
<thead>
<tr>
<th>Business (9):</th>
<th>Community-Based Organization (3):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nora Balgoyen, Mark Bergsma, Randy Boss, Norm Brady, Kenyatta Brame, Heather Gluszewski, Mike Helsel, Dave Smith, Darryl Todd</td>
<td>Cindy Brown, Kiesha Guy, Mark Thomas</td>
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<tr>
<td></td>
<td>Economic Development (2):</td>
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<tr>
<td></td>
<td>Jim Edmonson, Angela Huesman</td>
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<td></td>
<td>Higher Ed (2):</td>
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<tr>
<td></td>
<td>Dan Rinsema-Sybenga, Stacy Young</td>
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<td></td>
<td>Organized Labor/Employee rep (1):</td>
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<tr>
<td></td>
<td>Dan TenHoopen</td>
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<tr>
<td></td>
<td>Vocational Rehab (1):</td>
</tr>
<tr>
<td></td>
<td>Cathy Cronick</td>
</tr>
</tbody>
</table>

West Michigan Works! is a division of ACSET, an equal opportunity employer/program and a proud member of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 711
Supported by the State of Michigan
MEMORANDUM

TO: West Michigan Works! (WMW) Workforce Development Board (WDB)
FROM: Brittany Lenertz, Talent Solutions Director
DATE: June 1, 2020
RE: Draft WMW 15-06c4 WIOA Support Services Policy

Background
In April of 2016, the Workforce Development Board approved the Workforce Innovation and Opportunity Act (WIOA) Support Services Policy, allowing West Michigan Works! to provide guidance for providing supportive services to job seekers enrolled in West Michigan Works! WIOA programs. This policy seeks to make provisions for virtual service delivery needs.

Requested Action
WMW staff is requesting that the WDB approve Draft WMW 15-06c4 WIOA Support Services Policy.
Title: WMW 15-06c4
WIIOA Support Services Policy, including Needs-Related Payments

Effective Date: June 8, 2020

Approved by: West Michigan Works! Workforce Development Board on June 8, 2020

Programs Affected: All Workforce Innovation and Opportunity Act (WIOA) Programs.

Scope: This policy provides guidance for providing supportive services to job seekers enrolled in West Michigan Works! WIOA programs and make provisions for virtual delivery needs.

Supersedes: WMW 15-06c3

References: WIOA Section 3(2); WIOA Section 3(15); WIOA Section 3(59); WIOA Section 129(c)(2)(G); WIOA Section 134(d)(2) and (3); WIOA Rules 680.120; 680.130; 680.900 et. seq. and 681.570; State of Michigan WIOA Manual; Code of Federal Regulations (CFR), Title 48 – Federal Acquisition Regulations; CFR, Title 2 – Grants and Agreements; U.S. Department of Labor, Employment and Training Administration; One-Stop Comprehensive Financial Management Technical Assistance Guide; and State of Michigan Workforce Development Agency Policy Issuance 15-12; Food Assistance Employment and Training (FAE&T) Program Plan Instructions.

Background: The Workforce Innovation and Opportunity Act of 2014 (WIOA), provides program guidelines for supportive services and needs-related payments for adults, dislocated workers and youth. All WIOA enrolled adults, dislocated workers and youth may be eligible for supportive services as defined in WIOA Section 3(59). Local Workforce Development Boards, in consultation with one-stop partners and other community service providers, must develop a policy on supportive services that ensures resource and service coordination in the local area.
Policy:

This policy provides guidance on the provision of supportive services for eligible program participants. Supportive services may be made available to those in need of additional assistance in order to secure employment, participate in education/training, and/or overcome barriers to full participation. Information regarding the availability of supportive services in the region and referral to those services must be provided to all adults, dislocated workers and youth. Program staff are responsible for verifying the participant’s need for supportive services. Supportive services are not entitlement payments and are provided at the discretion of West Michigan Works! staff. Supportive services are provided based on individual circumstances; thus payment made on behalf of one participant may not necessarily be made on behalf of another.

Supportive Service Categories and Conditions

Supportive Service Procurement
Purchase and procurement of all supportive services must follow ACSET’s Procurement Policy.

Cap: $1,000 per participant in a rolling 12-month period.

Supportive services including, but not limited to the below categories may be provided to program participants when:

1. They are an allowable (authorized) program expense;
2. They are necessary to enable an individual to participate in program (employment and training) activities; and
3. Job Seekers are unable to obtain supportive services through other community programs and resources.
4. YOUTH ONLY: May be provided supportive services during the 12 months of follow up to ensure successful transition to employment or postsecondary education.

Non-reoccurring Work-Related
- Equipment or tools necessary for employment are eligible with verification of employment and documentation from employer stating the need and list of necessary equipment or tools.

Equipment for Virtual Participation
- Devices such as laptops, tablets or chrome books may be necessary for individuals to participate in online workshops, events, or trainings. Individuals may be provided such equipment when assigned to virtual activities or trainings and have a demonstrated need.
Internet Accessibility

- Participants may be provided internet accessibility, such as prepaid data cards or Hot Spots, when needed for online workshops, events, or trainings to ensure their access and ability to participate in assigned virtual program services.

Employment and Training Related Medical

- Immunizations
- Physicals
- Mental health assessments
- Optical (including eyeglasses)
- Dental services

Clothing ($300 max)

- Interview clothing
- Uniforms
- Boots/shoes
- Other work/training-related clothing

Automobile

Allowable vehicle expenses may be provided when the vehicle is registered to the participant or the participant’s family, as defined in the WIOA Manual definition of “family”.

- Vehicle repairs
- Inspection costs
- Auto insurance
  - A new auto insurance policy will not be provided for longer than three (3) months.
- Plates and registration.

NOTE: Penalty-related fees and fines are not allowable expenses.

Childcare ($120 per week max)

Allowable childcare costs may be provided to those who are employed or in an approved training. Costs must be paid to a licensed daycare provider or MDHHS License Exempt provider. The Job seeker must apply for childcare assistance through MDHHS to be eligible for this support service. Regardless of the assistance determination, WIOA funding may either support the childcare costs or supplement MDHHS funded childcare up to the cap amount, if necessary.
Transportation ($100 per week max)
Allowable transportation includes:
- Mileage reimbursement
- Bus passes
- Taxi or other transportation services (i.e. Uber, Lyft, etc.)

Transportation support may be provided to participants traveling to and from:
- An approved training program – up to participant cap
- Work experience – up to participant cap
- Unsubsidized Employment – ONLY first 6 weeks – up to participant cap
- YOUTH ONLY: Transportation support may be provided to assist with travel to job search, workshops/event attendance or Career Coach meetings – up to participant cap

When found reasonable and necessary, participants who are dual-enrolled with the FAE&T program may also receive transportation when traveling to and from assigned activities.

Testing & Document Fees
- Birth Certificate and Identification Card
- ICHAT and Drug Screening
- Application, testing (academic and occupational), permits and license fees when not included in an Individual Training Account (ITA)
- Driver’s training, testing and licensing

**NOTE: Penalty-related fees and fines are not allowable expenses.**

Needs-Related Payments
Needs-Related Payments (NRPs) are defined as financial assistance in a stipend form provided to participants for the purpose of enabling unemployed participants to participate in training. Needs-Related Payments will only be available if required by a program or funding source.

Documentation
Supportive service provision must follow the WMW Support Service Staff Guide which provides guidance regarding documentation, justification, Individual Employment Plan/Individual Service Strategy (IEP/ISS) coordination, data entry and case noting.

Waivers or Exceptions
In cases with unique circumstances, when a Career Coach determines it would be beneficial to exceed a cap amount or provide support services not categorized in the local policy, a waiver request may be made on a case-by-case basis, per WMW Staff Guide procedures.
MEMORANDUM

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

FROM: Brittany Lenertz, Talent Solutions Director

DATE: June 1, 2020

RE: Draft WMW 15-11c4 WIOA Youth Incentive Policy

Background

In June of 2016, the Workforce Development Board approved the Workforce Innovation and Opportunity Act (WIOA) Youth Incentive policy, allowing West Michigan Works! to provide incentives to WIOA youth participants for recognition and achievement upon completion of specific performance-related outcomes and/or goal attainment. This policy seeks to add the following new incentive: Completion of project-based assignments that relate to work readiness or youth program elements, such as leadership, financial literacy, entrepreneurship, LMI, etc. This addition is important as we move to virtual services and platforms for Youth.

Requested Action

WMW staff is requesting that the WDB approve WMW 15-11c4 to reflect these changes.
Title: WMW 15-11c4 Workforce Innovation and Opportunity Act (WIOA) Youth Incentive and Stipend Policy

Effective Date: June 8, 2020

Approved by: West Michigan Works! Workforce Development Board on June 8, 2020

Programs Affected: Workforce Innovation and Opportunity Act (WIOA) Youth

Scope: This policy offers guidance for providing allowable incentives and/or stipend payments to youth enrolled in West Michigan Works! WIOA and Statewide Activity funded programs and make provisions for virtual delivery needs.

Supersedes: WMW 15-11c3


Policy: Incentives under the WIOA youth program are allowed to youth participants for recognition and achievement directly tied to training activities and work experiences and must align with the goals of the program. Although incentive payments are allowable under WIOA, the incentives must be in compliance with the requirements in Office of Management and Budget (OMB) 2 CFR part 200. Federal funds cannot be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

A stipend is an allowable payment for participation in activities such as work experience or classroom activities, including work readiness or employability skills training. Agencies have flexibility establishing policies on stipends, based on local program design and participant needs. Stipend policies must align with Uniform Guidance at 2 CFR parts 200.

This Youth Incentive and Stipend Policy does not create an entitlement to these payments. Incentives and stipends are dependent on the availability of funding.

Incentive Procedure:
- Incentives may be earned by enrolled Youth upon completion of specific, performance-related outcomes and/or goal attainment (see chart below);
- Enrolled Youth must also be in compliance with program requirements (maintaining required contact, progress, etc.);
- WIOA enrolled Youth are eligible to receive up to $1,000 (per enrollment) in performance incentives;
- Incentives will be presented in the form of prepaid debit cards or gift cards;
- Incentives may be awarded at any time during programming, including the 12-month follow-up period;
- All incentive awards will be documented on the WIOA Youth Performance Incentive Receipt Form and the Individual Service Strategy. Incentives will also be case noted. Supportive documentation, as indicated, will be maintained in the jobseeker file.

<table>
<thead>
<tr>
<th>PERFORMANCE GOAL</th>
<th>SUPPORT DOCUMENTATION</th>
<th>INCENTIVE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attainment of High School Diploma or High School Equivalent</td>
<td>Transcript, diploma, GED or letter from school (must include attainment date)</td>
<td>$150</td>
</tr>
<tr>
<td>Attainment of an Industry Recognized Credential</td>
<td>Proof of an industry recognized credential, certificate or licensure during program participation or follow up.</td>
<td>$100</td>
</tr>
<tr>
<td>Entered Employment/Post-Secondary Education or Military</td>
<td>One of the following: Employer verification, Work Number record, pay stubs, school enrollment, military service verification</td>
<td>$75</td>
</tr>
<tr>
<td>Retained Employment or Continued Post-Secondary Education for six consecutive months after exit</td>
<td>One of the following: Employer verification, Work Number record, pay stub, school attendance</td>
<td>$75</td>
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<tr>
<td>Successful Completion of a Work Experience Activity</td>
<td>Fulfilling the scheduled work experience activity (hours/weeks), unless prematurely terminating activity for unsubsidized employment</td>
<td>$150</td>
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<tr>
<td>Successful Attendance at a Job Shadow or Talent Tour</td>
<td>Attendance and engagement at a scheduled job shadow or Talent Tour opportunity arranged by WMW</td>
<td>$25</td>
</tr>
<tr>
<td>GED or Remediation Tutoring Sessions</td>
<td>Attendance documentation from tutor/teacher</td>
<td>$25/2 sessions, $25/4 sessions, $25/6 sessions, $25/8 sessions, $25/10 sessions, $25/12 sessions</td>
</tr>
<tr>
<td>Secondary or Post-secondary Transcript</td>
<td>Passing semester report card for those attending school OR Passing transcript for those attending post-secondary education programs</td>
<td>$50</td>
</tr>
<tr>
<td>Completion of Official GED Subject Test (4 subject areas)</td>
<td>Passing test scores/confirmation from GED.com or testing site</td>
<td>$50/test (4 total)</td>
</tr>
</tbody>
</table>
Successful Completion of a Work Readiness Curriculum, Including JMG Competencies | Pre and Post Assessment of Work Readiness and/or the Mastery of Work Readiness Skills, (level 3 mastery of the 36 JMG work ready competencies) | $75

Completion of project-based assignments that relate to work readiness or youth program elements, such as leadership, financial literacy, entrepreneurship, LMI, etc. | Documentation of assignment completion. Assignments must correlate to work readiness or youth program elements necessary for program success and outcomes. | $50

WIOA Approved Objective Academic Assessment Post-Test with Education Functioning Level gain (for those scored as basic skills deficient) | Pre and post-test scores demonstrating at least one EFL gain | $75

**Stipend Procedure:**

A stipend is a fixed payment made to a youth participant during their enrollment to encourage the youth to participate in certain activities (seat/participation time payments). The stipend is intended to encourage and motivate the youth to reach goals outlined in their Individual Service Strategy, leading to successful completion and positive outcomes for the program. The stipend can be provided for activities such as classroom instruction, participation in other events or activities such as Talent Tours or project-based learning assignments and may be attended virtually or onsite.

- Stipends are earned weekly, based on attendance in education or training services, including job readiness and career exploration instruction or activities.
- Youth in attendance are paid a daily rate of $40 for a potential weekly total of $160.
- Payments will be issued to the youth in the form of a check or direct deposit.
- Youth will complete a W-9 and issued a 1099 if they meet or exceed the allowable tax threshold of $600 (incentives are not included in the $600 total).
- Youth are not paid for days they are absent.
- If a youth is tardy at the beginning of the activity or leaves before an activity has ended, they are eligible for $20 (half of the incentive), with approval of the Career Coach. Tardy or leaving early is considered missing 5-30 minutes of attendance.
- All stipend payments will be documented based on attendance records and noted in the Individual Service Strategy and case noted.
MEMORANDUM

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

FROM: Brittany Lenertz, Talent Solutions Director

DATE: June 1, 2020

RE: Draft WMW 20-XX Foster Support and Incentive Policy

Background

The Foster SYEP awards limited funding each year to provide work readiness and work experience to eligible foster youth 14 and older. Eligibility is determined by the Department of Health and Human Services (DHHS) and also provides the funding for this program. A portion of the allocation is to provide supportive services. This program has been operated by youth contractors in previous years; however, WMW will operate the Foster SYEP directly in 2020. A local WMW policy is needed to provide supports and incentives for this program and population. The program has limited resources for supports due to the short-term nature of the program; therefore, options are limited with small caps.

Requested Action

WMW staff is requesting that the WDB approve Draft WMW 20-XX to reflect these changes.
Title: WMW 20-xx
Foster Summer Youth Employment Program (SYEP) Support Service and Incentive Policy

Effective Date: June 8, 2020

Approved by: West Michigan Works! Workforce Development Board on June 8, 2020
Area Community Services Employment and Training (ASCET) Governing Board on XXXXX

Programs Affected: Chafee-eligible Foster Summer Youth Employment Program; Department of Health and Human Service.

Supersedes: None

References: Department of Health and Human Services (DHHS), Children’s Foster Care Manual, Youth in Transition Program; Workforce Innovation and Opportunity Act of 2014.

Background: Support services under the SYEP program are allowed for youth participants enrolled into the Foster SYEP to assist with their ability to participate in the program and includes provisions to address participant and program delivery needs during COVID-19. Incentives under the SYEP program are also allowed within the DHHS support service allocation for recognition and achievement directly tied to activities and work experiences and must align with the goals of the program.

Support Policy: DHHS determines eligibility for the Foster SYEP; therefore, a DHS-348 form must be present to allow support service and incentive provision. Allowable support services include those supports needed to attend orientations and/or workshops and successfully prepare for and participate in work experience activities. DHHS funded support services must comply with the allowances of the federal funding source.

Supportive Service Procurement
- Purchase and procurement of all supportive services must follow ACSET’s Procurement Policy.
- Support services may be provided to Foster SYEP referred and enrolled youth, based on need.
The youth must be in compliance with program requirements (attendance, maintaining contact, etc.).

Support services will align with the types and limits identified below.

All support services provided will be entered into the support service screen and case noted in OSMIS. Supportive documentation will be maintained in the youth’s file.

Support service funding is limited and is not an entitlement. There must be a documented need for the support service provision.

### Support Type

<table>
<thead>
<tr>
<th>Support Type</th>
<th>Support Definition</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transportation</td>
<td>Includes bus passes, taxi or other public transportation options, such as Uber, Lyft, etc.</td>
<td>$25/week</td>
</tr>
<tr>
<td>Auto-Related Expenses</td>
<td>Includes mileage assistance to the youth (no greater than 0.30 cents/mile)</td>
<td>$50/week</td>
</tr>
<tr>
<td>Other - Volunteer Driver Costs</td>
<td>Includes mileage paid to another driver to transport the youth at no greater than 0.30 cents/mile.</td>
<td>$50/week</td>
</tr>
<tr>
<td>Other - Clothing</td>
<td>Includes necessary clothing or uniforms for the youth to participate at the worksite. May include appropriate clothing, personal safety items, work gloves, shoes, protective clothing, uniforms, etc.</td>
<td>$75/enrollment</td>
</tr>
<tr>
<td>Other – Work-related Items</td>
<td>One-time work-related expenses. Items needed to participate at the worksite, when required by the worksite.</td>
<td>$50/enrollment</td>
</tr>
<tr>
<td>Equipment and Access</td>
<td>Devices such as laptops, tablets or chrome books may be necessary for individuals to participate in online job readiness workshops, events, or trainings. Internet access such as prepaid data cards or Hotspots may also be provided to allow accessibility. Individuals may be provided such equipment and access when assigned to virtual activities or trainings and have a demonstrated need.</td>
<td>$500/enrollment</td>
</tr>
</tbody>
</table>

### Incentive Policy:

Incentives must comply with the requirements in Office of Management and Budget (OMB) 2 CFR part 200. Federal funds cannot be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

- Incentive dollars may be earned by Foster SYEP enrolled youth upon completion of specific outcomes and/or goal attainment (see chart below).
- Enrolled youth must be in compliance with program requirements (maintaining required contact, attendance, etc.).
- Incentives will be presented in the form of prepaid gift cards that cannot be redeemed for cash.
- All incentive awards will be documented via the signed incentive receipt.
- All incentives will be case noted in OSMIS case notes.
- Supportive documentation, as indicated, will be maintained in the jobseeker file.
<table>
<thead>
<tr>
<th>Goal</th>
<th>Support Documentation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Successful Completion of a Work Experience Activity</strong></td>
<td>Fulfilling the work experience requirement based on scheduled weeks through the end of the program. Documentation via OSMIS activity screen Work Experience start, estimated and actual end date, and supported by payroll records.</td>
<td>$50 Gift Card</td>
</tr>
<tr>
<td><strong>Attendance and Completion of Work Readiness</strong></td>
<td>Consistent attendance, based on attendance logs, at work readiness pre-employment workshops/sessions and completion.</td>
<td>$25 Gift Card</td>
</tr>
</tbody>
</table>
## Summary

<table>
<thead>
<tr>
<th>Committee</th>
<th>Strategic Priority</th>
<th>Purpose</th>
<th>Indicators</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership and</td>
<td>Enhanced Relationships</td>
<td>Provide leadership and set direction for WDB; prioritize strategic</td>
<td>Full Dashboard (all indicators reviewed by committees, plus others)</td>
<td>CEO, COO</td>
</tr>
<tr>
<td>Strategic Engagement</td>
<td></td>
<td>partnerships and assess WMW’s role</td>
<td>Partnerships Self-Assessment (once/year)</td>
<td></td>
</tr>
<tr>
<td>CEAC</td>
<td>Enhanced Relationships;</td>
<td>Education and Training</td>
<td>Career Awareness Events Arts Apprenticeships</td>
<td>COO</td>
</tr>
<tr>
<td></td>
<td>Targeted Pipeline Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legislative</td>
<td>Enhanced Relationships;</td>
<td>Educating legislators</td>
<td>Contacts with legislators</td>
<td>CEO</td>
</tr>
<tr>
<td></td>
<td>Resource Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solutions-Driven</td>
<td>Enhanced Relationships;</td>
<td>Industry Council convening, alignment to operational strategies</td>
<td>Credentials attained WorkReady Certificates Employers served Career Pathways</td>
<td>Directors of Talent, Business, Retention Solutions</td>
</tr>
<tr>
<td>(formerly Talent Solutions</td>
<td>Targeted Pipeline Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Business Solutions)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Hoc Workgroups</td>
<td>Any</td>
<td>Events, Strategic Plan (“think tank”)</td>
<td>N/A</td>
<td>As needed</td>
</tr>
</tbody>
</table>
Executive Leadership and Strategic Engagement

- **Membership:** WDB chair, committee chairs
- **Meeting Frequency:** Six times per year (opposite months of Workforce Development Board)
- **Staffed by:** Chief Executive Officer, Chief Operating Officer
- **Purpose:** To provide leadership on behalf of the Workforce Development Board, advising staff and setting strategic direction, ensuring that strategic partnerships are reviewed, analyzed, and prioritized at both the committee and board levels. The committee’s role is Leadership.
- **Strategic Plan Alignment:** While all other committees stem from the Strategic Plan, this committee convenes all committee chairs to ensure alignment and connections. Because the *Enhanced Relationships* Strategic Priority is a common thread through all committees, the Executive Leadership and Strategic Engagement committee will be the “aggregator” of that focus. Committee chairs will report not only on the activities of their committees, but also on the partnerships that are forming, any that are lacking, and the impact of those relationships. This will allow leadership to continuously assess the organization’s role in the workforce development ecosystem, and to maintain a high-level emphasis on relationships throughout the year.
- **Indicators:** The Executive Leadership and Strategic Engagement Committee will review the organizational dashboard at every meeting, identifying issues that should be addressed and/or raised with the WDB. In addition, the committee will review the Partnerships Self-Assessment maintained by staff once per year. This assessment assigns values to both the importance and the strength of relationships with various entities across the region, and is categorized by sectors in the workforce development ecosystem.
- **PY20 Focus:** Incorporate the review of relationships into the standing agenda.

Career & Educational Advisory Council

- **Membership:** Mandated
- **Meeting Frequency:** Three times per year
- **Staffed by:** Chief Operating Officer
- **Purpose:** To assist the Workforce Development Board (WDB) in facilitating and building a collaborative partnership between employers, labor, workforce development advocates, local school districts, postsecondary institutions, and training centers to identify and collectively develop and implement training strategies that effectively address Michigan employers’ talent needs. The CEAC’s role is Advisory.
• **Strategic Plan Alignment**: The CEAC convenes educational entities within the region and facilitates their connection to employers so that training is designed to meet local business need. This aligns with two Strategic Priorities: *Enhanced Relationships* and *Targeted Pipeline Development*.

  o **Strategies**: Engage opportunity youth with experiences that build occupational awareness and prepare them for career pathways within the local economy.

• **Indicators**: The CEAC is assigned metrics by the WDB, which focus on career awareness events and apprenticeships.

  o *Apprenticeships*: # of WMW-sponsored registered apprenticeships; # apprentices and employers by industry sector

  o *Career Awareness Events*: # of students engaged in career awareness events, such as MiCareerQuest, Manufacturing Week, Talent Tours

• **PY20 Focus**: Ensure ongoing conversation among educators regarding impact of COVID19, and any new training strategies.

**Legislative**

• **Membership**: Regional influencers

• **Meeting Frequency**: Three times per year

• **Staffed by**: Chief Executive Officer

• **Purpose**: To educate legislators representing the 7-county region on workforce development programs and impact, and to advocate for resources. The committee’s role is Connections and Advocacy.

• **Strategic Plan Alignment**: The Legislative Committee relies on relationships with legislators to ensure their understanding of our system and their continued support. This aligns with two Strategic Priorities: *Enhanced Relationships* and *Resource Development*.

  o **Strategies**: Advocate for systems and resources that lessen barriers to success for employers and underserved communities in West Michigan; Enhance the positive reputation of West Michigan Works! through brand association with workforce resources and opportunities.

• **Indicators**: Because the work of the committee is about relationships, the primary indicators are about contacts and connections.

  o # of meetings with legislators

  o Outcome of advocacy

• **PY20 Focus**: Impact of COVID19 on the workforce system and our new needs for support and resources
Solutions-Driven

- **Membership**: Industry Council representatives; employer members of WDB
- **Meeting Frequency**: Three times per year
- **Staffed by**: Talent Solutions Director, Business Solutions Director, Retention Solutions Director
- **Purpose**: To connect the work of five individual Industry Councils, providing insight and guidance to staff skill needs for both new and existing workers, as well as outreach to employers. The committee’s role is Consultative.
- **Strategic Plan Alignment**: This committee addresses several items in the Strategic Plan, tying together the services provided to job seekers and those provided to employers. This aligns with the following Strategic Priorities: Enhanced Relationships and Targeted Pipeline Development.
  - **Strategies**: Connect with overlooked talent pools through partnership networks and strategic outreach efforts; Expand employability skills training services to new, targeted audiences across the region; Establish and expand services that provide solutions for retention of employees at West Michigan employers; Maintain career pathways mapping for the region’s key industries and serve as the primary resource for pathways information across the region.
- **Indicators**: Connecting Industry Councils with all three service divisions of the organization will result in improved ability to successfully prepare a skilled workforce, as well as connecting effectively with local employers.
  - Credentials attained by industry
  - WorkReady Certificates
  - Employers served
  - Career Pathways
- **PY20 Focus**: Changes in industry needs due to COVID19

Ad Hoc Workgroups

Called by Workforce Development Board Chair

- **Events**: Support staff in developing and/or organizing major events. Called and meets as needed.
- **Awards**: Support staff in identifying, nominating, and/or selecting winners of awards, such as Employer of the Year, Partner of the Year, Essential Service Awards, etc. Called and meets as needed.
- **Strategic Planning**: Serve as a “think tank” to review the existing Strategic Plan, determining progress made toward goals, new environmental factors, etc. Recommend updates to the plan if needed. Called and meets once per year.
Service Summary Oct 1, 2019 to Apr 30, 2020

The data shown on this Service Summary are indicators of the organization's progress toward fulfillment of its services-based strategic priorities, as developed in the 2020 Strategic Plan: Enhanced Relationships, Pipeline Development, and Diversity and Inclusion. Each indicator is a reflection of the work conducted on an operational level to ensure robust service delivery and strategic plan alignment.
### Employers Served & Jobs Filled by Industry Sector

<table>
<thead>
<tr>
<th>Industry Sector</th>
<th>Employers Served</th>
<th>Jobs Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing</td>
<td>297</td>
<td>2236</td>
</tr>
<tr>
<td>Construction</td>
<td>207</td>
<td>303</td>
</tr>
<tr>
<td>Health Care</td>
<td>176</td>
<td>765</td>
</tr>
<tr>
<td>Information Technology</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>752</td>
<td>2525</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1487</strong></td>
<td><strong>5829</strong></td>
</tr>
<tr>
<td><strong>GOAL</strong></td>
<td><strong>2018</strong></td>
<td><strong>4360</strong></td>
</tr>
</tbody>
</table>

### Employer-based Training Grants by Industry

<table>
<thead>
<tr>
<th>Industry Sector</th>
<th>New Hire Training</th>
<th>Classroom Training</th>
<th>Apprenticeship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OJT</td>
<td>PATH</td>
<td>GPTF</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>13</td>
<td>7</td>
<td>1272</td>
</tr>
<tr>
<td>Construction</td>
<td>0</td>
<td>0</td>
<td>120</td>
</tr>
<tr>
<td>Health Care</td>
<td>2</td>
<td>1</td>
<td>444</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1</td>
<td>1</td>
<td>183</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>2</td>
<td>209</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17</strong></td>
<td><strong>11</strong></td>
<td><strong>2228</strong></td>
</tr>
<tr>
<td><strong>GOAL</strong></td>
<td><strong>NA</strong></td>
<td><strong>NA</strong></td>
<td><strong>2523</strong></td>
</tr>
</tbody>
</table>

### Credentials Earned by Industry*

<table>
<thead>
<tr>
<th>Industry Sector</th>
<th>On-the-Job Training</th>
<th>Classroom</th>
<th>Apprenticeships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing</td>
<td>7</td>
<td>194</td>
<td>31</td>
</tr>
<tr>
<td>Construction</td>
<td>1</td>
<td>34</td>
<td>0</td>
</tr>
<tr>
<td>Health Care</td>
<td>16</td>
<td>78</td>
<td>84</td>
</tr>
<tr>
<td>Information Technology</td>
<td>2</td>
<td>84</td>
<td>5</td>
</tr>
<tr>
<td>Other</td>
<td>39</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>65</strong></td>
<td><strong>393</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

*Credential earned by WMW! scholarship (ITA) recipients

### Career Awareness Events

<table>
<thead>
<tr>
<th>Industry Sector</th>
<th># of Events</th>
<th>Teachers</th>
<th>Students</th>
<th>Employers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care</td>
<td>3</td>
<td>50</td>
<td>48</td>
<td>24</td>
</tr>
<tr>
<td>Professional/Administrative</td>
<td>2</td>
<td>0</td>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>Corrections</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Construction</td>
<td>8</td>
<td>0</td>
<td>413</td>
<td>34</td>
</tr>
<tr>
<td>Information Technology</td>
<td>3</td>
<td>14</td>
<td>3000</td>
<td>25</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>5</td>
<td>181</td>
<td>12,111</td>
<td>222</td>
</tr>
<tr>
<td>All High-Demand Sectors</td>
<td>2</td>
<td>0</td>
<td>160</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
<td><strong>245</strong></td>
<td><strong>15751</strong></td>
<td><strong>316</strong></td>
</tr>
</tbody>
</table>

Career awareness events include talent tours, job shadows, parent engagement events, employer panels/workshops, mentoring opportunities, school presentations, MiCareerQuest, Manufacturing Day

### WorkReady Certificates Earned

<table>
<thead>
<tr>
<th>Item #8</th>
<th>Pre-Assessments</th>
<th>Post-Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1736</td>
<td>161</td>
</tr>
<tr>
<td>WorkReady Certificates</td>
<td>55</td>
<td>146</td>
</tr>
<tr>
<td>WorkReady Plus Certificates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

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

FROM: West Michigan Works! Staff

DATE: June 1, 2020

RE: Solutions Driven Updates

West Michigan Works! has made quick adjustments to serve our communities to the best of our abilities in these unprecedented times. The following is a brief update of what our departments have been doing to meet the changing needs of our region.

Unemployment Insurance (UI) Assistance:
We continue to have staff assigned to assist Unemployment Insurance resolving issues over the phone. From May 1 – May 27 we fielded nearly 10,000 calls in our centers, assisting with simple issues like password resets, and assisted 1,482 with more complex Unemployment Insurance problem resolution.

Virtual Talent Services:

Employment and Training Services:
Staff continue to work on serving more individuals virtually with more services. In addition to online workshop options, we have worked out a process for virtual enrollments so we can continue to serve new individuals with career coaching and training assistance. We have a small pipeline of people ready to begin new trainings in high-demand careers.

PATH: Beginning June 1, we will begin receiving Partnership. Accountability. Training. Hope. (PATH) referrals from the Department of Health and Human Services (DHHS) again. While these individuals need to receive services from WMW! in order to receive cash assistance from DHHS, all services and activities will be done virtually, including an online orientation, barrier identification and removal, career coaching, and job search assistance. We expect approximately 400 referrals across our seven counties in June.

Assessment Testing:
West Michigan Works! is now able to proctor the CASAS Assessment test remotely. Assessments are required to be completed for several services funded by WIOA. The entire process will be conducted virtually, from registration to proctoring the assessment test itself.

Virtual Rapid Response Services:
Rapid Response materials for individuals experiencing layoffs have been updated so information can be disseminated to employers and job seekers electronically.
Business Solutions Representatives continue to assist employers by providing resources and information on layoff prevention and UIA assistance for those needing to downsize. Virtual meetings and worker orientations, in collaboration with the state, are offered to any employer affected by layoffs.

During this time we’ve also had an employer certify for Trade Adjustment Assistance (TAA) and developed a process for delivering a virtual TAA Worker Benefit Orientation and doing virtual registrations for the Trade program.

**Virtual Hiring Events:**
Business Solutions continues to see a demand for recruitment services. In order to best meet employers’ hiring needs during the governor’s “Stay Home, Stay Safe” directive, West Michigan Works! has developed several virtual hiring events. These include:

- **Job Fairs:** A Virtual Job Fair was hosted April 21 and 23, May 20 and 21. Additional job fairs will be held in June and July. Employers are scheduled for a series of pre-scheduled 15-minute time slots during which the employer and candidate can discuss job openings.

- **Employer of The Day:** By mid-June, employers will have the opportunity to register as an “Employer of the Day.” This singular event will be marketed ahead of the event and candidates will be pre-scheduled to speak with the employer.

- **Veteran Networking Job Club:** Traditionally, this monthly event was held at a West Michigan Works! Service Center in collaboration with community partners whose organizations offer employment services for Veterans. At these events, Veterans could connect with various resources, learn about workforce trends, and network with employers who were hiring. We have now developed an online version of the Veteran Network Job Club that will continue to be offered virtually every month, beginning June 11. Any Veteran interested in attending can register at www.VNJC.org.

- **Weekly Hot Jobs Blast Newsletter:**
  In order to highlight a broad range of jobs for employers that have hiring needs now and to accommodate the influx of employees temporarily laid off, we have expanded the criteria and format of jobs posted in the weekly Hot Jobs Blast newsletter. In addition, we have added this job information to our website, so it is readily accessible to anyone visiting our page. Changes include highlighting jobs with 10 or more openings and temporary positions.

- **Retention Solutions Network (RSN):**
  The Retention Solutions Network (RSN) suspended all onsite visits and off-site meetings through the end of the executive order. Throughout the stay at home order, RSN success coaches continue to provide services to member employees via phone and virtual appointments. Services being utilized during the shutdown include support services, budgeting assistance/financial literacy, customized referrals/resources to
community partners and UIA guidance to employees and members of their household that are displaced due to COVID-19. The network currently has four participating members. The networks first member to join, DeWys Manufacturing, has signed on for a second year of membership. The RSN is also in the process of onboarding its fifth employer, Haworth. Haworth will join the network this summer, their contract start date is yet to be finalized.
Governor Whitmer Announces "Futures for Frontliners," a G.I. Bill Program for Essential Workers

For Immediate Release:
April 29, 2020
Contact: press@michigan.gov

Governor Whitmer Announces “Futures for Frontliners,” a G.I. Bill Program for Essential Workers

Program Will Provide Tuition-Free Postsecondary Education Opportunities for Essential Workers; Governor Announces Other Initiatives to Protect Workers and Their Families During the Ongoing COVID-19 Pandemic

LANSONG, Mich. — Governor Gretchen Whitmer today announced a series of initiatives to help Michigan workers and their families during the ongoing COVID-19 pandemic, including the "Futures for Frontliners” program to provide a tuition-free pathway to college or a technical certificate to essential workers who don’t have a college degree. This includes workers like the ones staffing our hospitals and nursing homes, stocking the shelves at grocery stores, providing child care to critical infrastructure workers, manufacturing PPE, protecting public safety, picking up trash, or delivering supplies.

“The Futures for Frontliners program is our way of saying ‘thank you’ to those who have risked their lives on the front lines of this crisis. This program will ensure tuition-free college opportunities and give these dedicated Michiganders an opportunity to earn a technical certificate, associate degree or even a bachelor’s degree,” Governor Whitmer said. “I want to assure all of our workers we will never forget those of you who stepped up and sacrificed their own health during this crisis. You’re the reason we’re going to get through this.”

The “Futures for Frontliners” program is the first of its kind in the country, and was inspired by the federal government’s support of soldiers returning from World War II by providing educational opportunities. Frontline workers who take advantage of this program will help us reach Governor Whitmer’s goal to increase the number of working-age adults with a technical certificate or college degree from 45% to 60% by 2030. The Governor stated that she looks forward to working on enacting her proposal with the bipartisan legislative coalition that helped pass Reconnect last month, the program to offer adults over 25 without college degrees tuition-free access to community college.

Governor Whitmer also announced that she is expanding the state’s Workshare Program to allow employers to reduce employee hours to receive weekly unemployment insurance (UI) benefits as well as the additional

https://www.michigan.gov/whitmer/0,9309,7-387-90499-527530--,00.html
$600 Pandemic Unemployment Assistance (PUA) weekly benefit. Both benefits will be funded through federal dollars. Through July, the program can act as supplemental pay for critical infrastructure workers by allowing them to collect the extra $600 per week.

Governor Whitmer also called on leaders in Congress to support Sen. Gary Peters’ Heroes Fund to provide hazard pay for frontline workers putting their lives on the line to ensure access to life-saving care, food, and other critical services during the pandemic. It is estimated that more than three million of these essential workers are currently on the job in Michigan. Supported by Sens. Stabenow and Peters, the Heroes Fund proposal would provide these workers with an additional $13 per hour, up to $25,000, with an additional potential recruitment incentive of up to $15,000 for essential medical workers.

“No Michigander should have to worry about how to feed their family or pay rent during a crisis. And no Michigander should be scared to go to work,” said Governor Whitmer. “From the beginning, my team and I have been working around the clock to solve those problems for working families. And I will continue to fight for our working people long after this crisis is over.”
“Relaunching America’s Workforce Act” Summary

Overview:
The “Relaunching America’s Workforce Act” (RAWA), introduced by Chairman Bobby Scott (D-VA3) of the House Education and Labor Committee, is intended to provide both immediate and long term supports to the U.S. workforce. The proposed funding structure in the legislation mirrors The American Recovery and Reinvestment Act, the stimulus bill passed in 2009 to address The Great Recession. Funding for the workforce system will be funneled through existing channels, to get resources to the local level as quickly as possible. RAWA aims to keep people on the job now, while also putting people back to work when necessary. RAWA focuses on maintaining core elements of WIOA and CTE by focusing on the most vulnerable populations and, while recognizing the definition of this will change due to the COVID-19 crisis, ensuring supports will be provided to those most effected. This Act increases flexibility so more funding can be used for training, supportive services, and career services.

Top Level Funding:

- **$500 million** for National Dislocated Worker Grants
- **$2.5 billion** for State Dislocated Worker Grants
- **$2.5 billion** for Youth Workforce Investment Activities
- **$2.5 billion** for Adult Education and Training Activities
- **$1 billion** for Wagner-Peyser/Employment Services
- **$500 million** for JobCorps
- **$150 million** for Native American Programs
- **$150 million** for Migrant and Seasonal Farmworkers
- **$250 million** for YouthBuild
- **$350 million** for Reentry Employment Opportunities
- **$500 million** for Registered Apprenticeships
- **$1 billion** for Adult Education and Literacy
- **$2 billion** for Community College and Industry Partnership Grants (TAACCCT Grants)

Flexibilities and Legislative Takeaways:

- Provides eligibility flexibility and maintaining eligibility for use. This legislation expands on increased eligibility offered in the CARES Act, ensuring that all individuals in need of WIOA services are able to access them.
- Expands eligibility so anyone can access individualized career services
- This eligibility extends to all in the labor force, including the "gig" or independent contract worker.
- Expands the allowable amount of funds used on incumbent workers to 40%.
- Makes allowable 40% of funds for transitional jobs, including public sector jobs.
- Allows 75% of employee wages eligible to be reimbursed for on the job training.
- Allows for an additional 10% of allocated funds for governor’s reserve to be used for COVID-19 response.
- Requires states to deliver a COVID-19 recovery plan within 60 days of funds being distributed.
- Requires that at least 50% of dislocated worker grants to be distributed in 60 days.
• Makes allowable 1/3 of adult education funds to be used on incumbent worker training and employer supports.
• Native American Grants expanded eligibility to individuals at up to 150% of poverty line.
• No funds for this act may be used for IRAPs or SREs.
Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act Summary

This is the first COVID-19 response legislation to directly target WIOA formula programs and the workforce development system. HEROES proposes to appropriate $2.04 billion to the workforce development system. This legislation would relax eligibility requirements from WIOA to include all those described as a "covered individual" under the CARES Act. HEROES also proposes that priority of services in local one-stops be given to those directly impacted by COVID-19 economically, including those seeking employment, dislocated workers, individuals with barriers to employment, and individuals who are unemployed or underemployed. This money is proposed to be allocated as follows:

- **$485 million** for grants to States to be used for Adult Employment and Training Activities including:
  - Incumbent Worker Trainings
  - Transitional Jobs
  - On the Job Training
  - Individualized Career Services
  - Supportive Services
  - Needs-related Payments
  - Facilitating remote access to training services providing through the one-stop system using technology
  - To be available through 6/30/21

- **$518 million** for grants to States to be used for Youth Activities including:
  - Supportive Services
  - Summer Employment for Youth
  - Facilitating remote access to training services providing through the one-stop system using technology
  - To be available through 6/30/21

- **$597 million** for grants to States for Dislocated Worker Employment and Training Activities Including:
  - Incumbent Worker Training
  - Transitional Jobs
  - On the Job Training
  - Individualized Career Services
  - Supportive Services
  - Needs-related Payments
  - Facilitating remote access to training services providing through the one-stop system using technology
  - To be available through 6/30/21

- **$400 million** for the Dislocated Workers Assistance National Reserve
  - To be available through 9/30/23

- **$25 million** for Migrant and Seasonal Farmworker Programs

Additionally, there is a proposed **$500 million** to be appropriated to establish a contract tracing system in the United States (Sec. 30561, Pg. 515-554). This proposal names local workforce boards as a key eligible partner in preparing a contract tracing workforce. HEROES proposes that of the funds eligible to local boards that 10% be used for administrative costs and 60% must be used for recruitment and training for COVID-19.
testing, contact tracing, surveillance, containment and mitigation. However, this legislation proposes that 30% of allocated funds be kept in reserve to support the transition of individuals hired as contact tracers and related positions into education or training program, or un-subsidized employment upon the completion of these positions.

**NAWB will continue to provide our members regular updates on this and any similar legislation. We have pulled the most significant aspects of this bill for workforce, we will continue to analyze the legislation in the coming days.**

For questions, comments, or concerns please reach out to Matt Bandstra at bandstram@nawb.org.