



Executive Committee Meeting
West Michigan Works! (WMW) Workforce Development Board (WDB)
<https://global.gotomeeting.com/join/135482509>
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Access Code: 135-482-509
Monday, May 11, 2020 ▪ Meeting 11:30 a.m. – 1:00 p.m.

AGENDA

- | | |
|--|-------------------------|
| 1. Call to Order, Roll Call | |
| 2. Public Comment – Agenda Items | |
| 3. Approval of the March 9, 2020 Minutes | Action Required |
| 4. Report on Financial Activities: <i>Brenda Isenhardt, Chief Financial Officer</i> | Information Item |
| a. ACSET Financial Report- Notes to March 2020 Board Financials | |
| b. FYE 2020-2021 Budget | |
| 5. Bylaws of the West Michigan Works! (WMW) Workforce Development Board (WDB)
<i>Melanie White, Staff Attorney</i> | Action Required |
| 6. Strategic Plan Measurements and Committee Structures
<i>Janie McNabb, One-Stop Operator (Strategic Policy Consultants)</i> | Discussion Item |
| 7. WMW WDB Nomination Committee: Terms of Office 2020-2022 | Action Required |
| 8. WDB Meeting Agenda: June 8, 2020 | Discussion Item |
| 9. Solutions Driven Updates: <i>Angie Barksdale, Chief Operating Officer</i> | Information Item |
| 10. Other Business | Information Item |
| a. MWA Legislative Day- canceled, looking at virtual event | |
| b. MiCareerQuest 2020- canceled, looking at other options | |
| c. Census 2020, Complete Count | |
| d. Future for Frontliners | |
| e. Relaunching America's Workforce Act (RAWA) | |
| f. National Association of Workforce Boards (NAWB) Forum: June 29 – July 1 (virtual) | |
| 11. Public Comment | |
| 12. Adjournment | |

**Next Scheduled Executive Committee Meeting: September 21, 2020 at 11:30 a.m. located at:
Westside Service Center, 215 Straight Ave N.W. Grand Rapids, MI 49504**

Executive Committee Meeting
West Michigan Works! (WMW) Workforce Development Board (WDB)
Westside Service Center
215 Straight Ave. NW
Grand Rapids, MI 49504
Monday, March 9, 2020 • Meeting 11:30 a.m. – 1:00 p.m.

MINUTES

Members/Alternates Present: Mark Bergsma, Heather Gluszewski, Cindy Brown, John Buchan, Jay Dunwell, Jon Hofman, Scott McLean, Sherry White, Jim Fisher (Ex Officio Member)

Members/Alternates Absent: Rebecca Herrington, Shana Lewis

Staff Present: Angie Barksdale, Brenda Isenhardt, Jane Kreha, Amy Lebednick, Brittany Lenertz, Janette Monroe, Melanie White, Tawanna Wright

Guests Present: Janie McNabb (Strategic Policy Consultants)

1. Call to Order, Chairperson Mark Bergsma at 11:40 a.m.
2. Public Comment- Agenda Items- None
3. Approval of the January 9, 2020 Minutes

Action Required

Motion – Jim Fisher

Second – Sherry White

Item Approved – Motion approved

4. Report on Financial Activities **Information Item**
 - a. ACSET Financial Report- Notes to January 2020 Board Financials
Brenda Isenhardt, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the seven months ending January 31, 2020. Brief discussion took place. Brenda and Angie Barksdale, Chief Operating Officer, answered board members' questions.
 - b. FYE 2020 Budget Modification
Brenda Isenhardt reported that the modified budget for fiscal year ending June 30, 2020 was approved by the ACSET Governing Board on February 24, 2020. Brenda reported that the modification includes a decrease in budget for grant income and expenditures. Discussion took place.

5. WMW WDB Member Nominations **Action Required**

Angie Barksdale, Chief Operating Officer, reported that recently three (3) board members had changes to their employment and no longer represent the organizations on the workforce board. Angie further stated that applications from the new staff members of the organizations have been received. They include: Dr. Stacy Young, Ph.D. (President, Montcalm Community College), Jennifer Heinzman (President, Barry County Chamber of Commerce and Economic Development), and Jim Edmonson (President & CEO, Muskegon Area First). Angie also stated that WMW staff is requesting to add Darryl Todd, Workforce Development Manager of DTE Energy, as a business sector representation to the WDB. This addition would increase the number of WDB board members from 36 to 37. Angie requested the Executive Committee's approval to

support the nomination of the four applicants to the ACSET Governing Board for appointment to serve on the WDB.

Motion – Jay Dunwell

Second – Scott McLean

Item Approved – Motion approved

6. Strategic Plan Measurements and Committee Structures **Discussion Item**
 Janie McNabb, One-Stop Operator (Strategic Policy Consultants), reviewed the updated Strategic Plan Update, as it relates to the measurement, tracking, and reporting. Janie reviewed the strategic priorities and goals, what is currently being tracked, and potential reporting. Discussion took place. Janie and Angie Barksdale answered questions.
7. WDB Meeting Agenda: April 13, 2020 **Discussion Item**
 Angie Barksdale requested that the Executive Committee members consider guest speakers for the next WDB meeting in April. Angie stated that staff will provide updates to the WDB on the Strategic Plan metrics and implementation.
8. General Updates **Information Item**
 - a. Added: Coronavirus (COVID-19)
 Angie Barksdale reported that WMW management is communicating with staff about the purchase of disinfecting supplies, signage, sickness and travel restrictions, and work-from-home options for some staff. WMW is currently relying on the County Health Departments' direction and guidance. Angie also reported that staff are starting to have discussions on the upcoming MiCareerQuest event scheduled to take place in May. Jim Fisher, WDB member, inquired about the National Association of Workforce Boards (NAWB) upcoming Forum scheduled to take place in a couple of weeks. Angie noted, that as of now, there has been no updated information on cancellation of the NAWB Forum. Angie further stated that each Michigan Works! agency has been tasked with providing the State with their plans of action should the time come that Michigan Works! agencies need to change their service delivery. Discussion took place.
 - b. West Michigan Works! Workforce Development Board Bylaws
 Angie Barksdale reported that the ACSET Governing Board did not obtain the 75% of members appointed and serving quorum needed to vote on the Bylaws at the board meeting on February 24th. However, Angie stated that the Governing Board recommended one change in language to the WDB Bylaws. This change would broaden the funding language in Article II, Section 2.T. of the Bylaws. Angie reported that staff will plan to request approval at every meeting until there is a quorum of 75% of members present and serving.
 - c. Census 2020, Complete Count
 Angie Barksdale reported that Census 2020 will begin on April 1. Getting a complete count for Census 2020 is a significant issue for communities and organizations, including WMW. WMW will be actively promoting Census 2020 so that a more complete count can be accomplished.
 - d. Added: Barry (Hastings) Service Center
 Angie Barksdale reported that WMW recently finalized negotiations for a new and larger service center next door to the current location in Hastings. Angie stated that our current landlord will continue a month-to-month lease until the new space is ready, which we are hoping will be June or July.
9. WMW WDB Subcommittees Updates **Information Item**
 - a. Talent Solutions:
 Brittany Lenertz, Regional Talent Solutions Director, reported that the subcommittee has

continued working on the WorkReady curriculum and was awaiting the approval and further implementation of the updated Strategic Plan.

b. Employer Solutions:

Sherry White reported that the subcommittee met with the Talent Solutions subcommittee in October 2019 and discussed collaboration possibilities. Sherry stated that the committee has been awaiting the updated strategic plan.

c. Strategic Partnerships:

Heather Gluszewski stated that there are no additional updates as the subcommittee has been on hold while the implementation of the Strategic Plan was taking place.

d. Outreach and Communications:

Mark Bergsma reported no updates are available as the subcommittee has been awaiting the Strategic Plan.

e. Career Educational Advisory Council (CEAC):

Cindy Brown reported that the CEAC met in January and discussed the Perkins Regional Grant, Marshall Plan for Talent funds, and the Comprehensive Local Needs Assessment (CLNA) process, which serves as a basis for the Perkins application development and future decision making for curriculum development and career pathways. Cindy recommended that the CEAC's meeting minutes be provided to the Executive Committee in the future.

f. Legislative:

Jim Fisher reported that the subcommittee is scheduled to meet on March 17th. The subcommittee is working on planning the remaining seven (7) legislator service center visits and continuing to build relationships on educating legislators on WMW's programs and services.

10. Other Business

Information Item

a. Save the Date: Legislative Day: April 22, 2020 (Lansing, MI)

Angie Barksdale reported that the Michigan Works! Association will host Legislative Day in Lansing on April 22nd and volunteers will be needed. Additional information will be forthcoming.

b. Angie Barksdale reported that she and a few WMW staff attended the National Skills Coalition Summit in February in Washington, D.C. Angie reported that staff met and attended meetings with a variety of stakeholders and legislators from Michigan.

11. Public Comment – None

12. Adjournment at 1:04 p.m. by Chairperson Mark Bergsma

Recorded by: _____ Received by: _____

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1550 Leonard NE
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(616) 336-4100

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MEMORANDUM

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

FROM: Brenda Isenhardt, WMW Chief Financial Officer

DATE: May 4, 2020

RE: March 2020 Board Financials

Revenue

Revenues for the nine months ending March 2020 total \$20,051,318 which is 3.28% under budgeted revenue and \$2,153,439 under prior year revenue.

Expenditures

Operating expenses are under the budget by .29%. Some operating expense categories are slightly over budget while others are slightly under budget. In total, operating expenses are within budget.

Subcontractors is under budget by \$106,854 and \$51,897 under prior year. The budget underspending is from our youth contractors in the WIOA Youth program.

Training expense is \$429K under budget and \$3,353K under prior year. Training costs that are under budget are from Trade (\$183K), Michigan Industry Cluster Approach (MICA - \$62K), Trade & Economic Transition DW (TET - \$105K), and FAET Plus (\$68K).

The MICA program is just getting started and will see this funding used in subsequent months. Trade, TET, and FAET Plus under spending reflects less n specific population than what funding could provide.

Direct Client Expense is \$107K under budget and \$790K over the previous year. Increases in direct client expenses over the previous year are from PATH (\$344K), Community Ventures (\$334K), DTE/United Way (\$42K), WIOA Youth (\$38K), and Trade (\$22k). The increase in PATH supports spending is primarily due to serving more participants (106 more than prior year) and increased caps on support types. Community Ventures is a newer program that was not active the entire previous year.

Administration Expenses represent 12.05% of Operating Expenses and 7.64% of Total Expenses. Prior year Administration Expenses were 15.14% of Operating Expenses and 8.36% of Total Expenses.

Balance Sheet

Decrease in Accounts Receivable and Accounts Payable is primarily due to accrued trainings at June 30, 2019 that have now been paid (Accounts Payable reduction) and reimbursed (Accounts Receivable reduction) by our grantors. The decrease in Property & Equipment reflects the depreciation taken since June 30, 2019. All other line items appear reasonable.

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the Nine Months Ending March 31, 2020

	YTD Thru Mar 2020 Actual	YTD Thru Mar 2019 Actual	YTD 2019/2020 Budget	Budget Variance	Budget Variance %
Total Revenue	<u>\$ 20,051,318</u>	<u>\$ 22,204,757</u>	<u>\$ 20,731,574</u>	<u>\$ (680,256)</u>	<u>-3.28%</u>
Expenses					
Operating Expenses					
Wages	\$ 6,851,716	\$ 6,237,308	\$ 6,823,650	\$ (28,066)	-0.41%
Fringe Benefits	2,398,884	2,294,058	2,390,132	(8,752)	-0.37%
Consumable supplies	543,589	709,635	571,763	28,174	4.93%
Transportation	200,456	150,629	224,075	23,619	10.54%
Outside services	620,623	545,557	638,105	17,482	2.74%
Space and communications	1,180,612	1,216,932	1,167,225	(13,387)	-1.15%
Equipment rent and maint	80,482	69,632	78,750	(1,732)	-2.20%
Equipment purchases	266,747	535,936	268,796	2,049	0.76%
Other expense	578,251	500,019	595,828	17,577	2.95%
Total operating expense	<u>12,721,360</u>	<u>12,259,706</u>	<u>12,758,324</u>	<u>36,964</u>	<u>0.29%</u>
 Subcontractors	 \$ 525,537	 \$ 577,434	 \$ 632,391	 \$ 106,854	 16.90%
 Training	 \$ 5,265,754	 \$ 8,619,396	 \$ 5,694,967	 \$ 429,213	 7.54%
 Direct Client Expenses	 \$ 1,538,667	 \$ 748,221	 \$ 1,645,892	 \$ 107,225	 6.51%
	<u>\$ 7,329,958</u>	<u>\$ 9,945,051</u>	<u>\$ 7,973,250</u>	<u>\$ 643,292</u>	<u>8.07%</u>
 Total Expenses	 <u>20,051,318</u>	 <u>22,204,757</u>	 <u>20,731,574</u>	 <u>680,256</u>	 <u>3.28%</u>
 Excess of Revenue over Expense	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>0.00%</u>

Unaudited

Area Community Services Employment and Training Council
Balance Sheet
Governmental Activities

	Unaudited 3/31/20	Audited 6/30/19	Audited 6/30/18
Assets			
Current Assets			
Cash & Cash Equivalents	\$1,113,816	\$868,143	\$1,014,340
Accounts Receivable	1,079,008	5,416,063	2,450,056
Prepaid Expenses	260,708	309,680	236,264
Deposits	66,021	61,536	61,536
Total Current Assets	<u>2,519,553</u>	<u>6,655,422</u>	<u>3,762,196</u>
Long-term Assets			
Property & Equipment	618,579	651,309	515,174
Total Assets	<u><u>\$3,138,132</u></u>	<u><u>\$7,306,731</u></u>	<u><u>\$4,277,370</u></u>
Liabilities			
Short-term Liabilities			
Accounts Payable	\$787,590	\$5,054,917	\$2,000,131
Unearned Revenue	312,451	206,095	427,655
Compensated Absences	695,788	673,466	671,714
Total Short Term Liabilities	<u>1,795,829</u>	<u>5,934,478</u>	<u>3,099,500</u>
Net Assets			
Total Net Assets	<u>1,342,303</u>	<u>1,372,253</u>	<u>1,177,870</u>
Total Liabilities and Net Assets	<u><u>\$3,138,132</u></u>	<u><u>\$7,306,731</u></u>	<u><u>\$4,277,370</u></u>

**ADMINISTRATIVE OFFICE**

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MEMORANDUM

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

FROM: Brenda Isenhardt, WMW Chief Financial Officer

DATE: May 4, 2020

RE: FYE 2021 Budget

The budget for the fiscal year ending June 30, 2021 was approved by the ACSET Governing Board on April 27, 2020.

Revenue

The 2020-2021 budget plans for \$25,990,000 of total revenue.

This represents a 2% decrease over the proposed 2019-2020 budget. West Michigan Works! has not yet received any planning allocations for the 2020-2021 year. The proposed budget was prepared with the following assumptions: flat funding for the WIOA, Wagner Peyser, PATH and FAET programs, a 13% decrease in Trade funding based on anticipated need, and a 9% decrease in the Going Pro Talent Fund (GPTF) awards. The 2020 GPTF has a program year that began in December last year. Therefore, not receiving the 2020 GPTF award affected both the 2019-2020 fiscal year as well as the 2020-2021 fiscal year. The planned decrease of 9% is based on our assumption of reduced GPTF funding available statewide.

Expenditures

The salaries budget is estimated to increase by \$708,000 for the 2020-2021 year. This increase reflects both merit pay increases and additional positions being filled. These additional positions are necessary in order to meet the needs of our employers, job seekers, and youth.

Consumable supplies, Outside Services, Equipment Purchases and Other Expense have been decreased to reflect one-time purchases in 2019-2020 that will not be made during the 2020-2021 fiscal year.

Training costs represent a 9.5% reduction. This reduction is due partially by lack of anticipated need in the Trade and FAET Plus programs (\$292k) and grants ending such as MAICA.2, MAT2, WIOA Integrated Education and Training (IET), and Trade and Economic Transition Dislocated Worker Grant (\$305k). The balance is the net of increased and decreased funding available in the Going PRO Apprenticeship, GPTF and WIOA programs. At this time, we are unsure what training options will be

available as a result of the COVID-19 pandemic and possible extensions of the Governor's Stay Home, Stay Safe Executive order.

Direct client cost reduction is primarily due to grants ending that may not be renewed during the 2020-2021 fiscal year that had provided a significant amount of Direct Client assistance. The Community Ventures grant and the Michigan Apprenticeship Industry Cluster Approach (MAICA 2.0) grant account for \$350,000 of the reduction.

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

Area Community Services Employment and Training Council

General Fund Michigan Works! Budgetary Comparison Schedule For the Fiscal Year Ending June 30, 2021

	Fiscal Year 2019 - 2020 Budget	Fiscal Year 2020 - 2021 Budget	Increase (Decrease)
REVENUES			
Grant Income	\$ 26,417,000	\$ 25,890,000	\$ (527,000)
Program income	100,000	100,000	-
TOTAL REVENUE	\$ 26,517,000	\$ 25,990,000	\$ (527,000)
EXPENDITURES			
Operating costs:			
Wages	\$ 9,126,000	\$ 9,834,000	\$ 708,000
Fringe	3,175,000	3,443,000	268,000
Consumables	748,000	571,000	(177,000)
Transportation	280,000	280,000	-
Outside Services	870,000	767,000	(103,000)
Space & Communications	1,550,000	1,650,000	100,000
Equipment Rent & Maintenance	105,000	105,000	-
Equipment Purchases	346,000	262,000	(84,000)
Other Expenses	685,000	590,000	(95,000)
Subcontracted program costs	882,000	843,000	(39,000)
Training costs	6,593,000	5,965,000	(628,000)
Direct client expenditures	2,157,000	1,680,000	(477,000)
SUBTOTAL OPERATING EXPENSES	\$ 26,517,000	\$ 25,990,000	\$ (527,000)
Net Change in Fund Balance	\$ -	\$ -	\$ -

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MEMORANDUM

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

FROM: West Michigan Works! Staff

DATE: May 4, 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. Eliminating the names of specific vendors (i.e., Skype and GoTo Meeting);
 - b. Adding a sentence at the end of Section 7 that states in pressing circumstances where the WDB needs flexibility to meet its obligation 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 is requesting support from the Executive Committee for the recommended changes to the WDB bylaws. Staff will further seek approval from the WDB and Governing Board in June 2020.

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

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, in pressing circumstances 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.
3. 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.
4. 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.
5. 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.
6. 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.

Strategic Plan Measurement and Committee Structure Recommendations

DRAFT

<i>Summary</i>				
Committee	Strategic Priority	Purpose	Indicators	Staff
Executive Leadership and Strategic Engagement	Enhanced Relationships	Provide leadership and set direction for WDB; prioritize strategic partnerships and assess WMW's role <i>Meets on off months</i>	Full Dashboard (all indicators reviewed by committees, plus others) Partnerships Self-Assessment (once/year)	CEO, COO
CEAC	Enhanced Relationships; Targeted Pipeline Development	Education and Training <i>Meets 3x per year</i>	Career Awareness Events Apprenticeships	COO
Legislative	Enhanced Relationships; Resource Development	Educating legislators <i>Meets 3x per year</i>	Contacts with legislators	CEO
Solutions-Driven (formerly Talent Solutions and Business Solutions)	Enhanced Relationships; Targeted Pipeline Development	Industry Council convening, alignment to operational strategies <i>Meets 3x per year</i>	Credentials attained WorkReady Certificates Employers served Career Pathways	Directors of Talent, Business, Retention Solutions
Ad Hoc Workgroups	Any	Events, Strategic Plan ("think tank") <i>Meet 1x per year</i>	N/A	As needed

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*.
 - **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.
 - *Apprenticeships:* # of WMW-sponsored registered apprenticeships; # apprentices and employers by industry sector
 - *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*.
 - **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.
 - # of meetings with legislators
 - 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.

Dashboard / Service Summary

Workforce Preparation	Employer Engagement
<ul style="list-style-type: none">• Job seekers served (PY comparison)• AJC traffic (PY comparison)• Career Awareness events• Career pathways• Credentials attained by industry• WorkReady certificates• Job-Ready individuals by industry sector• Diversity of customer base	<ul style="list-style-type: none">• Employers served (PY comparison)<ul style="list-style-type: none">○ Repeat customers○ New customers• Job orders (PY comparison)• Job fills by industry sector• Diversity of employers by size• GoingPro Awards (PY comparison)



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MEMORANDUM

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

FROM: West Michigan Works! Staff

DATE: May 4, 2020

RE: Designation of Nomination Committee

Background

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

According to the West Michigan Works! Workforce Development Board bylaws, nineteen (19) of our current board members' terms of office expire October 31, 2020. WMW staff would like the Executive Committee to designate a Nomination Committee.

This year, those members whose terms are not expiring are John Buchan, Jay Dunwell, Jim Fisher, Rebecca Herrington, Jon Hofman, Shana Lewis, Scott McLean and Sherry White.

Action

Approve executive members whose terms of office are not expiring to serve as the designated nomination committee for the terms of office November 1, 2020- October 31, 2022 WDB appointments.

WMW Staff will inform the WDB in June regarding the application process and deadline.



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MEMORANDUM

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

FROM: West Michigan Works! Staff

DATE: May 4, 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 quickly adjust to meet the changing needs of our region.

Virtual Services: In a whirlwind two weeks, our services went from normal, to limited, to appointment only, to virtual only. A skeleton crew works in each service center to answer the phones. A majority of calls are to assist people in walking through Unemployment claims. On a given day across the region, we receive between 700 and 800 phone calls, down from 1,400 when the Stay at Home Order was first issued.

In addition, all career coaches are set up with phones from home to continue to coach virtually and assist job seekers with their needs. Our talent development team has worked hard and quickly to digitize our workshops, which are now available on our website, along with virtual interviewing assistance and the tips-and-tricks handouts for job searching.

Unemployment Insurance (UI) Assistance: When asked if the Michigan Works! system could assist UI with taking claims over the phones, we quickly mobilized and have over 60 staff members set up and trained, ready to assist with individuals calling our service centers with UI claims. This will be done from home, and we are hopeful we can alleviate some of the strain from the UI system.

Youth Solutions Summer Programs: Though our summer work experience programs probably won't look the way we were planning, we are continuing to move forward with plans for this summer. The Youth Solutions Team is working to put together a virtual package for youth, covering career exploration and career readiness. The program will include stipends and incentive payments to Youth. We will be offering this virtual program to youth across the region.

Virtual Hiring Event:

In order to best meet employers' hiring needs during the governor's "Stay Home, Stay Safe" directive, West Michigan Works! hosted a "virtual" job fair on April 21st and 23rd. Based on the positive feedback and demand of this event, we will be hosting a second job fair on May 20th and 21st. Employers may register to participate in a morning or afternoon session on each day the job fair is held. Each session includes a series of pre-scheduled 15-minute time slots in which the employer and candidate will have the opportunity to connect and discuss job openings. Registration for employers and candidates will be on the West Michigan Works! [website](#). Employer registration is open May 4-8. Job seeker registration will be open May 18 – 22.

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 that with 10 or more openings and temporary positions so job seekers with a need for temporary work can easily identify these jobs.

Rapid Response Services

Business Solutions Representatives are reaching out to our employer customers in an effort to provide resources and information on layoff prevention and UIA assistance for employers needing to downsize. Rapid Response Services have been revised to provide assistance and information to job seekers electronically as well.

Retention Solutions Network (RSN)

Following the direction of the Governor, the Retention Solutions Network (RSN) suspended all onsite visits and off-site meetings through the end of the executive order. During this time, RSN Success Coaches are providing services 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 RSN also continues to support outside networks (The SOURCE, MI ERN and The Family Economic Support Office/United Way Barry) with Community Ventures (CV) support service funding to eliminate barriers to employment and household wellness.

West Michigan Works! in the Media

The marketing and communications department has been hard at work keeping the public informed of our services and programming. Our media campaign will continue to direct job seekers to our Weekly Hot Jobs page where they can sign up to receive the weekly newsletter or register for the May 20-21 virtual job fair. Since mid-March we have seen a 80% increase to our job seeker site and 800% increase to traffic on the employer site. We have added a chat feature to all of our sites. We worked with WZZM to provide a week-long series that focused on employers who are hiring:

Monday, Apr 27: WMW! Intro

<https://www.wzzm13.com/video/news/local/find-help-finding-a-job-west-michigan/69-7ac45eee-0c04-4e92-928b-5b49a9eedc2d?jwsourc=cl>

Monday: Samaritas

<http://www.wzzm13.com/video/news/local/senior-care-facilities-hiring/69-ceae131b-2fe0-409d-8e51-fe0140e716dc?jwsourc=cl>

Tues: SpartanNash

<https://www.wzzm13.com/article/money/economy/whos-hiring-grocery-retail/69-c2cce209-36c1-4b60-b7a8-16d97beab6a4>

Wed: Herbrucks

<https://www.wzzm13.com/article/news/health/coronavirus/whos-hiring-food-production/69-155d8cfd-2da3-44fa-9e03-65f81326ed76>

Thurs: DeWys

<https://www.wzzm13.com/article/news/whos-hiring-us-manufacturers/69-67881102-b230-4c67-b1cb-9180b9550af3>

Fri: Autocam

<https://www.wzzm13.com/article/money/business/whos-hiring-medical-device-manufactureres/69-8e59897c-0400-4880-af84-2f8fdf8c3743>

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

LANSING, 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."

<https://www.michigan.gov/whitmer/0,9309,7-387-90499-527530--,00.html>

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MEMORANDUM

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

FROM: National Association of Workforce Boards (NAWB)
WMW Staff

DATE: May 4, 2020

RE: Relaunching America's Workforce Act (RAWA)

Legislation to Fund Workforce Introduced

The "[Relaunching America's Workforce Act](#)" (RAWA), [was introduced on May 1, 2020](#), by Chairman of the Education and Labor Committee Bobby Scott along with Representatives Andy Levin, Susan Davis, Suzanne Bonamici, Joaquin Castro, Marcy Fudge, Lucy McBath, Susie Lee, Haley Stevens, Joe Courtney, Steven Horsford, and Angie Craig and co-led in the Senate by Tim Kaine, Tammy Baldwin and Tina Smith. RAWA intends 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 affected. This Act increases flexibility so more funding can be used for training, supportive services, and career services.

A section by section summary can be found [here](#).

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.

NAWB is thrilled to support his legislation, which is in line with the funding [requests](#) we have made to Congress. NAWB has collaborated with National League of Cities, National Association of Counties and, the United States Conference of Mayors to [present a unified voice of support](#) for this legislation.