



Governing Board Meeting
Westside Service Center
215 Straight Ave. N.W. Grand Rapids, MI 49504
<https://westmiworks-org.zoom.us/j/96695571360>
You can also dial in using your phone
+1 (929) 436-2866
Meeting ID: 966 9557 1360 Passcode: 619064
Monday, April 25, 2022 • 8:30 a.m. – 10:00 a.m.

AGENDA

1. Call to Order and Introductions
2. Public Comment – Agenda Items
3. Approval of the February 28, 2022 Minutes **Action Required**
4. Report on Financial Activities
Bob Perkins, Chief Financial Officer
 - a. ACSET Financial Report - Notes to March 2022 Board Financials **Information Item**
 - b. Proposed FYE 2022 Budget Modification *(roll call: 75% affirmative vote of members present)* **Action Required**
 - c. Proposed FYE 2023 Budget *(roll call: 75% affirmative vote of members present)* **Action Required**
 - d. Renewal of Line of Credit Request **Action Required**
5. West Michigan Works! (WMW) Workforce Development Board (WDB)
Member Appointment *(roll call: 75% affirmative vote of members present)* **Action Required**
Jacob Maas, Chief Executive Officer
6. Report on Administrative Activities **Information Item**
Laura Krist, Human Resource Director
 - a. ACSET Personnel Actions Report
 - b. ACSET Operations Staffing
 - c. Update to Staffing Chart **Action Required**
7. Strategic Workforce Solutions (SWS) Update **Information Item**
Jacob Maas
8. WDB Dashboard and Solutions Driven Updates **Information Item**
Jacob Maas
9. Other Business **Information Item**
Jacob Maas
 - a. National Association of Workforce Boards (NAWB) Forum: Excellence in Partnership and Collaboration Award: West Michigan Works! and Grand Rapids Community College (GRCC)
 - b. 2021 [State of the West Michigan Workforce](#) Talent Survey
 - c. Service Center Location updates
10. Public Comment
11. Adjournment

Next Scheduled Governing Board Meeting:
Monday, June 27, 2022 at 8:30 a.m. Location: Westside Service Center



Governing Board Meeting

Westside Service Center

215 Straight Ave. N.W. • Grand Rapids, MI 49504

<https://westmiworks-org.zoom.us/j/95042469029>

You can also dial in using your phone: +1 (929) 436-2866

Meeting ID: 950 4246 9029 Passcode: 739890

Monday, February 28, 2022 • 8:30 a.m. – 10:00 a.m.

MINUTES

Governing Board Members Present: Commissioners De Young, Storey, Tiejema, Kallman, Womack, Baker, Scolnik, Pego, Fenske, Garcia, Lenear

Governing Board Members Absent: Commissioners Geiger, LaGrand, Reppart

Staff Present (physically or virtually): Jacob Maas, Angie Barksdale, Bob Perkins, Laura Krist, Janette Monroe, Tasha Evans, Tawanna Wright, Melanie White, Amy Lebednick

Guests Present: Nathan Lipton (Wipfli, LLP), John Hemming (Wipfli, LLP), Jessica Pierce (unknown)

1. Call to Order by Commissioner Garcia at 8:31 a.m. Commissioner Garcia requested introductions of members, staff and guests attending the meeting.
2. Public Comment- Agenda Items- None.
3. Approval of the December 13, 2021 Minutes **Action Required**

Motion – Com. Storey

Second – Com. Tiejema

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

4. 2022 Governing Board Election of Chair and Vice-Chairperson **Action Required**
Tawanna Wright, Staff Attorney, stated that the newly elected officers will begin their duties at this Governing Board meeting immediately following the election. Based on the rotation listed in the Interlocal Agreement, it is the City of Grand Rapids' turn to serve as Chairperson of the Board for 2022. Senita Lenear and Kurt Reppart are the representatives from the City of Grand Rapids Board of Commissioners. Tawanna further reviewed that it is Allegan County's turn to serve as Vice-Chairperson of the Board for 2022. The names from the Allegan County Board of Commissioners are Mark De Young and Jim Storey.

Motion – Com. Tiejema nominated Commissioner Lenear to serve as the Chairperson of the ACSET Governing Board for 2022

Second – Com. Kallman

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

Motion – Com. De Young nominated Commissioner Storey to serve as the Vice-Chairperson of the ACSET Governing Board for 2022

Second – Com. Garcia

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

Com. Lenear proceeded to conduct the meeting as the newly appointed Chairperson of the ACSET Governing Board.

5. Report on Financial Activities

- a. **Presentation of the Audited Financial Statements** **Action Required**
 John Hemming and Nathan Lipton, CPAs, Wipfli LLP, presented a summary of the annual audit results, which is an opinion of ACSET's financial statements for the year ending June 30, 2021. As a result of the single audit, John reported on ACSET's internal control over financial reporting and its major federal programs. Nathan stated that no findings were reported. Brief discussion took place, and John and Nathan answered board members' questions. ACSET staff requested that the board approve receipt of the audited financial statements.

Motion – Com. Tiejema

Second – Com. Womack

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

- b. **ACSET Financial Report - Notes to January 2022 Board Financials** **Information Item**
 Bob Perkins, Chief Financial Officer reviewed ACSET's statement of revenue and expenditures for the seven months ending January 31, 2022. Brief discussion took place, and Bob answered board members' questions.

6. Report on Administrative Activities

Information Item

- a. **ACSET Personnel Actions Report**
 Laura Krist, Human Resource Director, reported that there have been thirteen (13) appointments, thirteen (13) separations, and seven (7) promotions.
- b. **ACSET Operations Staffing**
 Laura Krist reported that ACSET currently has 200 out of 233 positions filled. Staff are currently looking to fill 17 positions, some of which have pending offers at this time.
- c. **Emergency Closure Policy** **Action Required**
 Laura Krist reported that this policy was last updated in 2014 and reviewed that in the interest of employee safety, the policy allows the Chief Executive Officer of ACSET/West Michigan Works! to modify regular office hours in cases of severe weather or other emergency conditions. The policy outlines the procedures that are to be utilized in such cases. Laura reviewed the proposed policy with the Board and staff answered board members' questions.

Motion – Com. Womack

Second – Com. Kallman

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

7. Dashboard and Solutions Driven Updates

Information Item

- a. **Dashboard**
 Angie Barskdale, Chief Operating Officer, reviewed the Service Summary for October 1, 2021 through December 31, 2021 with board members. The Summary provides data about the organization's progress toward fulfillment of its services in alignment with the 2020 Strategic Plan. Angie reviewed the data points related to Service Center Traffic & Call volume (which to-date, is currently increasing), Diversity of Job seekers Served, Employers Served, Diversity of Employers (which includes industries represented in the "Other" category such as consulting, education, entertainment/media, finance, government, hospitality, not-for-profit, retail, recreation, staff agency, and communication), Jobs Filled by Industry, Training by Industry (which includes active non- Going Pro Talent Fund grants that are administered by WMW), Training Completed with GPTF grants (trainings that have been completed and paid out), Hiring Events, Retention Solutions, and Work Ready Certificates Earned.

b. Grants-New

Angie Barksdale, stated that several staff members continue to work on numerous grant and funding opportunities. Angie stated that WMW is keeping most of these opportunities on the agenda to keep Governing Board members updated. The grants listed below are all focused on training, re-training, and apprenticeships to ensure job seekers are ready for in-demand jobs.

i. Good Jobs Challenge

WMW and GRCC submitted a proposal for the Good Jobs Challenge (GJC) grant through the Economic Development Agency's (EDA) American Rescue Plan Act. The GJC grant is designed to assist communities and regions by developing and strengthening regional workforce training systems that support sectoral partnerships, designing sectoral partnerships, and implementing sectoral partnerships that will lead to high-quality jobs. The WMW/GRCC proposal includes funding to increase the capacity of our industry talent councils by funding staff to lead new and established initiatives of the councils, expand career pathway mapping, serve as a connector between school and employer, and expanding access to training opportunities and high paying jobs via community outreach hubs. Angie stated the total request was just over \$10.2 million for the three-year project.

ii. The Talent Pathways Program

WMW has agreed to partner with The Right Place, Inc. on a grant-funded initiative called the Talent Pathways Program. The program is designed to help employers forge a path to success for current and future employees, leading to improved talent retention & recruitment. Participants in the program will receive grant funding to: (1) create career pathways in partnership with local training providers and community partners that result in sought-after industry credentials and certifications, (2) access and develop a diverse talent pool, and (3) build a culture of success for low-income employees. This program will fund up to 20 companies who can receive up to \$25,000 in reimbursed training expenses, including wages. Advanced Manufacturing and Technology employers located in Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa Counties may apply to participate on The Right Place website.

c. Grants-Ongoing

Angie Barksdale, stated that several grants listed below are all focused on training, re-training, and apprenticeships to ensure job seekers are ready for in-demand jobs.

i. Grand Rapids Community College's One Workforce Grant

Information provided in packet.

ii. Michigan Learning and Education Advancement Program (MiLEAP)

Information provided in packet.

iii. Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH)

Information provided in packet.

iv. Regional Talent Innovation Grants

Information provided in packet.

v. State Apprenticeship Expansion (SAE) – West Michigan Works!

Information provided in packet.

vi. State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC)

Information provided in packet.

d. Industry Talent Council Initiatives

Angie Barksdale reviewed the following initiatives that the talent councils have been engaged in and asked members to take a look at the Annual Community Report which was provided to members, with the exception of Construction.

- i. [Agribusiness Talent Council of West Michigan](#) (ATC):
Information provided in packet.
- ii. [Construction Careers Council](#) (CCC):
Angie Barksdale reported that this is a newly formed West Michigan Works! supported Industry Talent Council. The council was formed in May 2021 and council members represent a broad range of construction trades.
- iii. [Discover Manufacturing](#) (DM):
Information provided in packet.
- iv. [West Michigan Health Careers Council](#) (WMHCC):
Information provided in packet.
- v. [West Michigan Tech Talent](#) (WMTT):
Information provided in packet.
- vi. [WMW Sponsored Registered Apprenticeships Program](#):
Information provided in packet.

e. Programs

- i. [Summer Youth Work Experience](#):
Information provided in packet.
- ii. [Learn, Earn and Provide \(LEAP\) Pilot](#):
Information provided in packet.
- iii. [MiCareerQuest 2022](#):
Information provided in packet.

f. Initiatives

- i. [2022 Hot Jobs](#) Report and Career Pathway Maps:
Angie recommended viewing the online version as it is much more interactive
- ii. [Director of Talent Solutions and Director of Innovation & Strategy](#):
Angie announced that Tasha Evans has been promoted to the Director of Talent Solutions beginning February 14, 2022. Tasha has worked for the Michigan Works! system since 2002. Angie reported that staff are currently interviewing for the Director of Innovation & Strategy position.

8. Other Business

Information Item

- a. Commissioner Tiejema inquired about WorkReady certificates and Angie reported good outcomes.
- b. [April Governing Board Meeting](#)
Jacob Maas, Chief Executive Officer, advised GB members that staff plan to bring a few fiscal action items including line of credit, FY2022 Budget modification, and preliminary FY 2023 Budget, to the April board meeting. Jacob reminded board members that the bylaws require specific supermajority quorums related to the numbers of members present and the number of board members appointed and serving in order to approve these fiscal items.

c. Governing Board Member Orientation

Jacob Maas reported that staff would like to host new board member orientations for Commrs. Kallman, Baker and Feske. Jacob asked to meet briefly with these board members following the meeting to schedule an in-person orientation at the service center closest to each member's jurisdiction in the next month.

9. Public Comment- None.

Commissioner Scolnik inquired about the "Great Resignation" and people not returning to work. Jacob Maas reviewed that the labor force has declined and reminded the Board that WMW conducted a Talent Survey in coordination with Calvin University's Center for Social Research in 2021, to better understand the current state of the job market and workforce in Michigan. Jacob reported that staff are working on another regional survey for this year, and that he believes the State of Michigan is also considering a statewide talent survey. At this time, reports on each survey are projected for late summer. Jacob offered the option for staff to re-send the 2021 Talent Survey.

Commissioner Lenear also requested an update on the newly formed nonprofit 501 (c)(3) status at the next meeting.

Commissioner Storey commented that there is 1 additional Chief Financial Officer (CFO) listed on the staff report. Laura advised that ACSET will request that this position be removed at the next meeting. Laura reminded board members that prior to the current CFO, Bob Perkins, being hired, ACSET requested the additional CFO position be added to the staffing chart while the previous CFO was transitioning to leave the organization, and training Bob.

10. Adjournment at 9:42 a.m. by Chairperson Lenear.

Recorded by: _____ Received by: _____

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MEMORANDUM

TO: ACSET Governing Board

FROM: Bob Perkins, Chief Financial Officer

DATE: April 18, 2022

RE: March 2022 Board Financials

Revenue

Revenues for the nine months ending March 31, 2022 totaled \$24.1 million which is \$7.4 million greater than the prior year. The main difference was \$5.8 million related to the Going Pro Talent Fund, timing in revenue recognition from PATH of \$2.1 million, timing of WIOA of \$897K, and new funding from Bres of 217K and Clean Slate of \$173K.

The following funds had decreases year to date compared to the prior year. American Promise had funding in the prior year of \$317K, Unemployment Insurance funding in the prior year of \$744K, Community Venture decrease in revenue of \$491K, decrease in Economic Transition of \$116K and less revenue recognized for Trade of \$106K.

Expenditures

Overall operating expenses are below the proposed budget by 1.57%.

- Fringe Benefits are up \$252K from the prior year due health insurance costs that make up \$244K of this difference.
- Consumables are \$216K more than the prior year. This increase is due to office furniture purchased for the Ottawa and Ionia service centers - \$217.5K.
- Outside Services are up by \$303K compared to prior year. The following items make up the majority of the difference:
 - \$200K related to the build out of the Ionia service center.
 - Work Ready Assessment Web Applications Project with a cost of \$80K.
 - \$36K Career Coach Curriculum – GRCC
- Equipment Purchases are up by \$60K compared to prior year. Below are the main items that contributed to the increase.
 - \$10.9K Ricoh Copier for Ottawa Service Center – Applied Imaging
 - \$10.9K Ricoh Copier for Ionia Service Center – Applied Imaging
 - \$22.2K Chevy Malibu car purchase for PATH
 - The remainder is in replacement computers.

Subcontractors is up over the prior year by \$214K. The increase is due to Future Of Work (new fund) grant of \$81k, Clean Slate Pilot (new fund) of \$64K, Michigan Learning & Education fund (new fund) of \$54K with the remainder from the WIOA youth.

Training expenses are \$6.06 million more than the previous year. Going Pro Talent Fund (GPTF) increase of \$5.8 million and \$244K in WIOA training (adult).

Direct Client Expenses are \$79K higher than the previous year. There was more spent in PATH during this period of \$212K, Bres (new fund) spent \$65K. The spending in Young Professionals decreased by \$32K and Community Ventures fund expending less in housing, auto purchases, and public transportation in the amount of \$172K.

Area Community Services Employment and Training Council
Michigan Works Agency Programs
Statement of Revenue & Expenses
For the Nine Months Ending March 31, 2022

	YTD Thru March 2022 Actual	YTD Thru March 2021 Actual	YTD 2021/2022 Budget	Budget Variance	Budget Variance %
Total Revenue	<u>\$ 24,111,645</u>	<u>\$ 16,709,921</u>	<u>\$ 24,432,716</u>	<u>\$ (321,071)</u>	<u>-1.31%</u>
Expenses					
Operating Expenses					
Wages	\$ 8,001,083	\$ 7,693,835	8,066,260	\$ 65,177	0.81%
Fringe Benefits	2,861,045	2,609,413	2,923,754	62,709	2.14%
Consumable supplies	854,754	639,133	858,456	3,702	0.43%
Transportation	47,384	43,288	63,825	16,441	25.76%
Outside services	971,216	668,051	985,350	14,134	1.43%
Space and communications	1,319,375	1,383,368	1,342,506	23,131	1.72%
Equipment rent and maint	48,257	31,199	51,750	3,493	6.75%
Equipment purchases	172,025	111,934	203,275	31,250	15.37%
Other expense	436,077	485,923	451,378	15,301	3.39%
Total operating expense	<u>14,711,216</u>	<u>13,666,144</u>	<u>14,946,554</u>	<u>235,338</u>	<u>1.57%</u>
Subcontractors	\$ 639,759	\$ 425,813	\$ 649,950	\$ 10,191	1.57%
Training	\$ 7,909,594	\$ 1,846,195	\$ 7,967,896	\$ 58,302	0.73%
Direct Client Expenses	<u>\$ 851,076</u>	<u>\$ 771,769</u>	<u>\$ 868,316</u>	<u>\$ 17,240</u>	<u>1.99%</u>
	<u>\$ 9,400,429</u>	<u>\$ 3,043,777</u>	<u>\$ 9,486,162</u>	<u>\$ 85,733</u>	<u>0.90%</u>
Total Expenses	<u>24,111,645</u>	<u>16,709,921</u>	<u>24,432,716</u>	<u>321,071</u>	<u>1.31%</u>
Excess of Revenue over Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited



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MEMORANDUM

TO: ACSET Governing Board

FROM: Bob Perkins, Chief Financial Officer

DATE: April 18, 2022

RE: Proposed FYE 2022 Budget – First Modification

The proposed budget modification for the fiscal year ending June 30, 2022 is presented for your consideration.

Requested Modification

The proposed 2021-2022 budget modification increases grant income by \$1,383,000. WIOA Grant increase/timing of revenue \$1.8M, \$1.6M from increase or new funding from some of the following grants: MI LEAP, SAE, Learn & Earn Pilots, Bres, Healthy Michigan, DeVos Talent Career, plus various smaller grants. A reduction in Going Pro estimated revenue of \$2 million.

Expenditures

An additional \$135K is requested for Wages. This increase is a result from the one-time wage across the board increase from last year. An increase of Fringe is needed mainly due to the increase in health insurance costs and the increase in wage.

Consumables is estimated to increase by \$140K to cover the increased costs related to the Ionia and Ottawa service centers furniture purchases.

Transportation was originally budgeted based on pre COVID activity. We reduced this line item since we didn't achieve the levels anticipated.

Outside Services is anticipated to increase based on planned expenditures for MILEAP program as well as the build out of the Ionia service center, the Work Ready Assessment Web Application, and the Career Coach Curriculum-GRCC.

Equipment Purchases are anticipated to increase by \$361K. We purchased two copiers, a car with the remainder needed for planned computer and lap top purchases for the purpose of replacement.

Requested Action

We ask that the proposed budget be considered for approval.

Pursuant to Article II, Section 6(a) of Area Community Services Employment & Training (ACSET) Amended Bylaws dated April 26, 2021, a seventy-five percent (75%) affirmative vote of the members present is required for the budgets and amendments.

Area Community Services Employment and Training Council

General Fund Michigan Works! Budgetary Comparison Schedule For the Fiscal Year Ending June 30, 2022

	Fiscal Year 2021 - 2022 Original Budget	Fiscal Year 2021 - 2022 Proposed Mod 1	Increase (Decrease)
REVENUES			
Grant Income	\$ 31,617,000	\$ 33,000,000	\$ 1,383,000
Program income	20,000	20,000	-
TOTAL REVENUE	\$ 31,637,000	\$ 33,020,000	\$ 1,383,000
EXPENDITURES			
Operating costs:			
Wages	\$ 10,715,000	\$ 10,850,000	\$ 135,000
Fringe	3,633,000	3,925,000	\$ 292,000
Consumables	708,000	848,000	\$ 140,000
Transportation	160,000	78,000	\$ (82,000)
Outside Services	915,000	1,301,000	\$ 386,000
Space & Communications	1,729,000	1,779,000	\$ 50,000
Equipment Rent & Maintenance	55,000	65,000	\$ 10,000
Equipment Purchases	147,000	508,000	\$ 361,000
Other Expenses	486,000	506,000	\$ 20,000
Subcontracted program costs	819,000	845,000	\$ 26,000
Training costs	11,252,000	11,252,000	\$ -
Direct client expenditures	1,018,000	1,063,000	45,000
SUBTOTAL OPERATING EXPENSES	\$ 31,637,000	\$ 33,020,000	\$ 1,383,000
Net Change in Fund Balance	\$ -	\$ -	\$ -

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MEMORANDUM

TO: ACSET Governing Board

FROM: Bob Perkins, Chief Financial Officer

DATE: April 18, 2022

RE: Proposed FYE 2023 Budget

The proposed budget for the fiscal year ending June 30, 2023 is being presented for your consideration.

Proposed FYE 2023 Budget

The proposed 2022-2023 budget plans for \$33,733,000 of total revenue. This represents a 2.2% increase over the proposed (mod 1) 2021-2022 budget. West Michigan Works! has not yet received planning allocations for the 2022-2023 year. The proposed budget was prepared with the following assumptions: flat funding for the WIOA, Wagner Peyser, PATH and FAET programs, Trade, and an increase in the Going Pro Talent Fund (GPTF) awards and timing differences of \$1.4K million and MILEAP of \$1million. There is a \$1.7 million decrease from Grants that will not be renewed (Healthy Michigan, Healthy Michigan Navigator, Community Ventures, Rise Up, DW NEG – Covid 19, Kellogg Hiring Model, Devos Hire Reach, Learn Earn &Provide Pilot, Kellogg Start Up and Clean Slate).

Expenditures

The budget for salaries is estimated to increase by \$450K. This increase represents new positions added as well as merit increases for existing staff. Fringe budget is expected to increase by \$162k in relation to the increased salaries.

Consumable supplies, Outside Services, Space and Communication, Equipment Purchases, Other Expense, and training have been adjusted and includes initial planned expenditures for 2022-2023.

Transportation has been increased in anticipation of more in person meetings and staff training/conferences.

Training costs represent a 7% increase. This increase is due to the GPTF.

Direct client cost reduction is partially due to grants ending that are not expected to be renewed during the 2022-2023 fiscal year as well as reductions in on-going programs based on anticipated availability of funds.

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

Requested Action

We ask that the proposed budget be considered for approval.

Pursuant to Article II, Section 6(a) of Area Community Services Employment & Training (ACSET) Amended Bylaws dated April 26, 2021, a seventy-five percent (75%) affirmative vote of the members present is required for the budgets and amendments.

Area Community Services Employment and Training Council

General Fund

Michigan Works! Budgetary Comparison Schedule For the Fiscal Year Ending June 30, 2023

	Fiscal Year 2021 - 2022 Budget Mod 1	Fiscal Year 2022 - 2023 Proposed Budget	Increase (Decrease)
REVENUES			
Grant Income	\$ 33,000,000	\$ 33,713,000	\$ 713,000
Program income	20,000	20,000	-
TOTAL REVENUE	\$ 33,020,000	\$ 33,733,000	\$ 713,000
EXPENDITURES			
Operating costs:			
Wages	\$ 10,850,000	\$ 11,300,000	\$ 450,000
Fringe	3,925,000	4,087,000	162,000
Consumables	848,000	860,000	12,000
Transportation	78,000	103,000	25,000
Outside Services	1,301,000	901,000	(400,000)
Space & Communications	1,779,000	1,767,000	(12,000)
Equipment Rent & Maintenance	65,000	55,000	(10,000)
Equipment Purchases	508,000	300,000	(208,000)
Other Expenses	506,000	456,000	(50,000)
Total Operating Costs	19,860,000	19,829,000	(31,000)
Subcontracted program costs	845,000	895,000	50,000
Training costs	11,252,000	12,036,000	784,000
Direct client expenditures	1,063,000	973,000	(90,000)
Total Expenses	\$ 33,020,000	\$ 33,733,000	\$ 713,000
Net Change in Fund Balance	\$ -	\$ -	\$ -



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MEMORANDUM

TO: ACSET Governing Board

FROM: Bob Perkins, Chief Financial Officer

DATE: April 18, 2022

RE: Renewal of Line of Credit

Background

ACSET holds a \$325,000 line of credit with Fifth Third Bank. This line expires March 2022. I am requesting that the line of credit be renewed in the amount of \$325,000.

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

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

Requested Action

We are requesting ACSET Governing Board approval to renew this line of credit for another year term with an increased amount of \$325,000.

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MEMORANDUM

TO: ACSET Governing Board

FROM: West Michigan Works! Staff

DATE: April 18, 2022

RE: West Michigan Works! (WMW) Workforce Development Board (WDB) Member Appointment

Background

Cindy Brown recently left The Right Place, Inc and has taken another employment opportunity. Therefore, Cindy is no longer a representative on the WDB. Staff received a recommendation from The Right Place.

TaRita Johnson currently serves as the Senior Vice President, Talent & Diversity at The Right Place, Inc. TaRita assists companies with talent and diversity strategies, Lead "People" Pillar of the Right Place's People, Place and Prosperity pillars. TaRita has served on the GMB Architecture Board providing expertise around talent, recruitment and diversity.

Action

In March 2022, the Executive Leadership Committee supported the nomination of TaRita Johnson to fill the open seat on the WDB, with terms of office through October 31, 2022. WMW staff is requesting approval from the ACSET Governing Board to support TaRita Johnson to serve on the WMW WDB.

Pursuant to Article I, Section 6(a) of Area Community Services Employment & Training (ACSET) Amended Bylaws dated April 26, 2021, a seventy-five percent (75%) affirmative vote of the members present is required for approval of appointment of members to the Workforce Development Board.

ACSET Personnel Actions – April 18, 2022

CLASS	EMPLOYEE	APPOINTMENT	DATE	LOCATION
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Appointments

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Business Solutions Representative	Bradley Sims	Permanent	2/21/22	Montcalm
Career Coach	Lisa Brown	Permanent	3/28/22	Muskegon
	Mercedes Chavez		2/22/22	Ottawa
	Janine Durr		3/29/22	Westside, GR
	Colin McCaw		3/14/22	Montcalm
	Amanda Ruehs		3/14/22	Ionia
	James Senard		3/28/22	Franklin, GR
	Amy Simon		3/8/22	Muskegon
Career Navigator	Mary Estupinan	Permanent	3/7/22	Ottawa
	Arnold Sanchez		4/18/22	Westside, GR
	Caridad Telemin		4/11/22	Franklin, GR
Director of Development & Innovation	Chad Patton	Permanent	3/21/22	Westside, GR

Separations

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Accounting Assistant	Brandi Barnes	Permanent	3/24/22	Admin, GR
Career Coach	Michelle Kooi	Permanent	4/8/22	Franklin, GR
Career Navigator	Saska Radulovic	Permanent	4/15/22	Ionia
	Tammy Ray		3/4/22	Barry
Project Manager	Kiersten Schulte-Miller	Permanent	4/15/22	Westside, GR
Resource Specialist	Nancy Price	Permanent	2/23/22	Muskegon
Talent Development Instructor	Linden Peterson	Permanent	3/30/22	Muskegon
Talent Development Manager	Jessica Reinsch	Permanent	3/18/22	Westside, GR

Promotions/Transfers

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Career Coach to Talent Development Instructor	Justin Schnurer	Permanent	2/28/22	Franklin, GR
Career Coach to Assistant Manager	Julie Moore	Permanent	4/11/22	Muskegon
Career Coach to Resource Specialist	Tara Becker	Permanent	4/18/22	Muskegon
Quality Assurance Specialist to Policy Manager	Brittany Chase	Permanent	3/30/22	Montcalm

Current

April 2022

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	3	3	0	0
Accounting Assistant	5	2	0	3
Accounting Manager	1	1	0	0
Accounting Supervisor	1	1	0	0
Apprenticeship Success Coordinator	2	2	0	0
Assessment Specialist	4	4	0	0
Assistant Manager	14	14	0	0
Attorney	2	2	0	0
Business Solutions Coordinator	4	4	0	0
Business Solutions Director	1	1	0	0
Business Solutions Manager	2	2	0	0
Business Solutions Representative	17	14	0	3
Career Coach	54	46	0	8
Career Navigator	26	22	0	4
Chief Executive Officer	1	1	0	0
Chief Financial Officer	2	1	0	1
Chief Operating Officer	1	1	0	0
Computer Support Specialist	2	2	0	0
Custodian	1	0	0	1
Director of Development and Innovation	1	1	0	0
Executive Assistant	1	1	0	0
Facilities Coordinator	1	1	0	0
Facilities Manager	1	1	0	0
Human Resource Assistant	3	2	0	1
Human Resource Director	1	1	0	0
Industry Council Leads	5	5	0	0
Information Technology Manager	1	1	0	0
Marketing & Communications Assistant	1	1	0	0
Marketing & Communications Coordinator	3	2	0	1
Marketing & Communications Director	1	1	0	0
Performance Analyst	6	6	0	0
Policy Coordinator	3	2	0	1
Policy Manager	4	4	0	0
Procurement Manager	1	1	0	0
Project Manager	5	4	0	1
Quality Assurance Specialist	10	9	0	1
Records Service Specialist	5	4	0	1

Resource Specialist	4	4	0	0
Retention Solutions Manager	1	0	0	1
Success Coach	2	2	0	0
Talent Development Instructor	11	10	0	1
Talent Development Manager	1	1	0	0
Talent Development Specialist	9	8	0	1
Talent Solutions Director	1	1	0	0
Talent Solutions Manager	6	6	0	0
Training Consultant	1	1	0	0
Youth Solutions Manager	1	1	0	0
TOTALS	233	204	0	29

CLASSIFICATION	Filled
Participant/Temporary	0



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MEMORANDUM

TO: ACSET Governing Board

FROM: Laura Krist, Human Resource Director

DATE: April 18, 2022

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

Background:

After reviewing our current staffing chart, we have determined the following update would be appropriate:

Chief Financial Officer

We currently have two Chief Financial Officer positions on our staffing chart, but we only need one staff member for this position. The additional CFO was originally requested to be added for training purposes due to a staffing change in this position.

Action:

We are requesting Governing Board approval to delete the second CFO position from the West Michigan Works! staffing chart.



Service Summary Oct 1, 2021 to Mar 31, 2022

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.

Additional information and explanation about the data presented are included the narrative.

Strategic Plan Alignment



Enhanced Relationships



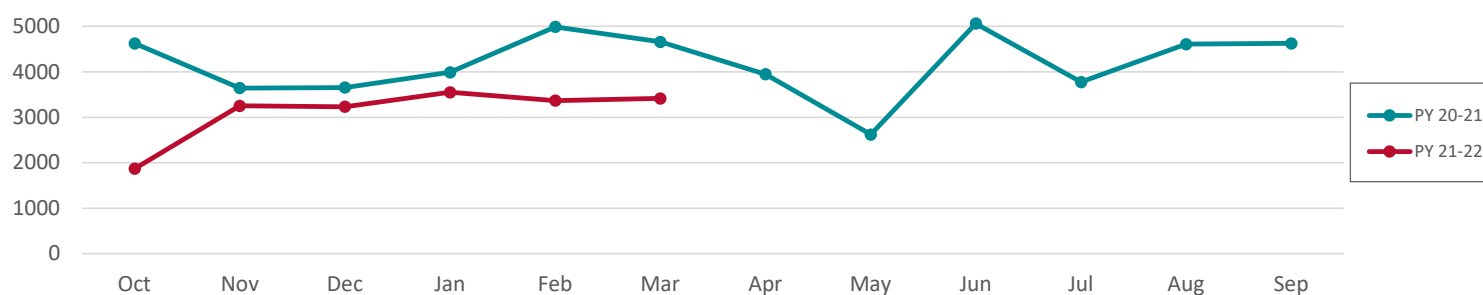
Pipeline Development



Diversity and Inclusion

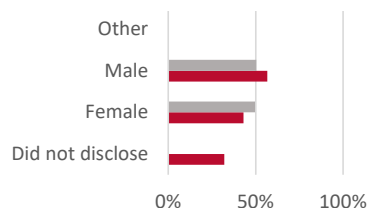
Service Center Traffic & Call Volume* (PY comparison by month)

*call volume not included in PY 21-22 numbers

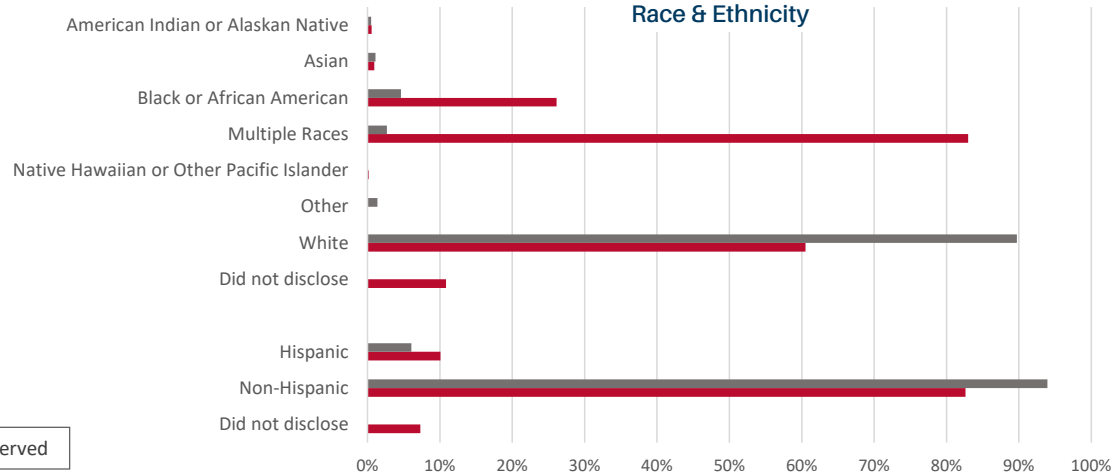


Diversity of Job Seekers Served

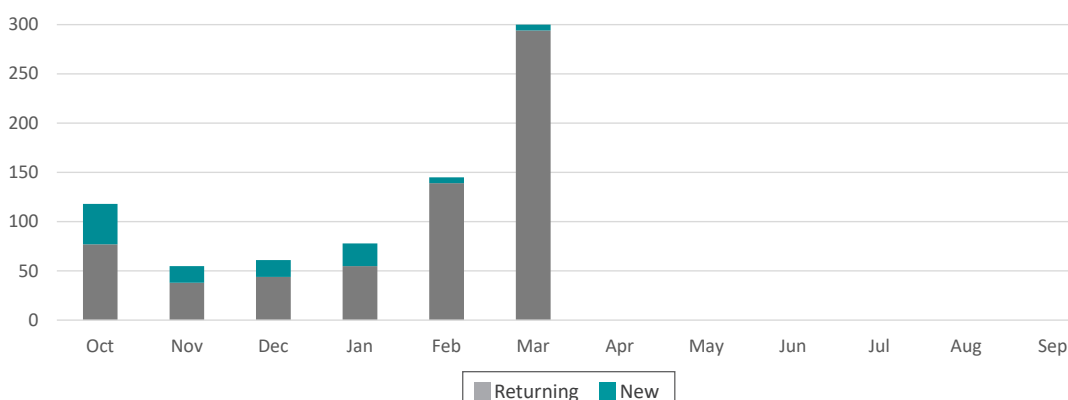
Gender



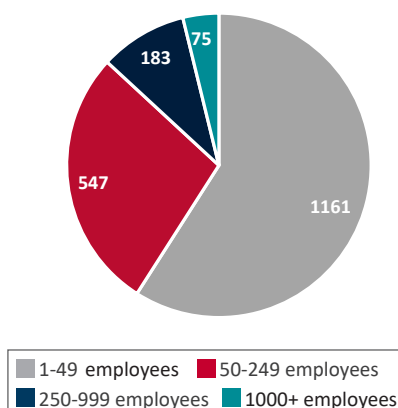
Race & Ethnicity



Employers Served (unique count)



Diversity of Employers Served (by size)



Jobs Filled by Industry

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Agribusiness	0	0	0	0	4	2						
Construction	0	38	0	0	0	3						
Health Care	65	59	200	96	622	480						
Information Technology	0	0	0	16	9	2						
Manufacturing	461	300	313	69	307	704						
Other	58	141	77	92	116	139						
TOTAL	584	538	590	273	1058	1330						

Training: by Industry

	New Hire	Classroom	Apprenticeship	Credentials Earned
Agribusiness	1	0	0	0
Construction	1	79	1	3
Health Care	11	157	11	23
Information Technology	11	1	0	0
Manufacturing	110	10	0	2
Other	27	33	1	64
TOTAL	161	280	13	92

Active grants supporting new hire, classroom and apprenticeship training this reporting period:

MICA 2.0
MAICA 2.0
WIOA Incumbent Worker Training
WIOA On-the-Job Training
WIOA Individual Training Accounts
Going PRO Apprenticeships (GPA)
PATH Subsidized Employment
Future of Work
National Dislocated Worker Grant
Young Professionals

Training (completed): Going PRO Training Fund FY21

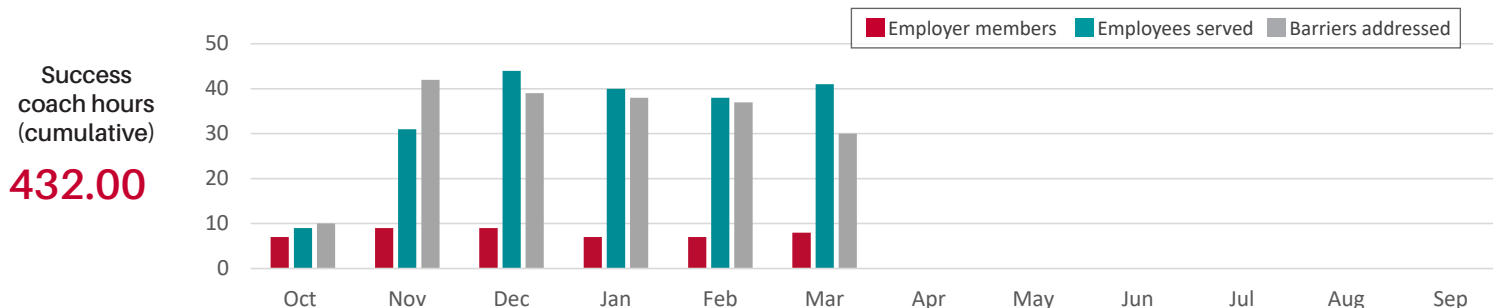
	New Hire	Classroom	Apprenticeship
Agribusiness	163	208	1
Construction	139	115	7
Health Care	734	129	11
Information Technology	319	134	0
Manufacturing	1250	1164	38
Other	158	288	13
TOTAL	2763	2038	70

Numbers as of March 15, 2022

Hiring Events

	Events	Participating Employers	Job Seekers
Q1	4	78	38
Q2	4	99	50
Q3			
Q4			
TOTAL	8	177	88

Retention Solutions Network



WorkReady Certificates Earned (cumulative)

1,940	133	53	103
Pre-Assessments	Post-Assessments	WorkReady Certificates	WorkReady Plus Certificates



Service Summary
Oct 1, 2021 to Mar 31, 2022

Workforce Development Board Dashboard Narrative

October 2021 – March 2022

Service Center Traffic & Call Volume

In October of 2021, West Michigan Works! began implementing a new tracking system. During this transition, UIA reinstated the requirement to register for work and the previously tracked service center calls shifted to include only UIA virtual appointments. Data that is not reflected in the recorded for traffic are the virtual services being provided without an appointment and those being provided through workshops, focused job search, and coaching sessions. We anticipate being able to capture all virtual services with the next stage of implementation.

Data reflected in this dashboard shows a slightly higher overall traffic count than the previous dashboard. This is due to an error in how the report was ran. That error has been corrected and the updated counts are accurate.

Diversity of Job Seekers

With the implementation of the new system mentioned above, WMW has resumed tracking demographic data. Although we are in the early stages of collecting this information, we will continue to monitor and evaluate race, ethnicity, and gender as we move forward. The data in this dashboard reflects an increased number of individuals identifying as multiple races.

Employers Served

The numbers reported are employers served each month for the initial time this program year. An employer is counted once per program year as unique; this occurs the first time an employer receives value-added services within a program year. A new employer is one that has never been engaged with WMW. A returning employer is one that has received services from WMW in a prior program year(s).

Diversity of Employers

Diversity of Employers is a new metric being tracked beginning this program year to give us a more comprehensive picture of our employer base. This metric shows the diversity of employers served by company size (total number of employees) and can be helpful in planning strategies for identifying specific employer groups for size-targeted initiatives. Industries represented in the “Other” category include: consulting, education, entertainment/media, finance, government, hospitality, not-for-profit, retail, recreation, staffing agency, and communication.

Jobs Filled by Industry

This is the total number of jobs filled for an employer based on their designated industry. These positions were filled for each employer through WMW assistance and services.

Training: Credentials by Industry

Active grants (not including Going PRO Talent Fund) administered by WMW supporting eligible new hire, classroom and apprenticeship training this reporting period.

Training: Going PRO Talent Fund

The Going PRO Talent Fund numbers presented are reflective of trainings that have been completed and paid out. FY 21 trainings ran February 2021 through January 2022. Nearly 50% of trainings for FY21 have been billed with the remainder of billing to occur through June 2022.

Hiring Events

Most hiring events are currently held virtually. Finding qualified talent continues to be a challenge, but we are pleased with the overall employer response. WMW continues to look for new and innovative ways to conduct outreach to job seekers.

Retention Solutions Network

Success Coaches provided virtual open-hours for each employer while maintaining a flexible work schedule to meet the needs of the employees, rather than having dedicated onsite hours. This data reveals the total number of employees served but does not consider the high number of touchpoints each employee had with our Success Coaches. The barriers addressed include transportation, housing, medical bills, and utilities, so that employees can successfully engage in the workplace.

WorkReady Certificates

WorkReady is an employability skills curriculum developed in coordination with employers. It consists of nine modules: five “core employability skills” and four “advanced employability skills”. Job Seekers take a pre-assessment to determine areas of readiness and areas for improvement; they only attend workshops for areas identified as needing improvement. Following attendance at any needed workshop(s) job seekers take the post-assessment to ensure they’ve gained the knowledge necessary to understand and use that skill. Following a successful pre-assessment, workshops and post-assessment, job seekers receive a certificate that communicates to regional employers that they are “work ready.” Job Seekers can choose to obtain a WorkReady Certificate, consisting of the five core employability skills or work toward a WorkReady Plus Certificate that includes the advanced modules.

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MEMORANDUM

TO: ACSET Governing Board

FROM: West Michigan Works! Staff

DATE: April 18, 2022

RE: Solutions Driven Updates

Grants

Good Jobs Challenge: WMW and GRCC submitted a proposal for the [Good Jobs Challenge](#) (GJC) grant through the Economic Development Agency's (EDA) American Rescue Plan Act. The GJC grant is designed to assist communities and regions by developing and strengthening regional workforce training systems that support sectoral partnerships, designing sectoral partnerships, and implementing sectoral partnerships that will lead to high-quality jobs. The WMW/GRCC proposal includes funding to increase the capacity of our industry talent councils by funding staff to lead new and established initiatives of the councils, expand career pathway mapping, serve as a connector between school and employer, and expanding access to training opportunities and high paying jobs via community outreach hubs.

The Talent Pathways Program: WMW has agreed to partner with The Right Place on a grant funded initiative called the Talent Pathways Program. The program is designed to help employers forge a path to success for current and future employees, leading to improved talent retention & recruitment. Participants in the program will receive grant funding to create career pathways in partnership with local training providers and community partners that result in sought-after industry credentials and certifications, access and develop a diverse talent pool, and build a culture of success for low-income employees. This program will fund up to 20 companies who can receive up to \$25,000 in reimbursed training expenses, including wages. Advanced Manufacturing and Technology employers located in Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa Counties may apply to participate on The Right Place [website](#).

Grants - Ongoing

Grand Rapids Community College's One Workforce Grant: WMW has partnered with GRCC on a \$9.8 million H1-B One Workforce Grant, focusing on advanced manufacturing, received by GRCC. Similar to the America's Promise Grant, the H1-B One Workforce Grant is a 4-year grant and will rely on a network of partners across the region, including Montcalm Community College, Muskegon Community College and multiple community partners to provide training and employment to hundreds of workers across West Michigan.

Michigan Learning and Education Advancement Program (MiLEAP): WMW, in partnership with Grand Rapids Community College, Montcalm Community College, Muskegon Community College, and West Michigan Center for Arts and Technology received a \$2 million award to fund short term, high demand training that leads to a credential in the food processing, healthcare, IT, retail, sales, supply chain, and manufacturing. MiLEAP focuses on individuals who are dislocated, underemployed, essential workers, those living in distressed rural and urban communities and economically disadvantaged.

Michigan Rural Enhanced Access to Careers in Healthcare (MiREACH): WMW has partnered with the Department of Labor and Economic Opportunity on a \$2.5 million USDOL H1-B Rural Healthcare grant program. This is a 4-year grant which aims to increase the number of individuals training in healthcare occupations that directly impact patient care; and alleviate healthcare workforce shortages by creating sustainable employment and training programs in healthcare occupations serving rural populations.

State Apprenticeship Expansion (SAE) – West MI Works: The Michigan Department of Labor & Economic Opportunity, Workforce Development (LEO-WD) approved our proposal submitted in response to the State Apprenticeship Expansion Grant Program. WMW was awarded \$525,800 which will help create 200 new registered apprentices during the grant period of April 13, 2021 through March 31, 2023. These funds will help cover employer costs and has allowed WMW to scale the registered apprenticeship programs by hiring an additional Apprenticeship Success Coordinator to develop new programs by working with our Industry Talent Councils.

State Apprenticeship Expansion (SAE) – Michigan Energy Workforce Development Consortium (MEWDC): WMW was awarded a contract to provide Project Management and Apprenticeship Program Technical Assistance for a \$1.1 million State Apprenticeship Expansion grant awarded to the consortium by LEO-WD. WMW has hired a Project Manager (PM) to support the hiring of 427 apprentices at 28 energy industry companies statewide in critical job roles within gas and electric skilled trades and line-clearance tree trim.

Industry Talent Councils

Agribusiness Talent Council of West Michigan (ATC): The ATC is launching a series of Career Ag-xploration Events in 2022. The event will include a Mobile Food Processing Lab that will visit students in the Muskegon area in May 2022. The event provides an opportunity for employers to tell their company's story (who you are and what they produce), dispel outdated myths about agriculture and food processing, highlight the economic importance of agribusiness, showcase rewarding careers in agribusiness, and inspire students to pursue a career in agribusiness. Additionally, the first of several newsletter series entitled The Foods That Built West Michigan has been released. The series includes resources on best practices connected to agribusiness and will highlight one Ag employer in each issue.

Construction Careers Council (CCC): This is a newly formed West Michigan Works! supported Industry Talent Council. The council was formed in May 2021 and council members represent a broad range of construction trades. The CCC will continue to work closely with the Construction Workforce Development Alliance (CWDA) led by Associated Builders and Contractors. The council's key strategies are Recruit, Train, and Sustain. A few initiatives to highlight include a Traveling Roadshow teaching students about construction careers, programs to be rolled out for Careers in Construction month in October. The council received many nominations for March's Women in Construction Week. All nominees will be highlighted on the CCC website along with a newsletter series.

Discover Manufacturing (DM): Discover Manufacturing is reviewing scholarship applications and plans to award up to \$6,000.00 in scholarships from \$500 to \$2,000 this year. Since 2018, Discover Manufacturing has awarded over \$10,000 in scholarships to students who plan to use their skills and education to make a rewarding career in the Advanced Manufacturing Industry. Additionally, information on the Adopt-A-School program, including a toolkit has been added to the DM website. Adopt-A-School is an initiative that looks to promote careers in West Michigan's manufacturing industry by establishing partnerships between employers and students of all ages. The program is designed to mutually benefit both local businesses and their surrounding schools.

West Michigan Health Careers Council (WMHCC): WMHCC is in the midst of strategic planning to ensure strategies and projects are effectively supporting the rapidly changing health care landscape. In person career exploration event is planned for the spring and will incorporate an innovative hiring event as part of the hands on experience. The council continues the advancement of Apprenticeship Programs including the addition of a new apprenticeship program for EEG technicians.

West Michigan Tech Talent (WMTT): The West Michigan Mi{Code} Experience (formerly Hour of Code) Playbook developed by WMTT recently received a certificate of Copyright Registration. In 2022, Mi{Code} served 70 schools and 45 industry mentors participated in the event. The experience provided “live virtual” sessions for mentors to connect with classrooms. Looking forward, the council is supporting a variety of ongoing and upcoming tech initiatives including Summer of Sankofa Academy (coding workshop) via the STEM Greenhouse, MACUL conference, CYAI (Cybersecurity Youth Apprenticeship Initiative) in collaboration with WMCAT & WomSA, and a Google Career Certificate program that will offer 100+scholarships at no cost in various programs.

WMW Sponsored Registered Apprenticeships

WMW has formalized its apprenticeship division which is now led by Project Manager, Joel Elsenbroek. Joel is responsible for overseeing the work of two apprenticeship success coordinators, various apprenticeship training grants, and multiple cohort apprenticeship programs. There are currently five cohort apprenticeship models being developed for the healthcare industry. West Michigan Works! Has also collaborated with the USDOL ETA to publish a case study on the success of the WMW Medical Assistant Registered Apprenticeship Program. A link to the article can be accessed by clicking [here](#).

Programs

Summer Youth Work Experience: The Youth team is ramping up for summer work experience programs across the region. There are plans and new partnerships to serve youth in all seven counties, with special concentrations in Muskegon and Kent Counties. We have submitted a proposal with the state for \$307,444 with other private funders.

Learn, Earn and Provide (LEAP) Pilot: LEAP launched in Muskegon as a pilot program at the end of January of this year. It is a program aimed to assist non-custodial parents in obtaining and maintaining employment and get back on track with child support payments. This pilot will take place in close partnership with Muskegon County Friend of the Court and will include both voluntary referrals and mandated participation. To date, WMW has received 5 LEAP referrals, and 2 have attended orientation to be served in the program.

MiCareerQuest 2022: Schools will have the opportunity to register for MiCareerConversations through April 21. Attendees will receive career awareness resources that will allow them to explore career opportunities in West Michigan’s high demand industries. Following the career exploration, students will meet virtually with industry representatives across the Advanced Manufacturing, Agribusiness, Construction, Health Sciences, and Information Technology industries.

Clean Slate: The Clean Slate law makes it possible for people to petition for an expungement. An expungement removes convictions from public criminal record and as a result, job seekers can legally state that they have never been convicted or arrested for that crime on job, school, and/or housing applications. In addition to assisting job seekers with set a side application, fingerprinting, attorney fees, and navigation, WMW is working closely with Legal Aid of West Michigan and other local entities to offer workshops and expungement fairs to the public.

Initiatives

2022 Hot Jobs Report and Career Pathway Maps: WMW has published an updated report of West Michigan's most in-demand jobs. You may view or download the report [here](#). New this year will be the addition of Career Pathway Maps tied to each occupation listed on the report. The Career Pathway maps will provide helpful career guidance to job seekers, educational institutions, and career coaches. These are projected to be added to the Hot Jobs report online next month.

Talent Survey: The talent survey WMW conducted in 2020/2021 provided valuable information for service deliveries and for regional employers, and we had determined it was valuable enough that we wanted to conduct the survey annually. However, there was enough interest with other MWAs across the state and at the State level, that we are working as a system on statewide talent survey. Data will be available both at a state and local level for planning purposes. We anticipate this survey to launch towards the end of April 2022.

Grow With Google: WMW has received 100 scholarships to provide access to job seekers and incumbent workers to earn a Google Career Certificate. The online training leads to in-demand skills without the need for a college degree or prior experience, in the fields of data analytics, IT support and project management.