



**Governing Board Meeting**  
**Westside Service Center**  
**215 Straight Ave. N.W. Grand Rapids, MI 49504**  
The public may attend in-person or by remote participation via Teams.  
[Click here to join the meeting](#)  
Or call in (audio only) [+1 616-803-9815,,276470666#](#)  
**United States, Grand Rapids**  
Phone Conference ID: 276 470 666# [Find a local number](#)  
**Monday, August 22, 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 June 27, 2022 Minutes **Action Required**
4. Report on Financial Activities  
*Bob Perkins, Chief Financial Officer*
  - a. ACSET Financial Report - Notes to Fiscal Year Ending (FYE) June 2022 Board Financials **Information Item**
  - b. Proposed FYE 2022 Budget – Second Modification  
*(roll call: 75% affirmative vote of members present)* **Action Required**
  - c. Governmental Accounting Standards Board (GASB 87) Lease Limitations **Action Required**
5. Report on Administrative Activities  
*Laura Krist, Human Resource Director*
  - a. ACSET Personnel Actions Report **Information Item**
  - b. ACSET Operations Staffing **Information Item**
  - c. Update to Staffing Chart **Action Required**
6. Solutions Driven Updates **Information Item**  
*Angie Barksdale, Chief Operating Officer*
7. Wagner Peyser (WP) Proposed Rule Update **Information Item**  
*Jacob Maas, Chief Executive Officer*
8. Other Business **Information Item**  
*Jacob Maas*
  - a. Holland Service Center Ribbon Cutting & Open House: Wednesday, August 31, 2022 at 11:30 a.m. located at 12331 James St. Holland, MI 49424
9. Public Comment
10. Adjournment

**Next Scheduled Governing Board Meeting:**  
**Monday, October 24, 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**

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**Phone Conference ID: 138 814 730# [Find a local number](#)**

**Monday, June 27, 2022 • 8:30 a.m. – 10:00 a.m.**

## **MINUTES**

**Governing Board Members Present:** Commissioners Lenear (Chairperson), Storey (Vice-Chairperson), De Young, Tiejema, Kallman, LaGrand, Baker, Scolnik, Fenske, Garcia

**Governing Board Members Absent:** Commissioners Geiger, Womack, Pego, Reppart

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

**Guests Present:**

1. Call to Order by Commissioner Lenear at 8:31 a.m.

2. Public Comment- None.

3. Approval of the April 25, 2022 Minutes

**Action Required**

**Motion – Com. Tiejema**

**Second – Com. Kallman**

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

4. Report on Financial Activities: Notes to May 2022 Board Financials

**Information Item**

Bob Perkins, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the eleven months ending May 31, 2022. Discussion took place and staff answered board members' questions.

5. Report on Administrative Activities

**Information Item**

a. ACSET Personnel Actions Report

Jacob Maas, Chief Executive Officer, reported that there have been nine (9) appointments, seven (7) separations, and three (3) promotions.

b. ACSET Operations Staffing

Jacob Maas reported that ACSET currently has 205 out of 232 positions filled.

6. Youth Program Contracts

**Information Item**

Angie Barksdale, Chief Operating Officer, reviewed that Steepletown Neighborhood Services, Goodwill Industries and Kent Intermediate School District (KISD) are currently providers of the Workforce Innovation and Opportunity Act (WIOA) Out-of-School Youth (OSY) services in Kent County. Angie stated that each entity entered into a contract with ACSET with a period of performance beginning July 1, 2021 and an end date no later than June 30, 2022, unless terminated prior to that date. Angie further reviewed that the contracts allow for an extension at the sole discretion of ACSET for a period of three (3) years based on performance. Furthermore, Angie reported that on June 13, 2022, the WDB approved the

recommendation to grant a one-year extension to Steepletown Neighborhood Services and Goodwill Industries based on satisfactory performance. The WDB approved the recommendation to grant a six-month extension to KISD for the limited purpose to close out the existing contract and transition the enrolled/active youth participants to other WIOA youth contractors or WMW direct service staff. Brief discussion took place and staff answered board members' questions.

## 7. WDB Dashboard and Solutions Driven Updates

## Information Item

### a. Dashboard

Angie Barskdale, reviewed the Service Summary, for October 1, 2021 through April 30, 2022, with board members. The Summary provided 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, 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 Credentials by Industry (which includes active non-Going Pro Talent Fund (GPTF) 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. Angie answered board members' questions.

### b. Solutions Driven Updates:

#### Grants-New

#### i. Good Jobs Challenge

West Michigan Works! 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. Angie stated that the EDA has pushed back its award date closer to September, likely due to receiving over 500 applications, that must be reviewed.

#### ii. The Talent Pathways Program

Information provided in the packet.

### 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

Additional information provided in packet.

#### ii. Michigan Learning and Education Advancement Program (MiLEAP)

Additional information provided in packet.

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

Additional information provided in packet.

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

Additional information provided in packet.

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

Additional information provided in packet.

d. Industry Talent Council Initiatives

Angie reviewed that the talent councils are wrapping up a lot of their exploration activities and duties and beginning to plan for 2023, mostly around the K-12 schools schedules. Angie further reported that each ITC has presented at the WDB meetings over the past couple of months, providing updates on their strategic plans and work being done at the council levels.

- ii. [Agribusiness Talent Council of West Michigan](#) (ATC):  
Additional information provided in packet.
- iii. [Construction Careers Council](#) (CCC):  
Additional information provided in packet.
- iv. [Discover Manufacturing](#) (DM):  
Additional information provided in packet.
- v. [West Michigan Health Careers Council](#) (WMHCC):  
Additional information provided in packet.
- vi. [West Michigan Tech Talent](#) (WMTT):  
Additional information provided in packet.

e. Programs

- i. Summer Youth Work Experience:  
Angie Barksdale reported that the Youth Ascend team has finished the recruitment period for the summer youth work experience with great results. Now the team is hard at work enrolling and orienting both jobseekers and employers. The work experience will begin at different times in June through partnerships with the City of Grand Rapids (GRow 1000), DTE (through a partnership with United Way of the Lakeshore), Youth Solutions (Jobs for Michigan's Graduates), and through direct programming provided through Ascend.
- ii. Learn, Earn and Provide (LEAP) Pilot:  
Additional information provided in packet.
- iii. 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 aside applications, 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. Angie stated that WMW is in the process of looking at what the future of this program looks like for the organization.
- iv. West Michigan Works! Registered Apprenticeship Programs:  
Angie reported that WMW was recently awarded the Registered Apprenticeship 2022 Best Practice Award from the National Association of Workforce Development Professionals (NAWDP). Additionally, WMW has met with several workforce organizations that requested consulting and training on our apprenticeship program implementation and related staff structure. The organizations included the San Diego Workforce Partnership Board, The Center of Workforce Innovations (CWI) which provides workforce services for the Northwest Indiana Workforce Board, and WES Global Talent Bridge which co-convenes a national network of 14 state offices including CA, IL, MD, MI, MN, NJ, NY, NV, OH, OR, UT, VA, WA, WI.

f. Initiativesi. GED Authorized Test Center:

The State of Michigan approved West Michigan Works! new Ionia Service Center location as an authorized GED testing site.

ii. Talent Survey:

The talent survey closed on June 10, 2022. Angie reported that a lower number of responses were received than was expected, but staff are working through the data to determine if the results will be significant enough to report out on.

iii. Grow with Google:

Additional information provided in packet.

iv. WIOA Four Year Plan mid-cycle modifications:

Both the Regional (4a & 4b) and Local (4b) WIOA plans are currently being modified to reflect changes in labor market and economic conditions. Once the modifications have been completed, plans will be posted for a 30-day public comment and review period on the West Michigan Works! website. Final plans and submitted comments are due to the State of Michigan by August 31, 2022.

## 8. Wagner Peyser (WP) Proposed Rule

**Information Item**

Jacob Maas, Chief Executive Officer, reviewed that the Department of Labor (DOL) recently issued a Notice of Proposed Rule Staffing change that would have a devastating impact on structure and delivery of workforce services in Michigan. Jacob reviewed that the proposed rule would require that all staff funded by WP be state-merit employees. WMW staff are local-merit employees, and this would affect how services are delivered directly. Jacob reported that there are about fifty (50) staff members that are supported with WP funding, which equates to an approximate \$2 million annual allocation, or 10% of WMW's overall operating budget. This funding not only helps with infrastructure costs of service centers across the region, but also with the delivery of innovative programs, staffing needs, and building upkeep. WP has assisted with refugee resettlement programs, which are currently staffed solely by funding by WP. Jacob stated that many individuals and entities submitted public comments, and signed on to a letter in opposition, which included individuals receiving WP services, parents of youth receiving WP services, partners, Chambers of Commerce, National Governors Association, National Association of Workforce Board Professions, several local trade and union organizations, operating engineers, Plumbers and Pipe Fitters, National Association of Electrical Workers, and board members. Jacob reported that the 60-day public comment period closed on June 21, 2022 and that there are varying possibilities of what can happen next depending on what DOL's response is. Discussion took place. Jacob and Angie answered board members' questions.

## 9. Workforce Development Board (WDB) Terms of Office (2022-2024)

**Information Item**

Jacob Maas reviewed that every year ½ of the WDB has expiring terms of office, as required in the Bylaws of the WDB. Jacob reported on behalf of the WDB Nomination Committee, designated by the Executive Committee that there are 17 board members whose terms of office expire October 31, 2022. Staff are collecting applications for the November 1, 2022 through October 31, 2024 office term. In addition to these terms of office expiring, Jacob reported that there are also a few board members that are retiring or stepping down from the board. Staff plan to present the slate of members to the Governing Board for approval in October. Applications for the WDB can be submitted online at: <https://www.westmiworks.org/leadership/>.

## 10. Other Business

## Information Item

a. 2022 Best Practices Award

Jacob Maas reiterated, (as Angie mentioned previously), that WMW has received the 2022 Registered Apprenticeship Best Practices Award from the NAWDP and reported that there is a national conference coming up May 2023 in New Orleans, LA. Jacob thanked staff and expressed ACSET's appreciation for being recognized for the great work it does.

b. Service Center Location updates

Jacob Maas reported that the new Ionia Service Center located at 603 W. Adams St, officially opened on April 18, 2022. Jacob reported that the space will allow ACSET to build new and existing partnerships while bringing additional resources into Ionia. Jacob thanked Commissioner Tiejema for attending the ribbon cutting and providing a few statements. Commissioner Tiejema reported the space has great meeting rooms, a nice layout, and is a wonderful repurposing of the building. Further, Jacob reported that the new Ottawa Service Center is now open to the public and staff are still adjusting and unpacking. The center is located at the old Westshore Mall (12331 James Street, Holland), and is in close proximity to the GRCC Lakeshore Campus. Chairperson Lenear inquired about staff working remotely. Angie reported that approximately 70 administrative and business solutions staff members work from home full time, and that a good number of staff work a hybrid schedule, while the remaining staff members work full time in the service centers, due to the nature of their job duties. Angie further reported that each service center has hoteling stations so that at any given time employees can reserve space to work inside each location, if needed. Remote work has helped cut down mileage reimbursement costs, allows usage of staff vehicles, and allows ACSET to reduce some of its infrastructure costs across counties. Further, Jacob reported that the administrative office on Leonard N.E. is closing due to staff working from home; that staff are working with the City of Grand Rapids on potential changes at the Westside Service Center; and that the current Muskegon Service Center lease expires in June 2023.

Commissioner Garcia inquired about the Open Meetings Act (OMA) and whether there is any exception to the in-person meeting requirement when the only action item on the agenda is approval of the prior meeting's minutes. A brief discussion was held about the OMA's exceptions and action items on the agenda.

Commissioner Scolnik reported that Commissioner Pego apologized for missing the meeting. Staff reported that they were aware of her absence.

11. Public Comment- None.

12. Adjournment at 9:28 a.m. by Chairperson Lenear.

Recorded by: \_\_\_\_\_ Received by: \_\_\_\_\_

**ADMINISTRATIVE OFFICE**

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** Bob Perkins, Chief Financial Officer

**DATE:** August 22, 2022

**RE:** Fiscal Year Ending (FYE) June 2022 Board Financials

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**Revenue**

Revenues for the year ending June 30, 2022, totaled \$33.6 million which is 1.77% over the budgeted revenue and \$10.5 million greater than the prior year. The main difference was due to Going Pro Talent Fund (GPTF).

**Expenditures**

Overall operating expenses are above the proposed budget by 1.07%.

- Wages are up \$588K over the prior year mainly due to merit increases as well as a one-time step increase for employees.
- Fringe Benefits are up \$320K from the prior year due health insurance costs.
- Consumables are up \$253K more than the prior year and is \$332K greater than the budget. The main increase from the prior year is due to office furniture purchased for the Ottawa and Ionia service centers. The amount greater than the budget is due to classifying items as equipment purchases vs consumables.
- Outside Services are up by \$277K compared to prior year. The increase is from the build out of the Ionia service center, the Work Ready Assessment Web Applications Project, and the Career Coach Curriculum Program – GRCC.

Subcontractors increase over budget is mainly due to timing of spending more in the last quarter than budgeted in the WIOA Youth Program. The increase of \$404K over the prior year is due to the increase Future of Work (new fund) grant of \$81K, Clean Slate Pilot (new fund) of \$103K, Michigan Learning & Education fund (new fund) of \$89K as well as WIOA Youth Program.

Training expenses are \$8.089 million more than the previous year. Mainly due to Going Pro Talent Fund (GPTF).

Direct Client Expenses are over budget by \$498K and greater than the prior year by \$541K. The increase in budget is from using up Path Support Services specific funding sooner than expected and using another \$230K more than budgeted. Used \$226K more in supports in the Bres program than budget and the remainder due to timing differences in the spending of the Going Pro Apprenticeship Program.

**Area Community Services Employment and Training Council**  
**Michigan Works Agency Programs**  
**Statement of Revenue & Expenses**  
**For the Year Ending June 30, 2022**

	YTD Thru June 2022 Actual	YTD Thru June 2021 Actual	YTD 2021/2022 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	<u>\$ 33,604,690</u>	<u>\$ 23,131,997</u>	<u>\$ 33,020,000</u>	<u>\$ 584,690</u>	<u>1.77%</u>
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 10,775,505	\$ 10,187,546	10,850,000	\$ 74,495	0.69%
<b>Fringe Benefits</b>	3,847,407	3,526,846	3,925,000	77,593	1.98%
<b>Consumable supplies</b>	1,179,754	926,231	848,000	(331,754)	-39.12%
<b>Transportation</b>	82,763	49,088	78,000	(4,763)	-6.11%
<b>Outside services</b>	1,206,955	929,909	1,301,000	94,045	7.23%
<b>Space and communications</b>	1,745,377	1,775,995	1,779,000	33,623	1.89%
<b>Equipment rent and maint</b>	64,666	42,506	65,000	334	0.51%
<b>Equipment purchases</b>	182,920	201,454	508,000	325,080	63.99%
<b>Other expense</b>	<u>562,204</u>	<u>568,742</u>	<u>506,000</u>	<u>(56,204)</u>	<u>-11.11%</u>
<b>Total operating expense</b>	<u>19,647,551</u>	<u>18,208,317</u>	<u>19,860,000</u>	<u>212,449</u>	<u>1.07%</u>
<b>Subcontractors</b>	\$ 996,083	\$ 592,072	\$ 845,000	\$ (151,083)	-17.88%
<b>Training</b>	\$ 11,400,212	\$ 3,311,209	\$ 11,252,000	\$ (148,212)	-1.32%
<b>Direct Client Expenses</b>	<u>\$ 1,560,844</u>	<u>\$ 1,020,399</u>	<u>\$ 1,063,000</u>	<u>\$ (497,844)</u>	<u>-46.83%</u>
	<u>\$ 13,957,139</u>	<u>\$ 4,923,680</u>	<u>\$ 13,160,000</u>	<u>\$ (797,139)</u>	<u>-6.06%</u>
<b>Total Expenses</b>	<u>33,604,690</u>	<u>23,131,997</u>	<u>33,020,000</u>	<u>(584,690)</u>	<u>-1.77%</u>
<b>Excess of Revenue over Expense</b>	<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:** August 22, 2022

**RE:** Proposed Fiscal Year Ending 2022 Budget – Second Modification –  
Due to Increased Expenditures

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The proposed budget modification for the fiscal year ending June 30, 2022, is presented for your consideration. Our Revenue and expenditures exceeded Budget Mod 1 for the fiscal year ended June 30, 2022.

**Revenue**

The proposed 2021-2022 budget modification increases grant income by \$700,000. The main funds that contributed to this difference is PATH, WIOA, Wagner Peyser, Going Pro Talent (GPTF), Bres, and Clean Slate.

**Expenditures**

- Wages and Fringes were adjusted down due to the budget items coming in lower than anticipated.
- Consumables were higher than anticipated due to classifying costs as equipment purchases vs consumables.
- Other Expenses are adjusted higher to reflect actual and to be in line with prior year's actual and current year actual.

Subcontracted Program costs is being increased by \$151,000 for the timing differences in WIOA Youth Program.

Training costs is being increased by \$148,000 primarily due to timing differences in Going Pro Talent Fund.

Direct Client Cost is increasing by \$497,000K and represents increases in timing differences in Path, Bres, and Going Pro Talent Fund.

**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 Proposed Mod 1	Fiscal Year 2021 - 2022 Proposed Mod 2	Increase (Decrease)
<b>REVENUES</b>			
Grant Income	\$ 33,000,000	\$ 33,700,000	\$ 700,000
Program income	20,000	20,000	-
<b>TOTAL REVENUE</b>	<b>\$ 33,020,000</b>	<b>\$ 33,720,000</b>	<b>\$ 700,000</b>
<b>EXPENDITURES</b>			
Operating costs:			
Wages	\$ 10,850,000	\$ 10,780,000	\$ (70,000)
Fringe	3,925,000	3,850,000	\$ (75,000)
Consumables	848,000	1,180,000	\$ 332,000
Transportation	78,000	83,000	\$ 5,000
Outside Services	1,301,000	1,281,000	\$ (20,000)
Space & Communications	1,779,000	1,779,000	\$ -
Equipment Rent & Maintenance	65,000	65,000	\$ -
Equipment Purchases	508,000	183,000	\$ (325,000)
Other Expenses	506,000	563,000	\$ 57,000
Subcontracted program costs	845,000	996,000	\$ 151,000
Training costs	11,252,000	11,400,000	\$ 148,000
Direct client expenditures	1,063,000	1,560,000	497,000
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$ 33,020,000</b>	<b>\$ 33,720,000</b>	<b>\$ 700,000</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** Bob Perkins, Chief Financial Officer

**DATE:** August 22, 2022

**RE:** Governmental Accounting Standards Board (GASB 87)  
Lease Limitations

**Classification of Leases**

ACSET will maintain a listing of all lease agreements and classify all leases in which the ACSET is a lessee as either a financing or operating lease. If one or more of the following criteria are met, the lease will be classified as a financing lease:

1. The lease transfers ownership of the leased asset to ACSET on or before the end of the lease term.
2. The lease grants ACSET an option to purchase the underlying asset and the ACSET is reasonably certain to exercise the option.
3. The lease term is for a major part of the leased asset's economic life.
4. The present value of the sum of the lease payments and any residual value guaranteed by ACSET not already reflected in the lease payments equals or exceeds substantially all of the leased asset's fair value.
5. The leased asset is so specialized, it is expected to have no alternative use to ACSET at the end of the lease term.

Leases that do not possess any of the preceding characteristics will be treated as operating leases. In addition, all leases that total less than \$5,000 in lease payments or have a term of 12 months or less, will be accounted for as short-term operating leases and will be expensed in the period the payments are made. ACSET will recognize these leases on a straight-line basis over the lease term.

**Requested Action**

We ask that the proposed limit of \$5,000 be considered for approval.

## ACSET Personnel Actions – August 15, 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>
Career Coach	Kimberly Eshimbukhu	Permanent	7/25/22	Franklin, GR
Project Manager	Margaret Ryan	Permanent	8/15/22	Westside, GR

### Separations

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Business Solutions Representative	Todd Peuler	Permanent	8/5/22	Muskegon
Career Coach	Jeannette Bessett	Permanent	7/1/22	Franklin, GR
	Casey Corey		6/24/22	Montcalm
	Cierra Craig		6/24/22	Westside, GR
	Albert Gasake		8/12/22	Franklin, GR
	Colin McCaw		6/24/22	Montcalm
Marketing & Communications Assistant	Dominic Arthur	Permanent	7/13/22	Admin, GR
Marketing & Communications Coordinator	Stephanie Lulofs	Permanent	7/1/22	Admin, GR
Quality Assurance Specialist	Rhonda Hoffman	Permanent	8/10/22	Westside, GR

### Promotions/Transfers

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
Career Navigator to Career Coach	Norma Barajas	Permanent	6/28/22	Franklin, GR
Resource Specialist to Assistant Manager	Michelle Quinn	Permanent	6/27/22	Muskegon
Career Navigator to Quality Assurance Specialist	Rhonda Hoffman	Permanent	7/18/22	Westside, GR

Current

August 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	13	0	1
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	13	0	4
Career Coach	54	43	0	11
Career Navigator	26	23	0	3
Chief Executive Officer	1	1	0	0
Chief Financial Officer	1	1	0	0
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	0	0	1
Marketing & Communications Coordinator	3	1	0	2
Marketing & Communications Director	1	1	0	0
Performance Analyst	6	6	0	0
Policy Coordinator	3	2	0	1
Policy Manager	4	3	0	1
Procurement Manager	1	1	0	0
Project Manager	5	5	0	0
Quality Assurance Specialist	10	9	0	1
Records Service Specialist	5	4	0	1

Resource Specialist	4	3	0	1
Retention Solutions Manager	1	0	0	1
Success Coach	2	2	0	0
Talent Development Instructor	11	11	0	0
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
<b>TOTALS</b>	<b>232</b>	<b>198</b>	<b>0</b>	<b>34</b>

<b>CLASSIFICATION</b>	<b>Filled</b>
Participant/Temporary	0



**ADMINISTRATIVE OFFICE**

Area Community Services  
Employment & Training Council  
215 Straight Ave NW  
Grand Rapids, MI 49505  
(616) 336-4100

**SERVICE CENTERS**

**Allegan County**

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

**Barry County**

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

**Ionia County**

603 W Adams St  
Ionia, MI 48846  
(616) 389-8525

**Kent County**

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

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

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

**Montcalm County**

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

**Muskegon County**

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

**Ottawa County**

12331 James St, Suite 130  
Holland, MI 49424  
(616) 396-2154

## MEMORANDUM

**TO:** ACSET Governing Board

**FROM:** Laura Krist, Human Resource Director

**DATE:** August 22, 2022

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

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### Background:

After reviewing our current staffing chart and assessing the needs of the various programs and departments within West Michigan Works!, we have determined the following additional position would be appropriate:

### Marketing & Communications Director (1) Temporary

Our current Marketing & Communications Director has submitted her resignation to take place as of December 16, 2022. We would like to interview and potentially hire a replacement for this position in the next couple of months. Filling this position prior to the actual separation date of the current director will allow us adequate time to prepare and train the new candidate to fully take over this vacated leadership position in mid December.

### Action:

We are requesting Governing Board approval to add this position to the West Michigan Works! staffing chart. We have adequate funding in our budget to support this request.

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** West Michigan Works! Staff

**DATE:** August 22, 2022

**RE:** Solutions Driven Updates

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**Grant Updates**

**Good Jobs Challenge:** West Michigan Works! (WMW) and Grand Rapids Community College (GRCC) submitted a proposal for the [Good Jobs Challenge](#) (GJC) grant, 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.

On August 3, 2022, the U.S. Economic Development Administration (EDA) announced the 32 awardees of the \$500 million funds available. Unfortunately, the WMW/GRCC proposal was not awarded. A full list of awardees can be viewed [here](#). WMW staff attended a webinar hosted by the EDA on August 10 to learn important observations from the Good Jobs Challenge proposal review processes, discuss other federal funding opportunities, and provide best practices for future EDA proposals.

**Second Act Grant:** West Michigan Works! (WMW) has partnered with the State of Michigan to submit a proposal for the Second Act Grant. The Department of Justice (DOJ) and the Department of Labor (DOL) are launching a grant initiative to provide targeted employment services to federally incarcerated individuals as they approach community reentry. Grants ranging from \$4 million to \$10 million will be awarded as cooperative agreements to state agencies and their partners to work with minimum- and low-security federal correctional institutions and program participants. Grants will operate over a 42-month period of performance, including up to six months for planning and start-up and allowing for a minimum 12 months of follow-up. Funds will be awarded no later than September 20, 2022.

**Going PRO Talent Fund FY23:** The Michigan Department of Labor and Economic Opportunity (LEO) held several interviews and focus group meetings this spring. As a result, the LEO has proposed an extensive blueprint, recommending innovative enhancements and areas of improvement for the benefit of all Talent Fund stakeholders and end users. The following are recommendations proposed to address identified opportunities for improvement. The LEO anticipates final details will be provided this fall:

- A streamlined and abbreviated employer application.



- Increased self-scoring transparency, based on application criteria and funding priorities.
- Bi-annual application/award cycles.
- Increased reimbursement per trainee:
  - Customized/classroom training: up to \$2,000 per individual
  - New hire, on-site training: up to \$2,000 per individual
  - U.S. DOL Registered Apprenticeship Program: up to \$3,500 per individual for first year through completion

### Grants – Ongoing

**Talent Pathways Program:** West Michigan Works! has partnered 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. Seventeen Advanced Manufacturing and Technology employers located in Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, and Ottawa Counties are participating and can receive up to \$25,000 in reimbursed training expenses, including wages.

**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

Over the summer – each of WMW! Industry Talent Councils have expanded their social media presence by starting dedicated LinkedIn accounts. These accounts will allow each council to provide their respective industry with pertinent information around industry workforce trends, council initiatives and expansion of networks to participate in future projects.

**Agribusiness Talent Council of West Michigan (ATC):** The ATC will be hosting an ongoing series of job fairs for historically marginalized segments talent streams. The Industry Council Lead has started to reach out to community organizations to partner for the job fairs. Several Career Ag-xploration Events were held over the last quarter. Along with a Mobile Food Processing Lab, employers engaged with a steady flow of community traffic throughout the day. The ATC is evaluating how to proceed for 2023 events, including the potential to expand these events to other counties. The ATC continues The Foods That Built West Michigan in their bi-monthly issuance of the ATC newsletter. The ATC is anticipating a grant award for a MDARD Specialty Crop Grant. If awarded, the grant will provide funding for over \$80,000 of food safety and leadership training. It will also cover the production cost for 5 videos to market high skill, in demand career opportunities at West Michigan are specialty crop growers.

**Construction Careers Council (CCC):** The CCC looks to expand representation on the council to include individuals with field experience, additional representation from employers represented by a union, and under-represented groups within the construction industry. The CCC is gearing up for a variety of projects during the month of October as we celebrate Careers In Construction Month. This full month of programming will include the following projects.

- Talent Tours: Pairing classrooms with employers on the worksite

- Traveling Roadshow: industry professionals go into schools to show some hands-on activities through an interactive curriculum designed by the CCC
- MythBusters Campaign: series of short video/interviews with industry professionals to help dispel the most common stereotypes of the industry.
- Construction Inclusion Week: Exploring resources available to employer promote the industry to everyone in our community.

**Discover Manufacturing (DM)**: Discover Manufacturing is quickly gearing up for an in person Discover Manufacturing Week with planned activities during the week of November 7-11. WMW! Recently onboarded a project coordinator who has hit the ground running, meeting with educational and employer champions and will be holding information sessions soon. The DM team hopes to expand on numbers from the last few years for DM week when it was held in a hybrid fashion but are anticipating a smaller event than in the past. This year's event will be pivotal to help identify employers and educational champions to support additional projects including MiCareerQuest and Adopt-A-School. Outside of career exploration work, DM is looking to expand their scholarship program and create a directory of manufacturers with formal tuition reimbursement programs as a guide for job seekers and students. The next leadership team meeting (which serves as an advisory group to DM) occurs in September and is open to new manufacturers. DM looks to continue their highly regarded 5 in 25 program that was introduced at the last leadership team meeting, giving busy manufacturers a peek at 5 critical programs/initiatives in the region they can take advantage of in a short amount of time.

**West Michigan Health Careers Council (WMHCC)**: WMHCC is collaborating with IMPART Alliance on a State of Michigan MICA 3.0 grant initiative to improve outcomes for direct care workers across the state of Michigan. The council continues the advancement of several new and established apprenticeship programs. The council has made significant progress on revising and finalizing a comprehensive credential list for the healthcare industry. A prototype is anticipated in September to be available for employers looking to utilize GPTF and for job seekers looking for new career pathways. The WMHCC will conclude strategic planning in August to determine and commission new project teams centered around pain points identified by council employers. This will include a component to address mental health and burnout in the industry.

**West Michigan Tech Talent (WMTT)**: WMTT continues to be busy with events this summer, expanding the network and building stronger connections for local tech workers to have a sense of community in West Michigan. WMTT was critical to industry connections during TeacherCon, a conference for 175 educators incorporating Computer Science Curriculum in the classroom. WMTT was also a key player at the Beer City Code conference, with an opportunity to provide a keynote address to the audience. Several WMTT employers were in attendance and assisted with the booth, building connections with out of region tech professionals. WMTT is partnering with local employers and economic developers for two happy hours (one in GR and one on the lakeshore) to engage with remote workers in

West Michigan to ensure a strong connection to the community. WMTT has also started gearing up for its annual Mi{Code} Experience, in which WMTT pairs industry professionals with 3<sup>rd</sup> -5<sup>th</sup> grade classrooms across West Michigan to go through a WMTT created curriculum, capped off with each student completing a Code.org tutorial. This occurs in December during National Computer Science Week. The project coordinator that led the project last year agreed to come back to lead the project again this year, a huge win for WMTT.

## Programs

**Summer Youth Work Experience:** The WMW in-house youth “Ascend” team has wrapped up the 6-week summer youth work experience program. Our regional approach to summer youth experience is made possible through effective partnerships and grants such as GRow 1000, DTE Energy, Young Professionals, and WIOA. Between both GRow 1000 and Ascend, WMW placed 289 youth into substantive work experience programs. We are also working on developing new partnerships to implement one more 6-week experience for youth in the fall.

**MiCareerQuest:** We are excited to launch MiCareerQuest 2023 planning this month. WMW signed a contract with DeVos Place to host the event in-person on May 24, 2023. We also have set the date for our first planning meetings both with the steering team and the ISDs. During those meetings, we will introduce the new Project Manager, Maggie Ryan, who will be leading MiCareerQuest operations and planning.

**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. Currently we have 42 referrals with 23 actively participating.

**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. With limited resources and automatic expungements scheduled to begin in April of 2023, we have shifted our services from providing financial resources for court costs and attorney fees to providing meaningful consultation, specific to their case, on options, resources, and eligibility to prepare them for April.

**West Michigan Works! Registered Apprenticeship Programs:** The U.S. DOL’s Office of Apprenticeship has recognized WMW as an Apprenticeship Ambassador through a formal application process. Under this partnership WMW commits to serve a one year term as a champion in promoting, expanding, and diversifying Registered

Apprenticeship through various activities. A kickoff meeting welcoming the first cohort of Ambassadors was held on August 16.

Additionally, WMW has been notified its application requesting approval from the U.S. DOL to recognize EEG Technician as an apprenticeable occupation has been formally granted. WMW will graduate the first cohort of EEG Technician students in the nation as registered apprentices in August 2022.

Currently, WMW is the sponsor of 30 apprenticeship programs.

## Initiatives

**Career Guides:** The business solutions team has completed a series of career guides - a great starting point for job seekers and students in the exploration of meaningful and fulfilling careers. The guides highlight jobs on the [2022 West Michigan Hot Jobs Report](#). Similar to the jobs on the annual report, career guide jobs are grouped together into job families and mapped to show additional career opportunities within the industry. The guides provide insights into:

- Who might enjoy this kind of work.
- Qualifications and valuable skills needed.
- Growth potential.
- Responsibilities of the job.
- Other related occupations and job titles.

The information is drawn from national data and insights from West Michigan employers. The guides do not include all of the jobs within a job family – they include only those that meet the criteria for the Hot Jobs List (growth rate of at least 4% over 10 years, annual openings above industry average, wages at or above \$14.30). Career Guides can be accessed on the WMW website or by clicking [here](#).

**Assessments Services:** West Michigan Works! is approved to resume GED testing at the new Barry County (Hastings) Service Center beginning mid-September. GED service delivery approval for the new service centers in Ottawa and Ionia counties is moving forward and WMW anticipates GED testing will be offered in early 2023. WMW was granted an extension from Praxis ETS to continue providing assessment service for the Michigan Public Schools paraprofessional exams through mid-December 2022. This assessment is currently offered at all of the WMW service centers by request.

**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.

The results of the survey are in and Datawise is putting together a full report and info graphs that we are excited to share in the near future.

**Grow With Google:** WMW has received 100 scholarships to provide access to job seekers and incumbent workers to earn a Google Career Certificate. Most, if not all of those certificates have been claimed by job seekers.

Since initially receiving the scholarships, Grow with Google expanded their partnership to include the State of Michigan. This has allowed us to continue to offer these certificate programs to interested job seekers and incumbent workers.

**WIOA Four Year Plan mid-cycle modifications:** The 30-day public comment period has closed with no comments submitted. Approval of the plans will be requested at the next WDB meeting. Final plans are due to the state of Michigan on August 31, 2022.

**Service Center Updates:** Both Ionia and Ottawa service centers have successfully moved into new locations and admin staff have settled into the Westside Service Center. Ribbon cutting for the Ottawa location is scheduled for 11:30 AM on August 31<sup>st</sup>.



Join board members, elected officials, staff and community members for a

# RIBBON CUTTING ceremony

to celebrate the official opening of our

Holland  
Michigan Works! Service Center

Wednesday, August 31, 2022  
11:30 a.m.

12331 James St, Suite 130 | Holland, MI 49424

