



**Governing Board Meeting**

**<https://westmiworks-org.zoom.us/j/93522589789>**

**Meeting ID: 935 2258 9789**

**Passcode: 584840**

**Dial by your location**

**+1 929 436 2866 US (New York)**

**Monday, August 24, 2020 • 8:30 a.m. – 10:00 a.m.**

**AGENDA**

- |  |                         |
|--|-------------------------|
| 1. Call to Order and Roll Call   |                         |
| 2. Public Comment – Agenda Items   |                         |
| 3. Approval of the June 22, 2020 Minutes   | <b>Action Required</b>  |
| 4. Report on Financial Activities: <i>Brenda Isenhardt, Chief Financial Officer</i>  |                         |
| a. Notes to June 2020 Board Financials-Fiscal Year ending June 2020                  | <b>Information Item</b> |
| b. Notes to July 2020 Board Financials   |                         |
| 5. Bylaws of the ACSET Governing Board<br><i>Jacob Maas, Chief Executive Officer</i> | <b>Discussion Item</b>  |
| 6. Report on Administrative Activities: <i>Laura Krist, Human Resource Director</i>  | <b>Information Item</b> |
| a. ACSET Personnel Actions Report  |                         |
| b. ACSET Operations Staffing   |                         |
| 7. Solutions Driven Updates: <i>Angie Barksdale, Chief Operating Officer</i>         | <b>Information Item</b> |
| 8. Other Business, <i>Jacob Maas</i>   | <b>Information Item</b> |
| a. Federal and State Legislative Priorities  |                         |
| b. Remaining meeting schedule for 2020   |                         |
| 9. Public Comment  |                         |
| 10. Adjournment  |                         |

**Next Scheduled Governing Board Meeting:**

**Monday, October 26, 2020 at 8:30 a.m. – 10:00 a.m.**



### Governing Board Meeting

<https://global.gotomeeting.com/join/664858677>

You can also dial in using your phone.

United States: +1 (872) 240-3311

Access Code: 664-858-677

Monday, June 22, 2020 • 8:30 a.m. – 10:00 a.m.

### MINUTES

**Governing Board Members Present:** Commissioners Mahoney, Garcia, De Young, Geiger, Tiejema, Sparks, Stek, Womack, Hughes, Bergman, Lenear

**Governing Board Members Absent:** Commissioners Storey, Sorensen, Reppart

**Staff Present:** Jacob Maas, Angie Barksdale, Brenda Isenhardt, Laura Krist, Amy Lebednick, Brittany Lenertz, Janette Monroe, Tawanna Wright

**Guests Present:** None

1. Call to Order and Roll Call, at 8:30 a.m. At the start of the meeting 9 Governing Board Members were present.

2. Public Comment- Agenda Items- None

3. Approval of the April 27, 2020 Minutes

**Action Required**

**Motion – Com. Bergman**

**Second – Com. Sparks**

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

4. Report on Financial Activities

a. Notes to March 2020 Board Financials

**Information Item**

Brenda Isenhardt, Chief Financial Officer, reviewed ACSET's statement of revenue and expenditures for the eleven months ending May 31, 2020. Brief discussion took place and Brenda answered board members' questions.

b. FYE 2020 Budget Modification

**(75% affirmative vote of members present)**

**Action Required**

Brenda Isenhardt stated that the proposed budget for fiscal year ending June 30, 2020 has been modified. Brenda reviewed the planned changes with board members. Brenda requested the ACSET Governing Board's approval, noting that the modification requires a 75% affirmative vote of members present. Brief discussion took place and Brenda answered board members' questions.

**Motion – Com. Tiejema**

**Second – Com. Lenear**

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

**Item #5 was initially tabled during start of the meeting, however the necessary quorum required to vote on this item (11 out of 14 members appointed and serving) was reached by 9:24 am and staff were able to present the bylaws as indicated below.**

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

**Action Required**

Angie Barksdale, Chief Operating Officer, reported that the State of Michigan notified West Michigan

Works! in 2019 that updates are needed to the current WDB bylaws. Angie noted that due to a lack of supermajority at the October 2019, February 2020 and April 2020 Governing Board meetings, the request to approve the bylaws has been tabled. Angie stated that the proposed WDB bylaw changes have been approved by the WDB and WMW staff are requesting approval from the ACSET Governing Board. Angie stated that a seventy-five percent (75%) affirmative vote of members appointed and serving, is required to approve the proposed bylaw changes. Angie Barksdale reviewed Commissioner Geiger's February 24, 2020 recommendation to shorten the wording in Article II, Section 2. T. from "Participate in the administration of other federal, state or privately-funded employment and/or training programs in the West Michigan Works! area, to the extent provided by law," to "Participate in the administration of funding for employment and/or training programs in the West Michigan Works! area, to the extent provided by law." Angie also explained that Article IV, Section 7 (Participation Options) was further revised to remove the mention of specific vendors of virtual platforms. Discussion took place and board members recommended that staff and the GB review the ACSET Governing Board Bylaws.

**Motion – Com. Stek**

**Second – Com. Lenear**

**Item Approved by Vote – Roll call vote taken. All 11 members present voted affirmatively.**

**Motion carried**

6. West Michigan Works! (WMW) Workforce Development Board (WDB) Terms of Office **Information Item**  
 Jacob Maas reported that there are 18 current board member seats whose terms of office expire October 31, 2020. WMW staff are collecting applications for the November 1, 2020 – October 31, 2022 office term. Applications can be submitted online <https://www.westmiworks.org/workforce-development-board-application/>. Jacob stated that board applications are due July 31, 2020 and will be reviewed by the Nomination Committee designated by the Executive Committee. Applications will be presented to the ACSET Governing Board for final approval in August.
7. Report on Administrative Activities
  - a. ACSET Personnel Actions Report **Information Item**  
 Laura Krist, Human Resource Director, reported that there have been eight (8) appointments, no separations, and one (1) promotion.
  - b. ACSET Operations Staffing **Information Item**  
 Laura Krist reported that West Michigan Works! currently has 204 out of 218 positions filled and there are currently 14 vacancies. Laura indicated that staff are looking to fill 2 of those open positions.
8. Strategic Plan Update **Information Item**  
 Angie Barksdale, Chief Operating Officer, reported that the One-Stop Operator Janie McNabb (Strategic Policy Consultants) completed her report of the updated West Michigan Works! strategic plan with the WMW WDB in February. Angie reviewed the Strategic Plan core competencies and goals. Angie reported that work is being done on finalizing the re-structuring of subcommittees as they align with the updated plan.
9. Solutions Driven Updates **Information Item**  
 Angie Barksdale reported that WMW has made quick adjustments to serve our communities in these unprecedented times. Angie reviewed the department updates and answered board members' questions.
  - a. Unemployment Insurance (UI) Assistance:  
 Angie Barksdale reported WMW has staff assigned to assist Unemployment Insurance resolving issues over the phone. From May 1 – June 5, we fielded nearly 15,000 calls in our centers, assisting with simple issues like password resets, and assisted 2,252 with more complex Unemployment Insurance problem resolution. With some changes to Unemployment that stopped payment for thousands of people across the State, our staff have received a new level of training to assist with Identification Verification issues so people

can resume their benefits. In the second week of June also, we answered over 6,000 calls, mostly related to this issue.

b. Virtual Talent Services:

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

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

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

c. Virtual Hiring Events:

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

**Job Fairs:** A Virtual Job Fair was successfully hosted in April and May. Additional virtual job fairs will be held over the summer, with the next event scheduled for June 24<sup>th</sup> and 25<sup>th</sup>. Employers are scheduled for a series of pre-scheduled 15-minute time slots during which time the employer and candidate can discuss job openings.

**Employer of The Day:** By mid-June, employers will have the opportunity to register for a virtual recruitment service called "Employer of the Day." This hiring event is offered daily will be marketed ahead of the event. Candidates will be pre-scheduled to speak with the employer on their selected day.

**Veteran Networking Job Club:** Traditionally, this monthly event was held at a West Michigan Works! Service Center in collaboration with community partners whose organizations offer employment services for Veterans. At these events, Veterans could connect with various resources, learn about workforce trends, and network with employers who were hiring. We have now developed an online version of the Veteran Network Job Club that will continue to be offered virtually the third Thursday of every month, beginning June 18<sup>th</sup>. Any Veteran interested in attending can register at [www.VNJC.org](http://www.VNJC.org).

d. Weekly Hot Jobs Blast Newsletter

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

e. Retention Solutions Network (RSN)

Angie Barksdale reported that the Retention Solutions Network (RSN) suspended all onsite visits and off-site meetings during the executive order. Throughout the Stay Home, Stay Safe order, RSN success coaches provided services to member employees via phone and virtual

appointments. Services being utilized during the shutdown included the following: support services, budgeting assistance/financial literacy, customized referrals/resources to community partners and UIA guidance to employees and members of their household that are displaced due to COVID-19. Now that the executive order has been lifted, Success Coaches will resume onsite visits for member employers that are accepting outside visitors.

The network currently has four participating members. The network's first member to join, DeWys Manufacturing, has signed on for a second year of membership. The RSN is also in the process of onboarding its fifth employer, Haworth. Haworth has committed to an initial two-year membership contract. Its network membership starts on July 1<sup>st</sup>. State funding to expand the development of the network has been extended through September 30, 2021.

## 10. Other Business

### a. MWA Legislative Day- canceled - looking at virtual

Jacob Maas reported that the Michigan Works! Association is looking to host Legislative Day virtually. Jacob stated that he and Angie had great conversations with Representative Huizenga in conversation on budget stability. Jacob stated that WMW staff is meeting with Rep. Sabo today.

### b. MiCareerQuest 2020-canceled - looking at virtual

Jacob Maas reported WMW is actively moving forward with MiCareerQuest 2021 and the tentative date is April 21, 2021. Jacob noted that a majority of the sponsors have allowed the grant money to be withheld for the next event. Jacob also mentioned that the steering committee is having discussions on an alternative virtual career exploration opportunity for 2020. Additional information will be forthcoming.

### c. Census 2020, Complete Count

Jacob Maas reported that WMW has been involved in the Census 2020 Complete Count committee and has worked diligently to promote residents to complete the census. Jacob recommended to continue encouraging residents to complete the Census and to visit the WMW website at: <https://www.westmiworks.org/census-2020/> to learn more.

### d. State and National Initiatives:

#### **Future for Frontliners**

Jacob Maas reported that Governor Whitmer announced the "Future for Frontliners," a G.I. Bill program for Essential Workers that will provide a tuition-free pathway to college or a technical certificate to essential workers who do not have a college degree. Jacob reported that this program appears to be an extension of the MiReconnect program that was previously introduced by Governor Whitmer. WMW will provide additional information as it becomes available.

#### **Relaunching America's Workforce Act (RAWA)**

Jacob Maas reported that on May 1st, members of the House of Representatives introduced Relaunching America's Workforce Act (RAWA), which calls for significant investment in workforce and skills in future stimulus packages. RAWA is a critical step, but inclusion of this funding in any future stimulus package is not guaranteed. Jacob reported that WMW staff are likely to support the proposed act.

#### **Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act**

Jacob reported that the HEROES Act is the first federal COVID-19 response legislation brought forth to directly target WIOA programs and the workforce development system. The HEROES Act proposes to appropriate \$2.04 billion and would "relax" eligibility requirements from WIOA and those as a "covered individual" under the CARES Act. This Act also proposes that priority of

services in local one-stops be given to those directly impacted by COVID-19. Jacob reviewed the proposed allocations.

e. National Association of Workforce Boards

Jacob Maas reported that this years' event is going to be held virtually due to COVID-19. Jacob reported that WMW is participating in a few workshops and panels, including the Leadership Academy on Workforce and Experienced Boards, and Getting Work Based Experience on the Resume (which is in partnership with GRCC and the Associated Builders of Contractors and a couple other organizations from other States).

11. Public Comment – None

12. Adjournment at 9:40 a.m. by Chairperson Mahoney

**Motion – Com. Bergman**

**Second – Com. Lenear**

**Item Approved by Vote – Motion Carried**

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

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

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**MEMORANDUM**

**TO:** ACSET Governing Board

**FROM:** Brenda Isenhardt, WMW Chief Financial Officer

**DATE:** August 17, 2020

**RE:** Year-end June 2020 Financials

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**Revenue**

Revenues for the fiscal year ending June 30, 2020 total \$24,834,729 which is 2.92% under budgeted revenue and \$5,172,677 under prior year revenue.

**Expenditures**

Operating expenses are under budget by 1.12%. Subcontractors expenses are under budget by \$151,584 and \$43,033 under prior year.

Direct Client Expenses is \$72K under budget and \$670K over the previous year. Training expenses are \$332K under budget and \$6.3 Million below the previous year. The decrease from the previous year is primarily from the Going Pro Talent fund and is a combined result of the change in accrual timing reflected in last year's expense and the elimination of the program year 2020 funding that would have begun December 2019.

Administration Expenses represent 11.59% of Operating Expenses and 7.92% of Total Expenses. ACSET continues to operate within the limits of the administration funding allowed.

**Balance Sheet**

The unaudited Balance sheet ending June 30, 2020 is attached for your review. West Michigan Works! continues to maintain a safe cash balance to meet the obligations of its employees, contractors, and vendors. Accounts receivable represents the amount requested from our grantors while the unearned revenue in the liability section represents grant funding received in advance. Property & Equipment shows a net decrease from the recording of depreciation over purchases made during the year. This decrease in property & equipment also decreases total net assets. Compensated absences has increased since working remotely. Fewer staff are utilizing their vacation and sick leave.

**Area Community Services Employment and Training Council**  
**Michigan Works Agency Programs**  
**Statement of Revenue & Expenses**  
**For the Twelve Months Ending June 30, 2020**

	YTD Thru June 2020 Actual	YTD Thru June 2019 Actual	YTD 2019/2020 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	<u>\$ 24,834,729</u>	<u>\$ 30,007,406</u>	<u>\$ 25,582,000</u>	<u>\$ (747,271)</u>	<u>-2.92%</u>
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 9,398,606	\$ 8,429,273	\$ 9,491,000	\$ 92,394	0.97%
<b>Fringe Benefits</b>	3,236,791	3,080,927	3,255,000	18,209	0.56%
<b>Consumable supplies</b>	742,637	1,010,309	748,000	5,363	0.72%
<b>Transportation</b>	201,541	208,970	220,000	18,459	8.39%
<b>Outside services</b>	814,274	749,008	805,000	(9,274)	-1.15%
<b>Space and communications</b>	1,580,641	1,671,185	1,580,000	(641)	-0.04%
<b>Equipment rent and maint</b>	92,337	94,253	105,000	12,663	12.06%
<b>Equipment purchases</b>	275,201	628,611	296,000	20,799	7.03%
<b>Other expense</b>	621,311	624,190	655,000	33,689	5.14%
<b>Total operating expense</b>	<u>16,963,339</u>	<u>16,496,726</u>	<u>17,155,000</u>	<u>191,661</u>	<u>1.12%</u>
 <b>Subcontractors</b>	 \$ 730,416	 \$ 773,449	 \$ 882,000	 \$ 151,584	 17.19%
 <b>Training</b>	 \$ 5,460,682	 \$ 11,727,801	 \$ 5,793,000	 \$ 332,318	 5.74%
 <b>Direct Client Expenses</b>	 \$ 1,680,292	 \$ 1,009,430	 \$ 1,752,000	 \$ 71,708	 4.09%
	<u>\$ 7,871,390</u>	<u>\$ 13,510,680</u>	<u>\$ 8,427,000</u>	<u>\$ 555,610</u>	<u>6.59%</u>
 <b>Total Expenses</b>	 <u>24,834,729</u>	 <u>30,007,406</u>	 <u>25,582,000</u>	 <u>747,271</u>	 <u>2.92%</u>
 <b>Excess of Revenue over Expense</b>	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>-</u>	 <u>0.00%</u>

Unaudited



**Area Community Services Employment and Training Council**  
**Balance Sheet**  
**Governmental Activities**

	<b>Unaudited 6/30/20</b>	<b>Audited 6/30/19</b>	<b>Audited 6/30/18</b>
<b>Assets</b>			
Current Assets			
Cash & Cash Equivalents	\$1,311,280	\$868,143	\$1,014,340
Accounts Receivable	1,145,289	5,416,063	2,450,056
Prepaid Expenses	283,578	309,680	236,264
Deposits	66,021	61,536	61,536
Total Current Assets	2,806,168	6,655,422	3,762,196
Long-term Assets			
Property & Equipment	567,031	651,309	515,174
Total Assets	<u>\$3,373,199</u>	<u>\$7,306,731</u>	<u>\$4,277,370</u>
<b>Liabilities</b>			
Short-term Liabilities			
Accounts Payable	\$812,523	\$5,054,917	\$2,000,131
Unearned Revenue	389,105	206,095	427,655
Compensated Absences	879,632	673,466	671,714
Total Short Term Liabilities	2,081,260	5,934,478	3,099,500
Net Assets			
Total Net Assets	1,291,939	1,372,253	1,177,870
Total Liabilities and Net Assets	<u>\$3,373,199</u>	<u>\$7,306,731</u>	<u>\$4,277,370</u>



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## MEMORANDUM

**TO:** ACSET Governing Board

**FROM:** Brenda Isenhardt, WMW Chief Financial Officer

**DATE:** August 17, 2020

**RE:** July 2020 Board Financials

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### Revenue

Revenues for the one month ending July 31, 2020 total \$1,590,516 which is 18.63% under budgeted revenue and \$832,242 under prior year revenue.

### Expenditures

Operating expenses are under the proposed budget by 6.35%. Consumable supplies are \$15K over budget partially due to personal protection equipment purchased (\$7,600). Space and Communication is over budget by \$12,744 as a result of security hired at our service centers (\$35K).

Subcontractors expenses are under budget by \$35K but is consistent with the prior year.

Training expenses are \$148K under budget and \$659K below the previous year. \$522 of the reduction from the previous year is a result of the Going Pro Talent Fund not being funded this year.

Direct Client Expenses is \$83K under budget and \$40K under the previous year. Direct client expenses are beginning to increase over previous months as more participants are reengaged.

Administration Expenses represent 7.96% of Operating Expenses and 7.22% of Total Expenses.

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

	YTD Thru July 2020 Actual	YTD Thru July 2019 Actual	YTD 2020/2021 Budget	Budget Variance	Budget Variance %
<b>Total Revenue</b>	<u>\$ 1,590,516</u>	<u>\$ 2,422,758</u>	<u>\$ 1,954,675</u>	<u>\$ (364,159)</u>	<u>-18.63%</u>
<b>Expenses</b>					
<b>Operating Expenses</b>					
<b>Wages</b>	\$ 836,476	\$ 752,450	\$ 861,890	\$ 25,414	2.95%
<b>Fringe Benefits</b>	276,098	271,162	294,475	18,377	6.24%
<b>Consumable supplies</b>	90,405	71,652	74,956	(15,449)	-20.61%
<b>Transportation</b>	1,481	13,386	18,225	16,744	91.87%
<b>Outside services</b>	49,665	66,888	60,787	11,122	18.30%
<b>Space and communications</b>	172,767	132,887	160,023	(12,744)	-7.96%
<b>Equipment rent and maint</b>	3,063	5,654	6,083	3,020	49.65%
<b>Equipment purchases</b>	-	71,268	21,833	21,833	100.00%
<b>Other expense</b>	13,345	189,748	42,954	29,609	68.93%
<b>Total operating expense</b>	<u>1,443,300</u>	<u>1,575,095</u>	<u>1,541,226</u>	<u>97,926</u>	<u>6.35%</u>
<b>Subcontractors</b>	\$ 35,603	\$ 36,520	\$ 70,250	\$ 34,647	49.32%
<b>Training</b>	\$ 10,211	\$ 669,601	\$ 158,380	\$ 148,169	93.55%
<b>Direct Client Expenses</b>	<u>\$ 101,402</u>	<u>\$ 141,542</u>	<u>\$ 184,819</u>	<u>\$ 83,417</u>	<u>45.13%</u>
	<u>\$ 147,216</u>	<u>\$ 847,663</u>	<u>\$ 413,449</u>	<u>\$ 266,233</u>	<u>64.39%</u>
<b>Total Expenses</b>	<u>1,590,516</u>	<u>2,422,758</u>	<u>1,954,675</u>	<u>364,159</u>	<u>18.63%</u>
<b>Excess of Revenue over Expense</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

Unaudited



## MEMORANDUM

**ADMINISTRATIVE OFFICE**

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TO: ACSET Governing Board

FROM: Jacob Maas, Chief Executive Officer

DATE: August 17, 2020

RE: Bylaws of the ACSET Governing Board

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At the Governing Board meeting on Monday, June 22, there was general consensus that Governing Board members should review the existing Governing Board Bylaws given how difficult it was to obtain the necessary attendance to approve the Workforce Development Board Bylaws and given the nature of how business is conducted as a result of the COVID-19 pandemic.

Staff have met with and discussed with Chairperson Mahoney and Vice-Chairperson Garcia, to review sections of the ACSET Governing Board Bylaws with members as follows:

Article I: Board of Local Elected Officials, Section 9: Quorum:

A majority of the Governing Board members appointed and serving shall constitute a quorum. When a quorum is present at a meeting of the Governing Board, a majority vote of fifty-one percent (51%) of those present shall be necessary for the transaction of business, except that service center location(s), Workforce Development Board Bylaws; and the employment, termination, and contract approval of the ACSET Chief Executive Officer will require a seventy-five percent (75%) affirmative vote of the members appointed and serving. The budgets and its amendments, and the appointment of members to the Workforce Development Board will require a seventy-five percent (75%) affirmative vote of the members present. Staff are requesting a tally on the following questions yes or no questions:

1. Currently the word "present" is not defined in our bylaws. Providing a broader definition would give us the flexibility to count individuals participating via a virtual platform toward quorum.
2. Should "present" be defined as in person, by teleconference or by video conference?
3. Should the quorum percentage be changed for any of the following items?
  - a. Service center location(s) - currently requires 75% affirmative vote of the members appointed and serving
  - b. Workforce Development Board (WDB) bylaws- currently requires 75% affirmative vote of the members appointed and serving
  - c. The employment, termination, and contract approval of the ACSET CEO - currently requires 75% affirmative vote of the members appointed and serving

- d. WDB budgets and its amendments - currently 75% affirmative vote of members present
- e. The appointment of members to the WDB - currently 75% affirmative vote of members present

Staff will send out the survey to ACSET Governing Board members for additional input and recommendations. The goal is to present any amendments to the Governing Board in October for approval.

As a reminder, The Governing Board shall have the power and authority to alter, amend or repeal these Bylaws at any of its meetings by the affirmative vote of two-thirds of the total membership of the Governing Board, except that Article I, Sections 2 and 9 may be amended only by an affirmative vote of twelve (12) of the fourteen (14) board members; provided that a copy of the proposed change is mailed to each Representative on the Governing Board at least seven calendar days prior to the day of the meeting at which the change is to be considered; and provided that written notice accompany the proposed changes stating the time and place when the changes are to be considered. The Governing Board may revise the proposed changes as they are debated at the announced meeting, but may not alter any other section of the Bylaws except those which contain the proposed changes

## ACSET Personnel Actions – August 14, 2020

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>
Accounting Assistant	Lawrence Corser Cherie Craine	Permanent	7/20/20 8/3/20	Administrative
Marketing & Communication Coordinator	Stephanie Lulofs	Permanent	6/29/20	Administrative

### Separations

<u>Class</u>	<u>Employee</u>	<u>Appointment</u>	<u>Separation Date</u>	<u>Location</u>
Career Coach	Alice Habineza	Permanent	7/24/20	Franklin, GR
Career Navigator	Andre Cooley	Permanent	7/17/20	Franklin, GR

### Promotion

<u>Employee</u>	<u>Appointment</u>	<u>Date</u>	<u>Location</u>
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Current

August 2020

CLASSIFICATION	Approved	Filled (Permanent)	Filled (Other)	Vacant
Accountant	3	3	0	0
Accounting Assistant	5	4	0	1
Accounting Manager	1	1	0	0
Accounting Supervisor	1	1	0	0
Assessment Specialist	4	4	0	0
Assistant Manager	13	13	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	15	0	2
Career Coach	53	51	0	2
Career Navigator	26	24	0	2
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	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	3	0	0
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	2	2	0	0
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	1	1	0	0
Quality Assurance Specialist	9	8	0	1
Records Service Specialist	5	5	0	0
Resource Specialist	3	1	0	2
Retention Solutions Manager	1	1	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	5	0	1
Training Consultant	1	1	0	0
Youth Solutions Manager	1	1	0	0
<b>TOTALS</b>	<b>218</b>	<b>205</b>	<b>0</b>	<b>13</b>

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





## MEMORANDUM

**ADMINISTRATIVE OFFICE**

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

**SERVICE CENTERS****Allegan County**

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

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

**Barry County**

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

**Ionia County**

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

**Kent County**

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

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

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

**Montcalm County**

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

**Muskegon County**

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

**Ottawa County**

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

**TO:** ACSET Governing Board  
**FROM:** West Michigan Works! Staff  
**DATE:** August 17, 2020  
**RE:** Solutions Driven Updates

West Michigan Works! continues to provide virtual services to both employers and job seekers wherever possible. On a limited basis and where in-person services are required, WMW service centers are open by appointment for employment-related services.

### Barry County Service Center Update

When we opened our new Barry County Service Center in downtown Hastings just a couple of years ago the new Center met our needs at the time. However, the move to a more accessible location and the changes to our services and increase partnerships meant that we very quickly outgrew the space requirements in that center. Thankfully, space opened up right next door, and it is ideal for our current needs! This month we moved our equipment and staff next door and began taking appointments in our new location. The new location provides adequate space for public job seekers, classroom space for our workshops and partners, and room for our staff to work effectively with very little disruption to the community. We will host a more official "grand opening" when we move toward more "normal" in person services.

### Unemployment Insurance (UI) Assistance:

We continue to have staff assigned to assist Unemployment Insurance resolving issues over the phone, though over the last several weeks as staff have transitioned to their "regular" jobs more and more, we are able to give less time to this project. From June 1 through July 31st, we fielded over 30,000 calls in our centers, assisting with simple issues like password resets, and assisted 3,102 individuals with more complex Unemployment Insurance problem resolution.

### Virtual Talent Services:

**Employment and Training Services:** Staff continue to work on serving more individuals virtually. All of the WorkReady Employability Skills workshops are available online, as well as the "core workshops" we typically provide in our centers. Additionally, we've been working with several partners to begin offering live virtual sessions of WorkReady. Additionally, we continue to work on virtual enrollments to ensure a pipeline of individuals trained and ready for employment.

**PATH:** Beginning in July, we began engaging Partnership. Accountability. Training. Hope. (PATH) referrals from the Department of Health and Human Services (DHHS). While these individuals need to receive services from WMW! in order to receive cash assistance from DHHS, all services and activities are begin delivered virtually, including an online orientation, barrier identification and removal, career coaching, and job

search assistance. We have seen a very low engagement rate, ranging from 16-25% of referrals, but we continue to be proactive to try to reach more PATH individuals.

### Virtual Rapid Response Services:

Rapid Response materials for individuals experiencing layoffs have been updated so information can be disseminated to employers and job seekers electronically.

While layoffs have slowed down significantly, Business Solutions Representatives will continue to assist employers by providing resources and information on layoff prevention and UIA assistance when needed. Virtual meetings and worker orientations, in collaboration with the state, are offered to any employer that has staff affected by layoffs.

### Virtual Hiring Events:

Business Solutions continues to see a demand for recruitment services. To best meet employment needs during the governor's "Stay Home, Stay Safe" directive, West Michigan Works! has developed several virtual hiring events. These include:

**Job Fairs:** Beginning in April, virtual Job Fairs are held each month. Job Seekers select employers they would like to connect with and are pre-scheduled for a 15-minute time slot during which the candidate and employer can discuss job openings.

Additionally, West Michigan Works! is hosting a virtual job fair to connect returning citizens with employers. Individuals who have been convicted of an offense and released from incarceration can connect with employers at the West Michigan Works! Second Chance Job Fair on August 26.

**Employer of The Day:** By mid-June, employers will have the opportunity to register for a virtual recruitment service called "Employer of the Day." This hiring event is offered daily will be marketed ahead of the event. Candidates will be pre-scheduled to speak with the employer on their selected day.

**Veteran Networking Job Club:** Hosted virtually on the third Thursday of every month, this hiring event is held in collaboration with community partners offering Veteran employment programs. At this event, Veterans can connect with various resources, learn about workforce trends, and network with employers who are hiring. Any Veteran interested in attending can register at [www.vnjc.org](http://www.vnjc.org).

### Weekly Hot Jobs Blast Newsletter:

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

### Retention Solutions Network (RSN):

Upon the lift of the Governor's stay at home order, RSN Success Coaches resumed onsite visits for employers accepting outside visitors. Services are offered by phone and virtually for members not accepting visitors at the time.

Haworth was the fifth employer to join the network. Their two-year membership agreement started in July 2020. West Michigan Works! continues to recruit additional employers to join the network, with emphasis on employer recruitment in Kent, Montcalm and Ionia county.

# 2020

# FEDERAL

# LEGISLATIVE PRIORITIES

MICHIGAN  
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## THE POWER OF ADVOCACY:

Advocacy is an important mechanism to influence Congress. Being an advocate can have far-reaching positive impacts by providing policymakers with the information they need to make decisions and influence legislation. By meeting with members of Congress, writing letters and sending emails, you can educate elected officials about the importance of workforce issues and encourage them to incorporate workforce considerations into decisions across all policy areas.

### JUMPSTART OUR BUSINESSES BY SUPPORTING STUDENTS (JOBS) ACT OF 2019 (HR 3497/S 839)

The JOBS Act would close the skills gap by expanding Pell Grant eligibility to cover high-quality and rigorous short-term job training programs so workers can afford the skills training and credentials that are in high-demand in today's job market.

#### ACTION:

**Broaden the definition of higher education to include quality career and technical programs and ensure federal policy supports this change.**

The JOBS Act amends the Higher Education Act to expand Pell Grant eligibility to students enrolled in high-quality job training programs that are at least eight weeks in length and lead to industry-recognized credentials and certificates. Under the bill, eligible programs would offer training that meets the needs of the local or regional workforce.

In Michigan, employers are desperate for talent, and, in most cases, cannot wait for workers to complete two- to four-year programs. The economy has been strong for many years and we need to be investing in workforce now to prepare for a potential recession/pullback.

Passage of the JOBS Act would also provide assistance toward meeting Governor Whitmer's statewide goal of 60% of Michigan adults earning a postsecondary education credential by 2030.

### BUILDING U.S. INFRASTRUCTURE BY LEVERAGING DEMANDS FOR SKILLS (BUILDS) ACT (HR 2831/S 1517)

This bill requires the U.S. Department of Labor to award implementation or renewal grants, for up to three years and on a competitive basis, to eligible industry or sector partnerships to achieve certain strategic objectives with respect to targeted infrastructure industries (i.e. transportation, construction, energy, information technology, or utilities industries).

#### ACTION:

**Ensure that any infrastructure bill includes new dollars for training partnerships, consistent with the bipartisan BUILDS Act.**

President Trump and Congressional Democrats have proposed significant new investments in our nation's roads, bridges, and other infrastructure. These efforts could create millions of new jobs in the coming years, but nearly half would require some education and training beyond high school. We will need to ramp up our support for apprenticeships and other skills strategies to keep up with demand.

Apprenticeship is a valuable tool for workforce boards and employers. More non-traditional industries are looking to use the apprenticeship model and federal policy should help encourage more industries to explore them.



## WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FUNDING

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Over nearly two decades, instead of continuing to invest in our workforce, federal investments have been cut.

### ACTION:

**Increase funding for WIOA workforce and adult education grants to at least authorized levels and restore career and technical education (CTE) state grant funding to at least \$1.3 billion.**

We need to continue to urge Congress to increase funding for WIOA. Despite messages of strong bipartisan support for skills policy, over the past 16 years, Congress has slashed funding for state job training grants by 40%, CTE grants by 30% and adult education grants by 20%.

After nearly two decades of disinvestment, workers and businesses need significant new investment in skills and retention supports today to support the workforce of tomorrow. This disinvestment has left businesses struggling to find skilled workers and left workers without pathways to better-paying jobs.

## TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) REAUTHORIZATION

TANF funding and policy is currently year-to-year. There will be a serious effort to reauthorize TANF in 2020, which will be difficult in an election year.

### ACTION:

**Modernize TANF to support training opportunities.**

More than 80% of today's jobs require postsecondary education and training, but less than 10% of adult TANF recipients have education beyond high school. Congress should update TANF to expand access to high-quality training and education that leads to in-demand credentials.

### ACTION:

**Replace the TANF work participation rate with WIOA performance metrics for employment outcomes.**

We suggest expanding the list of allowable activities to include High School Equivalency programs, apprenticeship and CTE. We need to establish greater alignment between WIOA and TANF, given that more TANF individuals are being served at one-stop career centers.

## COLLEGE TRANSPARENCY ACT (HR 1766/S 800)

The College Transparency Act establishes a privacy-protected system to collect and report student outcome data so that college applicants can better understand their return on investment. It strengthens educational access for minorities, women and veterans, bolsters the American workforce; decreases the skills gap, and helps educational institutions take concrete steps to improve student success.

### ACTION:

**Strengthen educational access for minorities, women, and veterans**

The College Transparency Act will develop and maintain a secure, privacy-protected postsecondary student-level data system that will provide information on the general pricing for universities and degree programs as well as give families access to a portal or database where they can learn about average salaries and statistics for all Americans, including minorities and veterans.

The Act will also push more regular disclosures to student borrowers during the lifetime of their loan, including while they are still in college, improving students' financial literacy and helping borrowers understand their financial commitments they are making.

# ABOUT MICHIGAN WORKS! ASSOCIATION

As the professional organization representing the Michigan Works! network, the Michigan Works! Association is committed to advocating for workforce development issues throughout its system, the employers they serve and the job seekers who walk through their doors each day.

The Association's federal legislative advocacy is member-centric. At the start of each year the Association does a thorough review of current and upcoming federal issues that impact workforce development and establish the Association's federal policy priorities and positions. This advocacy is both proactive (messaging on Michigan Works! priorities) and reactive (responsive to anticipated federal policy discussions).

Lawmakers have a direct impact on the work the Michigan Works! System does every day, so it is critical that existing relationships are strengthened, and new ones are forged. On the federal level we do this by scheduling visits for our members to meet with federal lawmakers in Washington D.C. about national workforce development issues that have an impact on the residents of our state.

The Association and its members also work closely with members of the Governor's cabinet, across a variety of state departments, as well as the U.S. Department of Labor, on policy initiatives that impact workforce development.

## FEDERAL ADVOCACY CONTACT:

Chris Andresen  
Dutko Government Relations  
80 M Street SE | Suite 130 | Washington, DC 20003  
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**2020**

**S T A T E**

**LEGISLATIVE  
PRIORITIES**

**MICHIGAN  
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## GOING PRO TALENT FUND

The Going PRO Talent Fund has proven to be one of the most effective resources available to address Michigan's talent crisis.

Each year, funding for the Talent Fund must be included in the state budget and approved by the legislature and the Governor. This program has a direct impact on the professional trades workforce gap of over 545,000 job openings we will be facing by 2026.

### **ACTION:** Secure funding for FY 2020

Funding for the Going PRO Talent Fund was line-item vetoed from the FY 2020 budget by Governor Whitmer. The state estimates that 22,000 Michigan workers will be denied critical training and potential salary gains if the Talent Fund monies are not restored. It is imperative that the value of this program is illustrated to the Governor, lawmakers, the public, and the media. Michigan Works! is coordinating with partner organizations whose members will also be adversely impacted by the loss of this grant funding.

### **ACTION:** Rebranding, Alignment and Accountability

The Going PRO Talent Fund is a key component to the strategy of improving access to training and skills development. In order to ensure "buy-in" from both the current administration and lawmakers and differentiate the program from the Going PRO advertising campaign, Michigan Works! recommends rebranding Going PRO Talent Fund. To align with the Governor's goal of "60 by 30," the Going PRO Talent Fund should measure attainment of all in-demand, industry-recognized credentials, whether that is through a two- or four-year degree, skills certification, or apprenticeship program.

### **ACTION:** Increase funding for FY 2021

Since the inception of the Talent Fund in 2014, nearly \$100 million has been awarded to more than 3,000 businesses across the state, resulting in the retention of 77,542 jobs. The Talent Fund is an enormously successful program that should receive increased funding if possible. Last year alone, businesses applied for approximately \$50 million in eligible training, eclipsing the \$29.1 million available in FY 2019. The lack of available funds resulted in a loss of potential training, hiring, and increased earning opportunities. The value of increasing funding for the program must be illustrated throughout 2020 to the Governor, lawmakers, the public, and the media to ensure funding is included in the FY 2021 budget.

## FUTURES FOR FRONTLINERS

This program will provide tuition-free postsecondary education opportunities for COVID-19 crisis essential workers who don't have a college degree. This includes workers in areas such as: nursing homes, hospitals, grocery stores, child care PPE manufacturing, public safety, trash haulers, and supply delivery.

### **ACTION:** Secure funding for implementation

Once the hurdle of creating the Futures for Frontliners program in state statute is cleared, the legislature must allocate funding in the state budget to support the program. The Michigan Works! network, with its deep connections in the community and braided resources, will be critical to the success of the Futures for Frontliners program. The Michigan Works! system is a multi-faceted workforce ecosystem that is perfectly poised to deliver the results necessary to take workers across the state from the frontline to a self-sustaining career path.

## MI RECONNECT PROGRAM

One of Governor Whitmer's workforce priorities is to create the MI Reconnect Program.

The MI Reconnect Program is designed for adults aged 25 and over who are seeking employment in an in-demand career field, have little to no college, and are pursuing a certificate or degree.

The program will provide last-dollar tuition assistance to enroll at a community college. Efforts are underway to create the MI Reconnect Program in state statute in 2020.

### **ACTION:**

#### **Establish the Michigan Works! network as the single point of contact**

Meet with legislators and the Governor to present the case for the Michigan Works! network serving as the single point of contact/entry for the MI Reconnect Program. Michigan Works! staff are trained to identify multiple other resources that may be braided to assist MI Reconnect participants with funding their credentialed training.

### **ACTION:**

#### **Expansion beyond community colleges**

Advocate to legislators and the Governor that MI Reconnect needs to be expanded to cover more than just community college tuition. It should also include apprenticeship programs, industry-based certifications, and similar credentials.

### **ACTION:**

#### **Secure funding for implementation**

Once the hurdle of creating the MI Reconnect program in state statute is cleared, the legislature must allocate funding in the state budget to support the program. Given the role the Michigan Works! network wants to play in the implementation of MI Reconnect, it is critical to work closely with employers to advocate to legislators the important role the program plays in closing the skills gap to ensure funding is secured for the program.

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## PARTNERSHIP. ACCOUNTABILITY. TRAINING. HOPE. (PATH) PROGRAM

Many families seeking cash assistance through the Michigan Family Independence Program (FIP) face significant barriers in securing and retaining employment. From child care to transportation and literacy, caseworkers cite a long list of barriers that can keep families from achieving self-sufficiency. The primary goals of the PATH program are twofold. First, the PATH program identifies barriers and helps participants connect to the resources they need to obtain employment. Second, the program helps Michigan reach the federally-mandated fifty-percent (50%) work participation rate. The Department of Health and Human Services (DHHS) and the Department of Labor and Economic Opportunity - Workforce Development (LEO-WD) work together to provide PATH services through Michigan Works!

### **ACTION:**

#### **Continuation of funding for the PATH Program**

Meet with legislators and the Governor to advocate for continued funding for the PATH program. Michigan Works! is able to use the PATH program to connect with workers who are very much at risk of dropping out of the workforce over the long term, lifting them into jobs that are right for them, and helping strengthen our state's pipeline of talent.

The program is returning individuals to productive employment, which then helps them begin contributing to our state's economy, boosting employment, income, and GDP.

Through PATH, tens of thousands of individuals have ended their dependence on public assistance and become skilled, productive contributors to Michigan's economy. Fewer families are receiving cash assistance each year and Michigan's poverty rate has dropped every year since the Great Recession.

# ABOUT MICHIGAN WORKS! ASSOCIATION

As the professional organization representing the Michigan Works! network, the Michigan Works! Association is committed to advocating for workforce development issues throughout its system, the employers they serve and the job seekers who walk through their doors each day.

Each year the Association does a thorough review, through its Legislative Committee, of current and upcoming state issues that impact workforce development and establish the Association's state policy priorities and positions.

We advocate on the state level by setting up one-on-one meetings between Michigan Works! leaders and lawmakers from their districts to discuss workforce development issues.

We also host an annual Legislative Day that gives Michigan Works! leadership the opportunity to hear from legislators on current topics as well as the opportunity to talk with them about issues happening in their communities.

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